

Davis School District  
Career & Technical Education (CTE) Federal Time and Effort Documentation Policy

1. Exempt employees (licensed educators) funded by a federal program must punch into the district time system once per workday.
2. Non-exempt (classified) employees funded by a federal program must use the time system for all hours each workday.
3. Para-professional coach employees funded by a federal program use an electronic time sheet (not in the district time system), and pay is entered through Remote Pay Extra Duty.
4. All time sheets are electronically approved by the employee and supervisor.
5. All employees paid in full or in part with federal award dollars are required to complete the Time and Effort Personnel Activity Report (PAR) form at the conclusion of the last workday of the school year.
6. Time and Effort policy and the PAR form are posted to the DSD website: Teacher Resources > Policies, Procedures.
  - [Teacher Resources - Davis School District](#)
  - [PERSONAL ACTIVITY REPORT \(finalsite.net\)](#)
7. Employee steps for the Time and Effort PAR form to be completed once at the conclusion of the last workday of the school year.
  - Employee will download and save the PAR file from the DSD website.
    - [PERSONAL ACTIVITY REPORT \(finalsite.net\)](#)
  - Save file name with last name, first name, school year, and title of report.
    - i.e.: DoeJohn SY23 PAR
  - Open document.
  - Enter your name in the blank field – first and last name.
  - Program name, revenue source, and percent of effort fields are populated by the district CTE department.
  - Sign name.
  - Save file and email to Lisa Hilton: [lghilton@dsdmail.net](mailto:lghilton@dsdmail.net).
  - CTE director crosschecks PAR with payroll accounting and signs the PAR.
8. Time and Effort PAR form includes:
  - The current school year period.
  - Employee name.
  - Department name.
  - Program name and revenue source.
  - Reflect total activity percent of effort for which employee is compensated from federal grant.
  - Employee and director signatures.
9. Time and Effort PAR form will be collected once from each federally funded CTE employee and sent to USBE and DSD payroll by the DSD CTE department at the conclusion of the school year.