



Public Schools of North Carolina

Time & Effort Training

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Time & Effort Background

*The reason we do
what we do*



Because it is
fun!?!?



Nooo??



Required by OMB Circular A-87

OMB Circular A-87, Attachment B, Item 8 (h)

- ∅ These requirements regarding time distribution are in addition to the standards for payroll documentation.
- ∅ Any salary costs used to meet a matching requirement must also be documented in accordance with the A-87 standards.
 - ✓ CTE
 - ✓ Child Nutrition



Why?

What is the purpose of time and effort documentation?

Time and effort documentation serves as a “receipt” for payroll expenditures.





Define Types of Time & Effort

Ø Single cost objective

✓ Semi-Annual Certifications

Ø Multiple cost objective

✓ Personnel Activity Reports (PARs)

Single Cost Objective

For those employees who work solely on a single cost objective

- Ø These employees must have **at least semi-annual certifications** certifying that they worked solely (100%) on the program in which they are being compensated.



Multiple Cost Objective

For those employees considered “multiple cost objective” employees

- ∅ These employees are usually employees paid from more than one federal grant or by a federal grant and a non-federal award.





Time & Effort Forms

∅ Semi-Annual Certifications

√ (Single cost objective)

– Individual

– Blanket

∅ Personnel Activity Reports (PARs)

√ (Multiple cost objective)

Time & Effort

Semi-Annual Certifications & PARS

- Language (semi-annual certifications)
- Handwritten Information
 - Dates
 - Signatures/printed name
- Timeliness
- Consistency
- Errors & Strikethroughs
- Applicable Employees (semi-annual, PARS)



Semi-Annual Certifications

Example of Individual

- Language

Ø I, Wonderful Employee, certify that I spent 100% of my time for the period of January 1, 2012, through June 30, 2012, on Title I Activities.

Signature/Date _____



Semi-Annual Certifications

Example of Blanket

- Language

Ø I certify that the employees listed below spent 100% of their time for the period of January 1, 2012, through June 15, 2012, on *Title I Schoolwide Activities*.

Signed/Date: _____ (Principal)
(First hand knowledge)

(List of Employees)

* **Would be helpful to have school name & number**



Time & Effort

Semi-Annual Certifications & PARs

- Handwritten Information (use black or blue ink)
 - ∅ Dates
 - ∅ Must be after-the-fact: after the dates indicated on the forms
 - ∅ Must coincide with one or more pay periods
 - ∅ Actual date signed
 - ∅ Signatures/printed name
 - ∅ No stamped signatures
 - ∅ No computer typed signatures and/or dates
 - ∅ May use digital signatures and/or dates, only if proper controls are in place
 - √ Policies and procedures in writing



Time & Effort

Semi-Annual Certifications & PARs

- Timeliness

Ø It is preferred that time and effort documentation is completed as promptly as possible after the timeframe indicated on the form, but, performing accurate and adequate documentation is our main concern.

Ø Therefore, time and effort documentation should always be signed and dated the actual time the form(s) were completed.



Time & Effort

Semi-Annual Certifications & PARs

- Consistency

- ØForms

- ØCapturing the same information for all employees

- ØEnsuring that all information is complete and accurate

- ØEnsuring proper backup for all employees

- ØPrograms

- ØCommunication is key



Time & Effort

Semi-Annual Certifications & PARs

- Errors & Strikethroughs

Ø If an error is discovered, strikethrough the error with one line and initial, or initial and date.

Or

Ø If a new form is completed at a time different from that of the original, then use the date in which the new form was completed.



Semi-Annual Certifications

- Applicable Employees

- Ø 100% from a single funding source

- Ø 100% with a single type of student/class which may be funded from federal, state, and/or local funds (ex. Voc Ed, IDEA)

- Ø Per Montana Compact, federally-funded extra-duty time beyond the full-time day (such as 21st CCLC)



Semi-Annual Certifications

- Applicable Employees (continued)

- Ø It's not always possible to tell by looking at funding only whether an employee is single or multiple cost objective employee.

- Ø "Single Cost Objective" will be determined by the employee's **activities**, not solely by the employee's funding.

- Ø For example - A CTE employee who is paid from two different sources, but they do the same "activity" 100% of the time



Semi-Annual Certification Quiz

What is Wrong?

I, Wonderful Employee, certify that I spent 75% of my time for the period of January 2012, through June 30, 2012, on Title I Activities.

Signature/Date *Wonderful Employee* 06/15/12



Semi-Annual Certification Quiz

What is Wrong?

I, Wonderful Employee, certify that I spent 75% of my time for the period of January 2012, through June 30, 2012, on Title I Activities.

Signature/Date Wonderful Employee 06/15/12



Semi-Annual Certification Quiz

What is Wrong?

I, Wonderful Employee, certify that I spent 100% of my time for the period of August 25, 2012, through December 31, 2012, as a Teacher.

Signature/Date *Wonderful Employee* 12/31/12



Semi-Annual Certification Quiz

What is Wrong?

I, Wonderful Employee, certify that I spent 100% of my time for the period of August 25, 2012, through December 31, 2012, as a Teacher.

Signature/Date Wonderful Employee 12/31/12



Personnel Activity Reports (PARs)

- Applicable Employees

- Ø Are **usually** employees paid from more than one federal grant
- Ø Or are paid by a federal grant and a non-federal award.
- Ø As with the single cost objective employees, it is not always possible to tell by looking at funding only whether an employee is single or multiple cost objective.
- Ø “Multiple Cost Objective” will be determined by the employee’s **activities** and not solely by the employee’s funding.
 - Ø For example - A Title I employee who works on two different Title I set-asides is a “**multiple cost objective**” employee.



Personnel Activity Reports (PARs)

- Additional Requirements

- Ø Must complete and maintain support and/or documentation for their PAR forms
- Ø Must account for the total activity for which each employee is compensated
- Ø Must be signed by the employee
- Ø Must conduct comparisons of actual costs (based on reported PARs) to budgeted distributions **at least** quarterly.



Personnel Activity Reports (PARs)

Required components

- Ø An “effort statement” that accounts for 100% of the employee’s effort
- Ø The number of hours worked (*No “X” entries*)
 - ∨ *No Vacation, Sick and/or Holidays*
- Ø The time worked on all cost objectives
- Ø The specific federal cost objective (not just “federal”)



Personnel Activity Reports (PARs)

A PAR with
all the
required
components

PERSONNEL ACTIVITY REPORT

Month: May 2008 Position Number: 045 Employee: Ted D. Behr
 Effort: Employee time and effort is allocated 45% to Title I and 55% to state-funded activities
 Week 1: May 1-3 Supervisor's Initials:

Column A COST OBJECTIVE Cost objectives upon which time was spent this week	Column B TIME - Cost Objective Total hours this week spent on each cost objective	Column C TIME - Total Total hours worked this week	Column D PERCENT ALLOCATION Percentage of time this week spent on each cost objective (Column B / Column C x 100%)
Title I	8		50.0%
State-Funded	8	16	50.0%

Week 2: May 4-10 Supervisor's Initials:

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	24		60.0%
State-Funded	16	40	40.0%

Week 3: May 11-17 Supervisor's Initials:

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	22		55.0%
State-Funded	18	40	45.0%

Week 4: May 18-24 Supervisor's Initials:

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	16		44.4%
State-Funded	20	36	55.6%

Week 5: May 25-31 Supervisor's Initials:

COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	14		43.8%
State-Funded	18	32	56.3%

Monthly Percent
 Allocation 84/164 = 51.2% Title I
 80/164 = 48.8% State-Funded

I hereby certify that the information contained in this Time and Effort Report accurately reflects actual time and effort distribution for the month reported.

Ted D. Behr

Employee's Signature

Joe Jofinson

Supervisor's Signature and Title

6/2/08

Date

6/3/08

Date



Personnel Activity Reports (PARs)

Reconciliation ...

Or conducting comparisons of actual costs (based on reported PARs) to budgeted distributions **at least** quarterly.

Ø Annual adjustments may be made if the quarterly comparisons show that the differences between budgeted and actual costs charged to the Federal program are less than ten percent (10%).



Personnel Activity Reports (PARs)

Reconciliation (continued)

- Ø If the quarterly comparisons show that the differences between budgeted and actual costs charged to the Federal program are ten percent (10%) or more, then an adjustment must be made immediately.



Personnel Activity Reports (PARs)

Substitute Systems

- ∅ Same rules apply, except those LEAs that have substitute systems:
 - ✓ Must conduct the comparisons each time their employees complete a PAR (two or three times per year)
 - ✓ Must make the adjustment immediately regardless if the difference is less than ten percent (10%) or not
 - ✓ Must complete an updated Substitute Systems Handbook if it has not already been done



Personnel Activity Reports (PARs)

**UPDATE:
DPI Approved Substitute
Time Reporting Systems
for LEAs**

**Who has been
approved for
Substitute
Systems?**

As of March 1, 2012, the following LEAs are approved to implement substitute time reporting systems under OMB Circular A-87:

Anson County	Graham County	Richmond County
Avery County	Granville County	Rockingham County
Bladen County	Haywood County	Rutherford County
Brunswick County	Halifax County	Elkin City
Buncombe County	Jackson County	Swain County
Cumberland County	Charlotte-Mecklenburg Schools	Transylvania County
Davie County	Moore County	Wake County
Durham County	Nash-Rocky Mount Schools	Yancey County

Only those school systems that have submitted documentation for their substitute system and have received official notification from DPI have been approved to implement their substitute systems. All other school systems should be complying with A-87 requirements for time and effort reporting.

If you have any questions, please contact the Monitoring and Compliance Section at (919) 807-3686.

Updated March 2012

<http://www.ncpublicschools.org/fbs/finance/federal/>



Personnel Activity Reports (PARs)

Substitute Systems (continued)

- ∅ An updated Substitute Systems Handbook must be completed if it has not already been done since 1997, **or** if one of the following does not exist in your current one
 - ✓ PAR form does not reflect actual time and/or percentages, but instead uses “X”s
 - ✓ Description of the reconciliation process is not present
 - ✓ It has not been submitted to DPI (Monitoring & Compliance Section) and/or approval has not been received for the updated information mentioned above



PAR Quiz

What is Wrong?

PERSONNEL ACTIVITY REPORT					
Month:	May 2012	Position Number:	045	Employee:	Ted D. Behr
Effort: Employee time and effort is allocated 50% to Title I and 50% to state-funded activities					
Week 1: May 1-4			Supervisor's Initials:		
Column A COST OBJECTIVE Cost objectives upon which time was spent this week	Column B TIME - Cost Objective Total hours this week spent on each cost objective	Column C TIME - Total Total hours worked this week	Column D PERCENT ALLOCATION Percentage of time this week spent on each cost objective (Column B / Column C x 100%)		
Title I	20	16	50.0%		
State-Funded	12		50.0%		
Week 2: May 7-11			Supervisor's Initials:		
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION		
Title I	30	40	50.0%		
State-Funded	10		50.0%		
Week 3: May 14-18			Supervisor's Initials:		
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION		
Title I	25	40	50.0%		
State-Funded	15		50.0%		
Week 4: May 21-25			Supervisor's Initials:		
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION		
Title I	5	40	50.0%		
State-Funded	35		50.0%		
Week 5: May 28-June 1			Supervisor's Initials:		
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION		
Title I	15	40	50.0%		
State-Funded	25		50.0%		
Monthly Percent Allocation 50% Title I					
50% State-Funded					
I hereby certify that the information contained in this Time and Effort Report accurately reflects actual time and effort distribution for the month reported.					
Ted D. Behr			5/20/2012		
Employee's Signature			Date		
Joe Johnson			5/31/12		
Supervisor's Signature and Title			Date		



PAR Quiz

What is Wrong?

PERSONNEL ACTIVITY REPORT			
Month: <u>May 2012</u>		Position Number: <u>045</u>	Employee: <u>Ted D. Behr</u>
Effort: <u>Employee time and effort is allocated 50% to Title I and 50% to state-funded activities</u>			
Week 1: <u>May 1-4</u>		Supervisor's Initials:	
Column A COST OBJECTIVE Cost objectives upon which time was spent this week	Column B TIME - Cost Objective Total hours this week spent on each cost objective	Column C TIME - Total Total hours worked this week	Column D PERCENT ALLOCATION Percentage of time this week spent on each cost objective (Column B / Column C x 100%)
Title I	20	16	50.0%
State-Funded	12		50.0%
Week 2: <u>May 7-11</u>		Supervisor's Initials:	
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	30	40	50.0%
State-Funded	10		50.0%
Week 3: <u>May 14-18</u>		Supervisor's Initials:	
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	25	40	50.0%
State-Funded	15		50.0%
Week 4: <u>May 21-25</u>		Supervisor's Initials:	
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	5	40	50.0%
State-Funded	35		50.0%
Week 5: <u>May 28-June 1</u>		Supervisor's Initials:	
COST OBJECTIVE	TIME - Cost Objective	TIME - Total	PERCENT ALLOCATION
Title I	15	40	50.0%
State-Funded	25		50.0%
Monthly Percent Allocation: 50% Title I			
50% State-Funded			
I hereby certify that the information contained in this Time and Effort Report accurately reflects actual time and effort distribution for the month reported.			
<u>Ted D. Behr</u>		<u>5/20/2012</u>	
Employee's Signature		Date	
<u>Joe Johnson</u>		<u>5/31/12</u>	
Supervisor's Signature and Title		Date	





This concludes Time & Effort Training



Questions?

