

How to complete a Monthly Activity Summary (MAS)

Each staff member whose wages are funded in whole or in part by a state, federal, or county grant will complete a Monthly Activity Summary (MAS form) each month and submit it to the Grants Management Department by the 5th day of the following month.

Staff time tracking is required by the Grants Accountability and Transparency Act (GATA); therefore, we must comply with all grant-funded staff.

Step 1:

- Make sure you are working in the correct month, and your name is in the "Employee:" section. If those fields are incorrect or not auto-populated, please input the correct month, year, or employee name.

Step 2:

- Track your time worked and determine what grant is covering your activity. Record hours (to the quarter hour) on the MAS for time spent on each assigned activity. For example, 15 minutes are recorded as .25, 30 minutes as .50, and 45 minutes as .75. To remain compliant with our grant funders, please capture 100% of your daily work time. Each MAS template will have grant names specific to each employee and a line for "OCM General" time. The grant lines can capture any grant-related activities, meetings, planning, program support, or direct programming. (Youth Development staff: TeenREACH or CYS; Case Management staff: IDHS-HP, IL RPP, etc.; Transitional Housing staff: ETH or HY; Crisis Intervention/therapists: CCBYS; Employment Opportunity: CSBG)
- Any remaining time worked or non-grant-related activities must be captured in the OCM General row. Examples of OCM General activities: supervision of non-grant funded programs, Christian Education time, holding a Bible study with a client, etc.
- Hourly staff: Please ensure the hours on your MAS match the hours on your Paylocity/paper timesheet. If the hours on your MAS do not match the hours on your timesheet, a member of the Grants Department will reach out to your supervisor to determine an accurate way to update your MAS. Please check for accuracy as you are completing your MAS. There are daily hour totals, and in the top right corner, there is a monthly total. Please reference these totals when checking with your timesheet to ensure your MAS matches your timesheet.
- The weekends have been greyed out to simplify tracking weeks and days. If you work those days, you can still enter hours on the grey weekends.
- For any employee eligible for holiday, sick, or vacation day benefits: Please capture those hours in the bottom "Benefits" portion. There are rows for each type of benefit

used and a line for "other" in case another day is used. If you include any hours in the "other" line, please make a comment explaining what occurred. This could be bereavement time, use of the staff- wellness day, Outreach closure due to inclement weather, etc. Please ensure the benefits section accurately reflects the vacation, holiday, and sick days used in a month. Please ensure that using the benefits section matches your PTO request in Paylocity.

- There is a "comment" section above your signature line should you need to write any notes for your supervisor or the Grants Department review.

Step 3:

- Employee signature, date, and submission to supervisor. There are a few options for signing a MAS.
 1. Sign in the Excel spreadsheet using the "draw" feature in Excel
 2. Print to either pdf or hardcopy and sign by hand.
- Once signed, please date your MAS and submit it to your supervisor for their review. Note that supervisors need to submit signed MASs to the Grants Department by the 5th of every month, so be sure to submit to your supervisor ahead of that date

Step 5 (FOR SUPERVISORS ONLY):

- Please review all employee MASs and ensure accurate hours and grant lines. Once you have reviewed the MAS, please sign, date, and submit it to MASsubmission@outreachcommin.org by the 5th of every month. After reviewing, a member of the Grants Department will reach out if there are any questions or missing MASs.
- please get in touch with Melissa Drost (mdrost@weareoutreach.org) or Ivan Li (ili@weareoutreach.org) with questions about completing, signing, or submitting a MAS.
- There are formulas in these spreadsheets that we want to maintain, so many features have been locked for editing. If you ever run into formatting issues, please get in touch with Melissa Drost to resolve those as well. Thank you for all your efforts to make sure we remain compliant with all our government grant funders!