



## **Time and Effort Reporting Procedures**

### **Personnel Activity Reports:**

According to OMB Circular A-87 Attachment b(h), District staff who are split funded (<100% multiple performance objectives/grant supported programs) with Federal/State monies are required to complete Personnel Activity Reports (PARs) indicating the number of hours worked by funding source and coded for the specific activities they perform on a weekly basis and submit them to the Principal/Director and then District Business Office for each time period every two weeks (as the official time-sheet) for hourly and salary employees. PAR forms are collected and reviewed in a timely manner to ensure that an employee's compensation does not become disallowed and match what was established when hired. Documents containing information pertinent to each employee's funding sources and time percentages for each source are sent to those employees needing to complete PAR forms as soon as the information becomes available. Updates to the PAR list are made as necessary by the business office/payroll, should it be necessary.

Grants Department, Human Resources and the Department of Finance assign budget and staffing for the District, an inventory of grant funded staff and school improvement requests. A PARs Check-in list, FTE converters, and job descriptions are then created for each employee needing to complete PARs/time sheets for the relevant fiscal year (FY) by the business office.

Employees are notified as quickly as possible, generally within a week of when the grant funded employees report is run, they are to complete PARs/timesheet for the current FY via email. Pertinent documents are included in this email along with an offer to train or assist employees in any manner they may need to facilitate ease of meeting this requirement.

Once the PAR form check-in sheet is complete and accurate each principal is informed as to who in their building who is grant funded, the appropriate FTE, and steps necessary to complete PARs/timesheets.

The grant funded employees timesheets are run with payroll by the finance office to ensure all information is accurate and up-to-date and list of employees needing to complete PARs/timesheets is updated accordingly by the financial office and grants department to assure timesheets and consolidated application requests match. When a discrepancy occurs, necessary steps are taken to notify and correct (see next steps, below).

Hours worked by funding source are then entered into variance electronic workbooks by finance department on a payroll schedule. Employees whose PAR forms/timesheets are not complete/correct will be notified the day their PAR forms are notified the day said forms are reviewed. Forms are marked are noted and a personal contact is made to the employee with an explanation of how to correct the error. The directions on how to correct their PAR/timesheet are also emailed to the employee and their supervisor.

The first week of each month a notification is sent via email to employees needing to complete PARs/timesheets regarding PAR forms/sheets that may be missing or not returned after revisions have been made; principals are copied on these emails. Variance reports to the Department of Finance are submitted no later than two weeks after each quarter ends. PAR forms/timesheets are filed and maintained by the finance office, where they are accessible for five (5) years.

### **Staff Certifications:**

District staff who are fully funded (100%) from a Federal grant source may complete staff certification forms semiannually to document their awareness of the funding source from which they receive their compensation in lieu of timesheets. This is typically reserved for instructional staff vs. support staff. District staff who are paid

additional hours from a Federal funding source other than the funding sources they are typically compensated from will also complete a staff certification form indicating their knowledge of how they were compensated for 100% of their time for this activity (workshops, conferences, summer programming, tutoring, etc.) if applicable.

Payroll generates the list of employees needing to complete Staff Certifications and sends it to the Grant Director and Finance Director. When appropriate, they generate the actual Staff Certification forms and send them via email to each teacher, principals are copied on these emails. Employees are directed to sign their Staff Certifications and to have their supervisor sign them as well. Staff Certifications submitted to the Business office are checked in/matched by the Office Specialist. Staff Certifications ensure to be compliant are maintained and accessible for five (5) years. Employees are contacted via email if their Staff Certifications are late by two weeks or more; principals are copied on these emails.