



Carroll County Public Schools Time & Effort Reporting Federal Grant Programs

As required by OMB Circular A-87, Carroll County Public Schools (CCPS) has implemented the following policies and procedures to comply with time and effort reporting for employees whose salaries are funded by federal grants.

CCPS has two types of required time and effort reporting which are separate from the payroll attendance documentation.

1. Semi Annual Certifications - to be used by employees with one funding source.
2. Bi-weekly Time Sheets – to be used by employees with more than one federal funding source or employees with a portion of federal funding.

Semi Annual Certification

Semi Annual Certifications are prepared by the Budget Department and distributed to administrators/directors on the last day of the reporting period. Each reporting period covers six months, with time worked during July 1 thru December 31, and then January 1 thru June 30. CCPS uses Crystal Reports to identify employees with one federal funding source and then extracts the following information from the payroll database to prepare the certifications:

- Employee's Name
- Employee's Title (Title I only)
- Employee's ID Number
- FTE's budgeted
- % Actually Worked
- Grant/Funding Source
- Local Project Number
- Employee's Cost Center

Semi-Annual Certification Statement

For Employees Funded by a Single Non-Local Funding Source

For the Six Month Period Ending **June 30, 2010**

For the Grant/Funding Source identified below, I certify that the employee listed below worked solely on the activities approved under the terms of the funding from such Grant/Funding Source for the period indicated.

Grant/Funding Source - «Grant_Name»
Local Project Number - «Project»

<u>Employee/Position</u>	<u>Employee Number</u>	<u>FTE Budgeted</u>	<u>% Actually Worked</u>
«Name»	«ID_»	«FTE»	100%

NOTE: Certifications must be prepared at least semi-annually for employees whose time is only charged to a single grant or funding source stating that the employee did in fact work on the duties approved under the terms of the grant or other funding source for the specified time period. A supervisor having first hand knowledge of the work performed must sign the Certification.

Employee's Signature	«CC» Cost Center	Date (Last Duty Day)
Cost Center Administrator's Signature	«CC» Cost Center	Date

Employees are notified by email when their certification has been sent to their administrators/directors. In this email they are instructed to contact their administrator/director to sign and date their certifications, and then to obtain the signature/date of their administrator before returning them to the Budget Department. They are instructed to sign and date on their last duty day for the reporting period. A due date is also given to encourage a quick turn around time.

All certifications are reviewed by the Budget Department for appropriate signatures and dates. A checklist of all employees requiring certification is updated to determine any that are missing. Missing certifications are followed up by contacting the administrator/directors. Certifications are filed in the Budget Department by reporting period.

The excel worksheet is merged into the template using an advanced mail merge, and then emailed to each identified employee. The employees are directed to fill in their position/title, and log their hours worked under each funding source. These items are also highlighted in yellow as a reminder. They are also instructed to complete the “Paid Leave” section, also highlighted yellow, to identify covered absences. These instructions can be found directly on the timesheet and serve as a reminder for the employees. Non-covered absences are presented by not logging in hours on the applicable days. Employees then print their timesheets to obtain signatures and are instructed to return completed sheets to the Budget Department within two weeks.

The Budget Department reviews the timesheets for appropriate signatures, hours and variances from the budgeted percent of effort. To ensure the federal funding sources are adequately charged, any material variations require a journal entry which is prepared by the Budget Department and reviewed by the Grant Manager. All timesheets are filed in the Budget Department.