



BEAUFORT COUNTY SCHOOL DISTRICT FEDERAL TIME AND EFFORT

TIME AND EFFORT FEDERAL REPORTING REQUIREMENTS

2 CFR Part 200.430 Compensation—personal services

(i) *Standards for Documentation of Personnel Expenses*

(1) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

POLICY

Beaufort County School District (BCSD) requires that all salaries and wages charged to sponsored projects are certified consistent with federal requirements and are *after the fact* determination of the actual activity of the employee. It is a report on total activities of employees paid with federal funds. As a condition to receiving federal funding, BCSD is required to maintain and certify the percentage of time that employees devote to federally funded sponsored projects.

Sponsored projects at BCSD are funded by state agencies, private foundations, organizations, and other sponsors. BCSD's time and effort certification process provides verification of salaries and wages as well as the time and effort charged to these projects.

Adherence to this procedure is necessary to prevent cost disallowances and penalties by the federal government and other sponsoring agencies.

TYPES OF RECORDS

- Semi-annual certification —employee with 100% time on one federal grant
- Blanket semi-annual certification—more than one employee at 100% of time on same single federal grant
- Personnel Activity Report (PAR)—employee with time on more than one federal grant or federal and non-federal funds.

Semi-annual Certification is used for an employee with work funded 100% by single cost objective or federal grant award.

Must:

- be completed at least every 6 months (2x/year)
- be signed by employee (or supervisor with direct knowledge of work being performed if employee is unavailable)
- be after-the-fact distribution of actual activity
- account for 100% of employee's activity.

Blanket Semi-annual Certification is used for a list of employees, by location, funded 100% by single cost objective or federal grant award.

- be completed at least every 6 months (2x/year)
- be signed by supervisor with direct knowledge of work being performed
- be after-the-fact distribution of actual activity
- account for 100% of employee's activity.

Personnel Activity Report (PAR) is use for an employee funded partially on one or more grant cost objective(s)

Must:

- be completed monthly and coincide with pay periods (track time every two weeks)
- be supported by records (desk calendars, written records of activity for each day/week)
- be signed by employee
- be after-the-fact distribution of actual activity
- account for 100% of employee's activity.

TIME AND EFFORT STANDARDS

Must:

- be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- be incorporated into official records;
- reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- encompass both federally-assisted and all other activities compensated by the agency on an integrated basis;
- comply with the established accounting policies and practices of the agency; and
- support the distribution of the employee's salary or wages among specific activities or cost objectives.

TIME AND EFFORT PROCEDURES - From Payroll Report to Certification

All employees whose work is funded fully (100%) by a single cost objective **or** grant award must complete a semi-annual certification. The semi-annual certification must be:

- completed at least every six (6) months (twice a year);
- be signed by the employee or the supervisor with direct knowledge of the work being performed;
 - All individuals will certify their own Time and Effort Reports.
 - The supervisor also certifies the Time and Effort Reports for all professional staff working on sponsored projects under his or her supervision.
 - If an individual is no longer employed or available at location, the employee's supervisor will certify the employee's Time and Effort Reports.
- reflect an after-the-fact distribution of the actual activity; and
- account for the total activity for which each employee is compensated.
- The signature on the Time and Effort Report is an endorsement by the employee that, to the best of their knowledge, the salary charges accurately reflect the effort distribution across all activities.

All employees who work on multiple cost objectives must complete PARs that support the distribution of their salaries/wages that meet the following standards:

- reflect an after-the-fact distribution of the actual activity, not a budget estimate;
- account for the total work activity for which each employee is compensated;
- be prepared at least monthly (a separate PAR for each month) and coincide with one (1) or more pay periods; and
- be signed by the employee.

If the salary distribution differs from the effort reported during the same Effort Certification period by more than 5 percent, the person certifying the effort shall contact their department to modify the salary distribution.

RECONCILIATION PROCEDURES

- Payroll charges to match the actual distribution of time recorded on the monthly certification documents. At least once a quarter, reconciliations are made of actual costs, based on PARs, to budgeted distribution.
- Each federal program office must have a system of internal controls to review after-the-fact interim charges made to a federal award based on budget estimates.
- All necessary adjustments must be made such that the final amount charged to the federal award is accurate, allowable, and properly allocated.
- Reconcile actual costs to budgeted distributions
- Conduct semi-annual reconciliations of Semi-Annual Certification forms and quarterly reconciliations of PAR forms with budgeted distributions.

DIRECTIONS FOR SCHOOL CONTACTS

1. Office of Special Revenue or the assigned program office will reconcile payroll records and create the Semi-Annual Certification document for all employees paid with the federal grants.
2. Documents are electronically sent to the Title I or School Contact to review that the correct forms have been sent and confirm the employee dates of employment are correct.
3. Title I or School Contact will print and distribute to employees.
4. Employee and/or Principal/Department head will sign the Semi-Annual Certification and return to Title I or School Contact.
5. For Title I grant, the Title I Contact will upload the signed documents into appropriate Title I Crate.
6. For other federal grants, a signed copy will be returned to the office of the federal program and will be kept on file with District's grant documents.