**2016 VELI-STEM Timesheet Submission Guidelines**

[*http://libraries.vermont.gov/VSTimesheet*](http://libraries.vermont.gov/VSTimesheet)

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| **Hours for:** | **Due by:** |
| April 1- April 30 | May 15 |
| May 1- May 31 | June 15 |
| June 1- June 30 | July 15 |
| July 1- July 31 | August 15 |
| August 1- August 31 | September 15 |
| September 1- September 30 | October 15 |
| October 1- October 31 | November 15 |
| November 1- November 30 | December 15 |
| December 1- December 31 | January 15, 2017 |

* Only one person**\*** per library should be counting their time and submitting a timesheet.
* Time sheets should be submitted once at the end of each month- just add all of your hours together for the month.
* If you have ZERO hours for a month for prep, programming, and training, STILL submit a timesheet. This will save you from getting reminder emails.

**\*Bennington is the only exception and should submit time as discussed.**