

Time and Effort Procedures

To meet state and federal compliance, the district is required to document how each employee funded with federal funds spends his or her time on a typical day. This is so an auditor can verify that state and federal funds are being used appropriately. For that reason, either the supervisor of the staff and/or the staff themselves must sign a certification to verify the time.

Semi-Annual Certification – Supervisor signature only

For each staff member paid 100 percent from one federal program, a Semi-Annual Certification form must be filled out. This form will have the employee's name, ID number, type (classified or certified), period being certified, and program. It requires only the supervisor's signature and date.

Procedures for Semi-Annual Certification:

There will be a form for each employee that is paid 100% from the federal grant.

1. Verify the employee works in your building.
2. Principal signs and dates the form very nearly after the certification period end date.
3. Make a copy for your files.
4. Send the original to Linda Briggs in the Budget department.

Multiple Cost Objectives Fixed Schedule – Employee and Supervisor signatures

For each staff member paid from more than one program, the employee and the supervisor must certify a fixed schedule certification. This form has the same information as above, plus a breakdown of the hours worked each day by program. The staff member has a consistent schedule and a sample of that schedule is attached to the form.

Procedures for Multiple Cost Objectives Fixed Schedule

There will be a form for each employee that is paid from the federal grant plus one or more other programs.

1. Verify the employee works in your building.
2. Attach the employee's weekly schedule with days/times to the document.
3. Employee signs and dates the Multiple Cost Objectives Fixed Schedule form very nearly after the ending certification period end date.
4. Principal signs and dates the form very nearly after the ending certification period end date.
5. Make a copy for your files.
6. Send the original form and schedule to Linda Briggs in the Budget department.



Federal Time & Effort Reporting

Employee Time Certification Record

Semi-Annual Certification

Use this form to document time and effort for personnel working on a single cost objective.

Typical examples are:

- Single Federal Program
- Title I, Part A and LAP
- Federal Special Ed and State Special Ed

Employee Name: **First Last**
Employee ID#: XXXXX
Employee Type: Certified
Period Beginning: 9/1/2020
Period Ending: 1/31/2021
Programs Worked: 12

Cost Objective: **ESSER II**
(Program or combination of programs that constitute a single cost objective)

I, **Principal's Name**, hereby certify that for the period of 9/1/2020, through 1/31/2021, **Employee's Name** worked solely on the cost objective listed above.

Supervisor/Principal Signature

Date

**Everett Public Schools
Federal Time & Effort Record**

MULTIPLE COST OBJECTIVES - FIXED SCHEDULE

Employee: **Last, First**

Position: **Paraeducator**

Building: **XXXXXXXXXXXXX Elementary School**

Certification Period: **9/1/2020** to **01/31/2021**

Type of schedule: **weekly**

Program	Distribution of Time	
	hours per day	Percent
ESSER II	0.25	4%
Basic Education	6.00	96%
Title I / LAP		0%
Transportation	-	0%
Total	6.25	100%

I certify 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 first hand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Supervisor Signature _____ Date _____

September 2020 - January 2021

Employee ID#: 12345

Employee Name: **Suzy Sample**

Position: **Paraprofessional**

Primary Location: Emerson Elementary School

Principal: Blythe Young

Department: Finance

Director: Ruth Floyd

CLASSIFIED STAFF WORKSHEET

Monday, Tuesday, Thursday, Friday Schedule												Wednesday Schedule					
Start Time Block	End Time Block	Mins Block	Program (Basic Ed, EL, LAP, Lunch, Title I, Other)	Grade	Activity Performed	Grade	Activity Performed	Grade	Activity Performed	Grade	Activity Performed	Start Time Block	End Time Block	Mins Block	Program (Basic Ed, EL, LAP, Lunch, Title I, Other)	Grade	Activity Performed
TIME BLOCK INFORMATION				MONDAY		TUESDAY		THURSDAY		FRIDAY		TIME BLOCK INFORMATION				WEDNESDAY	
8:05 AM	8:35 AM	30	Basic Ed		Breakfast room		Breakfast room		Breakfast room		Breakfast room	8:05 AM	8:35 AM	30	Other		paperwork,
8:35 AM	8:50 AM	15	ESSER		Health Room		Health Room		Health Room		Health Room	8:35 AM	8:50 AM	15	ESSER		Health Room
8:50 AM	11:30 AM	160	Basic Ed		Health Room		Health Room		Health Room		Health Room	8:50 AM	11:30 AM	160	Basic Ed		paperwork, zooms
11:30 AM	12:00 PM	30	Lunch		lunch		lunch		lunch		lunch	11:30 AM	12:00 PM	30	Basic Ed		lunch
12:00 PM	2:20 PM	140	Bais Ed		Math groups		Math groups		Math groups		Math groups	12:00 PM	2:20 PM	140	Other		paperwork, zooms
												2:20 PM					
TOTAL MINUTES: 375												TOTAL MINUTES: 375					

* Allocated hours per day includes a 30 minute unpaid lunch if working >5 hours per day.