

## ***TIME & EFFORT POLICY***

This policy explains how District implements an effective time and effort reporting system for all federal and grant funding (based on Uniform Grants Guidance §200.413). This policy states the Districts minimum requirements with additional restrictions may be imposed by the Superintendent or person delegated by the Superintendent.

### **Time and Attendance Reporting – One Funding Code**

Funds may be used to pay for employees whether on the job or absent on leave. The employee is to complete a Semi-Annual Certification form for federal and/or grant funding after work is completed. This certification must be prepared at least every six months, signed and dated by the employee or supervisor having firsthand knowledge of the work performed by the employees.

### **Time and Attendance Reporting – Between Two Funding Codes**

If an employee works on two cost objectives a Personnel Activity Report (PAR) form identifying the amount of time and employee works on each cost objective is required. The PAR report may reflect exact time or a percentage of time work was performed in each cost objective. This certification must be prepared on a monthly basis, signed and dated by the employee or supervisor having firsthand knowledge of the work performed by the employee once work has been concluded for that period of time.

### **Time and Attendance Reporting – Between Multiple Funding Codes**

If an employee works on multiple funding codes may qualify for a Consolidated Administrative Pool (CAP) authorization. A CAP Assurances page would need to be completed based on the following information: The Every Student Succeeds Act (ESSA) allows a local education agency (LEA), upon approval from the state education agency (SEA), to consolidate funds for the administration of one or more ESSA programs. The following Assurances must be signed and submitted to the Director of the Office of Student and School Support at the Nevada Department of Education (NDE).

However, if the employee does not qualify for CAP due to the funding cost objectives then a Personnel Activity Report (PAR) form identifying the amount of time an employee works on each cost objective is required. The PAR report may reflect exact time or a percentage of time work was performed in each cost objective. This certification must be prepared at least every month or as work is performed, signed and dated by the employee or supervisor having firsthand knowledge of the work performed by the employees.