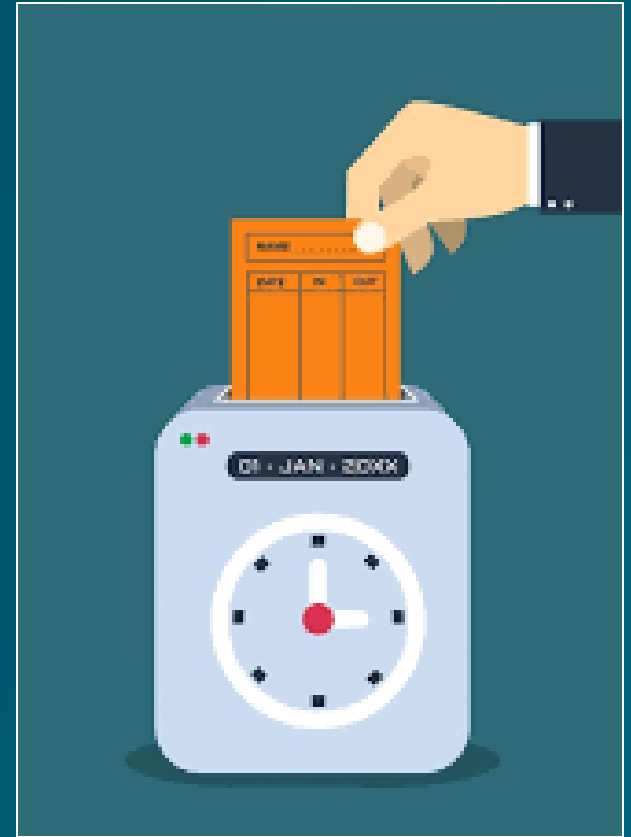


# Personnel Tracking

Rhyli Drake  
Program Administrator  
Abingdon Field Office



**VIRGINIA DEPARTMENT OF HOUSING  
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# Necessary Documents

**Personnel Job Descriptions**

**Detailed Personnel Budget**

**Monthly Personnel Invoice**

**Monthly Timesheets**



# Personnel Job Description

**Sammich Maker** (Grant Funded Position), (Full or Part Time)

**Salary: \$35,000 annually** (with Fringe or No benefits/paid time off)

**Position Summary:**

This grant funded position will be providing citizens of the Town of Graceland with fresh fried peanut butter and banana sandwiches.

**Key Responsibilities:**

- Sammich preparation
- Nutritional guidance
- Maintain clean workspace

**Qualifications:**

Determined by the locality

**Schedule:**

Determined by the locality

Job Opening will need to be posted publicly on locality's website, local newspaper, or job hiring website.

# Detailed Personnel Budget

<b>Town of Graceland - SALARY &amp; BENEFITS</b>		
<b>TOTAL COMP DETAIL</b>	<b>Employee Name</b>	<b>Employee Name</b>
<b>Sammich Maker</b>	<b>Full Time</b>	<b>Part-Time</b>
<b>ANNUAL SALARY</b>	<b>\$35,000.00</b>	<b>\$30,000.00</b>
<b>TOTAL SALARY</b>	<b>\$35,000.00</b>	<b>\$30,000.00</b>
<b>HOURLY RATE</b>	<b>\$16.83</b>	<b>\$14.42</b>
<b>BENEFITS</b>		
<b>FICA/MEDICARE</b>	<b>\$2,677.50</b>	<b>\$2,295.00</b>
<b>GROUP LIFE</b>	<b>\$413.00</b>	
<b>HEALTH INS PREMIUM</b>	<b>\$17,700.00</b>	
<b>VRS</b>	<b>\$5,397.00</b>	
<b>Unemployment</b>	<b>\$8.00</b>	<b>\$8.00</b>
<b>WC</b>	<b>\$59.50</b>	<b>\$51.00</b>
<b>TOTAL BENEFITS</b>	<b>\$26,255.00</b>	<b>\$2,354.00</b>
<b>TOTAL SALARY &amp; BENEFITS</b>	<b>\$61,255.00</b>	<b>\$32,354.00</b>
<b>HOURLY RATE ALL INCLUSIVE</b>	<b>\$29.45</b>	<b>\$15.55</b>



# Monthly Timesheet

NAME: **Nancy Rooks**      DATE: February 1, 2026 thru February 28, 2026  
 TITLE: **Sammich Maker**      LOCATION: **Graceland Town Hall**

DATE	IN	LUNCH	OUT	DATE	IN	LUNCH	OUT	DATE	IN	LUNCH	OUT			
2/2/26	8:30	12:30	1:00	4:30	2/9/26	8:00	12:30	1:00	4:30	2/16/26	8:30	12:30	1:00	4:30
2/3/26	9:00	12:30	1:00	7:00	2/10/26	8:00	12:30	1:00	5:45	2/17/26	8:00	12:30	1:00	4:30
2/4/26	8:30	12:30	1:00	4:30	2/11/26	9:00	12:30	1:00	5:45	2/18/26	9:00	12:30	1:00	7:00
2/5/26	8:30	12:30	1:00	5:00	2/12/26	9:00	12:30	1:00	4:30	2/19/26	8:30	12:30	1:00	4:30
2/6/26	8:30	12:30	1:00	4:30	2/13/26	8:30	12:30	1:00	4:30	2/20/26	8:30	12:30	1:00	4:30
<b>Total</b>				<b>Total</b>				<b>Total</b>						
DATE	IN	LUNCH	OUT	DATE	IN	LUNCH	OUT	DATE	IN	LUNCH	OUT			
2/23/26	9:00	12:30	1:00	8:00										
2/24/26	9:00	12:30	1:00	8:30										
2/25/26	8:30	12:30	1:00	4:30										
2/26/26	8:30	12:30	1:00	4:30										
2/27/26	10:00	12:30	1:00	2:00										
<b>Total</b>				<b>Total</b>				<b>Total</b>						

I hereby certify that I worked the above hours.

Employee Signature: **Nancy Rooks**      DATE: 3/2/26

I hereby certify that Nancy Rooks worked the above hours.

Supervisor or Financial Manager Signature: **Prescilla Wagner CFO, Town of Graceland**      DATE: 3/2/2026

Employee Signature



Supervisor or  
Financial Manager  
Signature



# Questions??



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