



## **Time and Effort**

Pursuant to the Code of Federal Regulations – Compensation - Personal Services - 200.430(i)(4), employees who are paid from state and local funds, but whose salaries are used for cost sharing or matching, must also keep time and effort documentation. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. In accordance with 2 CFR 200.430(i)(1), these records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated
- Be incorporated into official records
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities
- Encompass both federally assisted, and all other activities compensated by the agency on an integrated basis
- Comply with the established accounting policies and practices of the agency
- Support the distribution of the employee's salary or wages among specific activities or cost objectives.

To meet the above requirements, all employees who must complete time and effort forms must submit either a semi-annual certification or a personnel activity report (PAR) as required below.

All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual certification. The semi-annual certification must be:

- Completed at least every six months (twice a year)
- Be signed by the supervisor with direct knowledge of the work being performed
- Indicate the distribution of actual activity
- Account for the total activity for which each employee is compensated.

A Personnel Activity Report must be completed if an employee is funded partially on one or more grant cost objective(s). According to the 2 CFR 200.28, a Cost Objective is a program, function, activity, award, organizational subdivision, contract or work unit for which cost data are desired and for which a provision is made to accumulate and measure the cost of processes, products, jobs and projects (e.g. School Resource Officer). The Personnel Activity Report provides a written record of an employee's work activities used to document that employee's time to grants or projects. It must be completed monthly and supported by a daily calendar of activities. All employees who work on multiple cost objectives must complete PARs that support the distribution of their salaries /wages that meet the following standards:

- Indicate the distribution of the actual activity, not a budget estimate
- Account for the total work activity for which each employee is compensated



- Be prepared at least monthly (a separate PAR for each month) and coincide with one or more pay periods
- Be signed by the employee.

All employees who are paid in full or in part with federal funds must keep specific documents to support the amount of time they spent on grant activities as reflected in each PAR. These time and effort records should be maintained in order to charge the costs of personnel compensation to federal grants.

The corresponding spreadsheet is an example of how districts can properly document Time and Effort using a Personnel Activity Report. The report allows everyone to list the percent of each day of the month that is spent on Title IV, Part A activities, as well as any other district activities during the same day. The spreadsheet will automatically tabulate the overall percent by month of the activity. The spreadsheet should be signed by the individual as well as their respective supervisor to confirm the time and effort documented is accurate.