

TIME AND EFFORT

Bluffton-Harrison Metropolitan School District employees who are paid in full or in part with federal funds must document that their time is spent on the grant activity supported by the funds.

The BHMSD Administration Office shall assist in providing form F300-E1 to employees and/or F300-E2 to supervisors of multiple employees who are supported by federal grant funds. These forms may be substituted as needed by forms provided by the Department of Education. The BHMSD Administration Office will be responsible for seeing that the forms are reviewed and signed by employees and supervisors on a quarterly basis and that the forms are filed for audit.

Bluffton-Harrison Metropolitan School District

Adopted: March 17, 2025