



Employee Time and Effort Reporting Policy

- I. Purpose**
 - a. To ensure that federal funds are used only for personnel, programs and activities that fulfill federal program requirements.
 - b. To provide reasonable documentation that federal funds are used for federal programs.

- II. Scope**
 - a. This policy and related procedures and forms shall be used by ALL Valley Academy Charter School (VAC) employees (“eligible employees”) who are paid in part or in whole with federal funds.
 - b. VAC administrators will inform employees if they are required to follow this policy and procedures.

- III. General Provisions**
 - a. Eligible employees do not need to fill out a daily or weekly personnel activity report.
 - b. Eligible employees may support a distribution of their salaries and wages through documentation of an established work schedule that meets federal standards—and the requirements of this policy and accompanying forms.
 - c. VAC administrators will designate eligible employee and ensure that they are using VAC approved forms.

- IV. Employees or employee schedules must:**
 - a. Indicate the specific activity or cost objective (VAC will use “specific activity” language) that the employee worked on for each segment of the employee’s schedule.
 - b. Account for the total hours for which employee is paid during the period designated on the form.
 - c. Be certified (fill out the form that accompanies this policy, including supervisor signature) at least semiannually (between June 30 and December 30) and signed by the employee and a supervisor with firsthand knowledge of the work performed by the employee.
 - d. If an employee’s schedule is changed significantly or for a prolonged period (administrators are responsible for determining a “significant change,” typically two weeks or more):
 - i. The change (including dates of the changed schedule) must be noted on the form by the employee,
 - ii. noted by the supervisor and
 - iii. “certified” consistent with IV. C., above.

- V. Administrators will make every effort to have employees work on a “single cost objective” in order to minimize record keeping for employees.**

VI. Sample/Model form (the actual form is provided with this Policy and will be provided to the employee by Administrator or Supervisor)

<u>Specific activity/single cost objective</u>	<u>Distribution of time</u>
(1) Title I, Part A—Improving the academic achievement of the disadvantaged	42%
(2) IDEA, Part B—federal special education	13%
(3) School (non-federal) assignment(s)	45%
TOTAL	100%

TIME AND EFFORT CERTIFICATION
For Employees with Fixed Schedules

Employee: _____

Position: _____

School: _____

Certification period: (day)____/(month)____/(year)_____ to ____/____/_____

Type of schedule

_____ daily

_____ weekly

_____ bi-weekly

Program/Cost objective Distribution of time

TOTAL

I verify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period:

Employee Signature

Date

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in percentages during Certification Period:

Supervisor Signature

Date