



ADECA SUPPLEMENTAL REVIEW ITEMS  
for  
*Subgrantee Name*



**SUBGRANTEE NAME:** Subgrantee Name

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ACADV  
LETS  
NCA

Alabama Coalition Against Domestic Violence  
Law Enforcement/Traffic Safety Monitoring Manual  
National Children's Alliance









## PAYROLL FILE REVIEW TOOL

| <b>PAYROLL FILE REVIEW TOOL</b>   |                             |                              |                        |   |                                    |                    |  |  |       |
|---|-----------------------------|------------------------------|------------------------|---|------------------------------------|--------------------|--|--|-------|
| SUBGRANTEE NAME:  |                             | <i>Enter Subgrantee Name</i> |                        |   |                                    |                    | Grant Number:  |  |       |
| Reviewed By:  | <i>Enter Monitor's Name</i> |                              |                        | Sample Size:                            | <i>Enter #</i>                     |                    | Review Date:   |  |       |
| Pay Date  | Name of Employee            | Position/Title               | Hourly/<br>Salary Rate | Total<br>Hours/Pay<br>Periods<br>Worked | % of Time<br>Devoted to<br>Project | Fringe<br>Benefits | Total<br>Pay/Fringe<br>Grant<br>Allocation (auto<br>calculation) | Time/Attendance<br>Records Signed<br>by Employee and<br>Approving Official<br><b>Policy Letter 3</b> | Notes |
|   |                             |                              |                        |   |                                    |                    | \$0.00   |  |       |
|   |                             |                              |                        |   |                                    |                    | \$0.00   |  |       |
|   |                             |                              |                        |   | Total for Pay Period               |                    | \$0.00   |  |       |
|   |                             |                              |                        |   | Total Salary/Fringe for Month      |                    | \$0.00   |  |       |
| <b>Actual Total Pay/Fringe Charged to Grant for the Month (input field)</b> |                             |                              |                        |   |                                    |                    |  |  |       |
|   |                             |                              |                        |   |                                    | <b>Variance</b>    | 0.00   |  |       |