How To Prepare Monthly Time and Effort Reports - MACRO

Time and effort (T&E) reporting is required by OSPI.

To ensure all signatures have been received for monthly T&E reporting, run a report, review transactions for accuracy and match signatures already received to the report. Obtain any missing T&E certifications. The report described below can be used for both monthly and semi-annual certification work.

T&E reporting is *not* a payroll form nor is it used to pay employees. T&E signatures are gathered and kept on file by the department overseeing the federal funds. Click here for state records retention information. Search for "Grants Management".

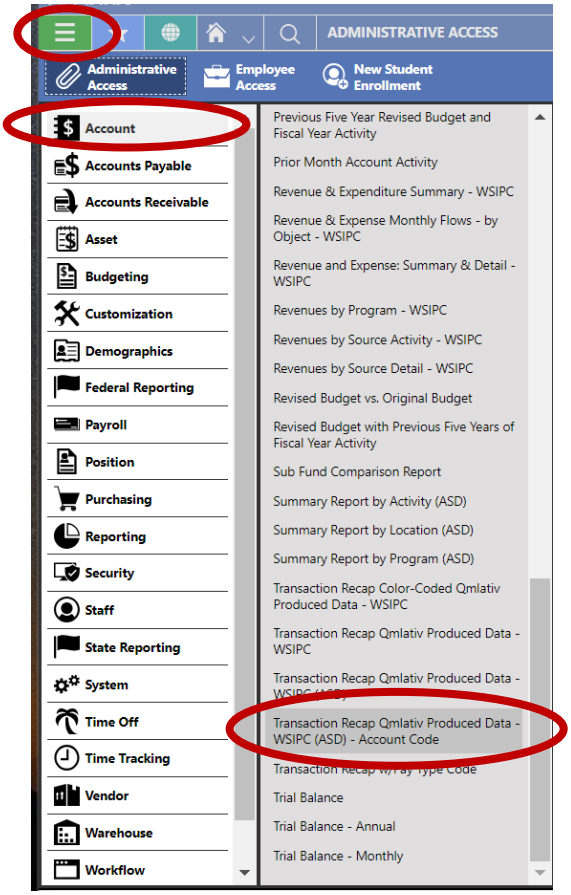
When an employee leaves the district, obtain their T&E signature on their last day of work. Employees should not pre-sign T&E.

Questions regarding T&E reporting should be directed to the department managing the federal funds.

The following report can be used to help ensure all required time and effort certifications are received. Included are steps to add formulas and use filters for a preliminary identification of staff as monthly or semi-annual.

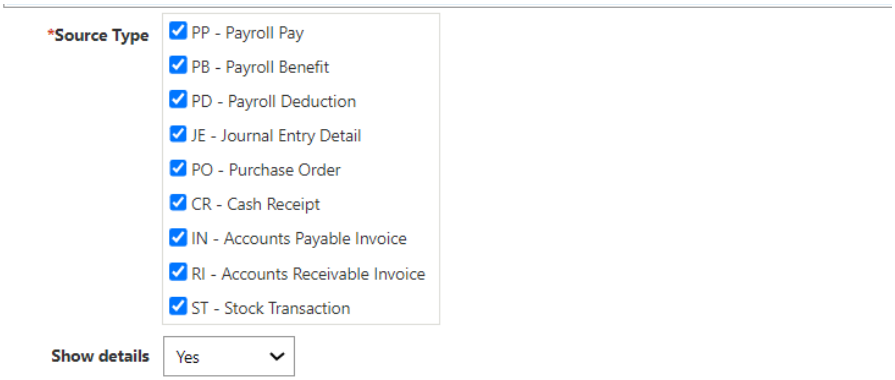
Report Running and Excel Spreadsheet Download:

1) In Skyward under Administrative Access, Click the hamburger.
    a. Click "Account".
    b. On the second column under "REPORTS", scroll down and click "Transaction Recap Qmlativ Produced Data – WSIPC (ASD) – Account Code".



    c. Enter the beginning and ending dates in the fields to the right of "*Post Date Low".
    d. Make sure every "*Source Type" is checked.

e. “Show details” should be “Yes”.



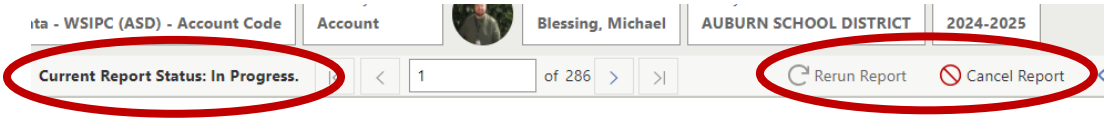
f. Click the plus sign to the left of “Account Filters”.

g. Enter the following data:

- Fund = 10 through 10
- Type = check the box to the left of “E – Expense”
- User2 OBBB = 2000 through 3999
- All other account code segments should be blank (shows the words “…Show all values”)

Note: Employees may be paid from multiple sites and/or multiple programs. To see all salary paid for employees follow these steps. Do not run the report on one site because if an employee is coded to multiple sites, the pay for the other sites will not be included.

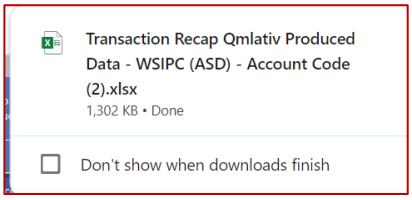
h. Click “Run Report” near the top of the screen. While the report is running, the status will be, “In Progress” and the Cancel Report icon will be red.

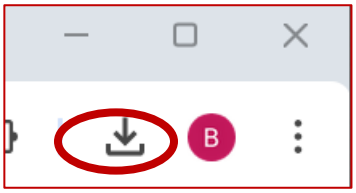


i. When the report is finished running, the status will be, “Completed” and the Rerun Report icon will be blue.

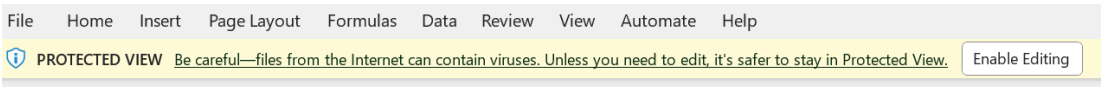
j. Click on “Export to XLSX”. If this option does not appear, click on “More” and then select the export.

   i. When the report finishes exporting, the following pop-up box may appear. Click on the pop-up box or click the downloads icon near the top right of the screen to open the spreadsheet.





k. If the following message appears near the top of the Excel spreadsheet, click “Enable Editing”.



l. Click the “2” at the beginning of row 2 to select the entire row.

m. Select the view tab and click on split.

The next section provides step by step instructions to prepare the spreadsheet and use a macro to assist with a preliminary identification of which employees qualify for monthly or for semi-annual certifications.

Spreadsheet formatting:

The results of the following steps will help preliminarily identify staff as needing monthly or semi-annual certification. The resulting report can also be used to help review salary expenses charged to the program.

The following steps must be completed in the order listed. Failure to follow the instructions may result in incorrect data.

1) Click in one cell on the spreadsheet (row 2 should not be selected).
2) Turn on filter (click "Data", then click "Filter")
    - Filter by Program – select all federal programs codes for the federal program being worked on.
3) Open the spreadsheet containing the macro, "T&E Macro 3-23-26"
4) If there is an "Enable Content" Box, click on it.
    - The first time using the macro, enter "Developer" in the search box at the top of the excel screen.
    - Click on "Show the Developer tab"
    - Click on "Take me there"
    - Click on "Customize Ribbon"
    - Make sure "Developer" is on the Main Tabs list with a check mark
    - Click "OK"
    - Close the help box
5) Minimize the "T&E Macro 3-23-26" spreadsheet and click into the spreadsheet with the payroll data.
6) On the "Developer" tab, click on "Macros"
7) If "Format_T_and_E" is not selected, click on it.
8) Click Run. Depending on the size of the spreadsheet, the macro may take a few moments to run.
9) Filter column E to "yes".
10) Review the spreadsheet to ensure column G is reflecting the correct type of certification, monthly or semi-annual. This spreadsheet is a tool to help preliminarily identify the proper type of certification for each employee. If the type listed is incorrect, enter the correct type in column G on all rows for the employee. Make a note of this correction for review and potential correction for the semi-annual certification report.
11) Column F shows if a person is a substitute. It also identifies if non-substitute employee's pay is for extra hours.
12) Reminder: if a teacher is out for a full calendar month or more, all substitutes for the teacher must sign a monthly time and effort certification.
13) Ensure all other substitutes listed subbed for staff members who signed appropriate time and effort. Keep the documentation. When time and effort signatures have been matched to a sub, enter "X" in column G. Once the review is complete, filter the "X" out of column G. If any substitutes are left, obtain the appropriate time and effort signature. Repeat this process for all other employees identified as monthly.
14) After the review is complete, filter column G to "monthly". Obtain signed documentation such as time logs for the listed employees.
15) Complete this process for each month. After the February monthly review is complete, run the report for September through February and complete the steps above to format the spreadsheet. (The second semi-annual period is March through August.) Review the changes noted from the monthly reviews and if the changes are still applicable, enter the changes in column G.
16) For JEs previously identified as needing no T&E certifications, enter an "X" in column G. For JEs needing semi-annual time and effort certification, enter the employee's name in column A, and "yes" in column E.
17) Review column G for correct type of certification. Make corrections as appropriate.
18) Filter to semi-annual in column G. Filter by location. Either put a page break between each employee and print the pages to route for signature or use this data to complete Semi-Annual Certification forms. Templates can be found here on the Business Services page of the Auburn School District website. Remove the page breaks prior to selecting the next location.

It is highly recommended to request payroll adjustments as soon as possible. Payroll adjustments changing the four-digit program code and/or location codes, made AFTER time and effort signatures, will require new

signatures. If the signed time and effort documentation includes additional account information such as activity and object, changing any of the listed codes may also trigger the need for updated time and effort signatures.

Payroll adjustments are posted to the prior month within the first four working days of the new month. Occasionally, during grant claim processing, additional payroll adjustments will be posted. To ensure postings are complete, it is a good practice to run the report on the 15th of the month for the previous month's activity. If the 15th is on a non-working day, run the report on the next working day.

- Exception: August is the fiscal year end. August timesheet pay is paid in September and posted back to August. Payroll adjustments for August may also be posted back to August throughout the month of September. A best practice is to review August in early September and request any needed adjustments. As soon as September payroll posts, re-run the August report and ensure everything is posted correctly. Obtain any missing required time and effort signed certifications.
- As soon as payroll provides notification that each of the final year-end payroll adjustments are posted, re-run the report and generate updated time and effort certifications for signature, as appropriate.

Examples:

- Semi-annual:
    - Payroll adjustments are posted to March through August for pay from September through February. New semi-annual signatures are required for changes to program codes, location codes, and/or any other account code segments included on the signed time and effort certification.
    - Payroll adjustments posted within the semi-annual reporting period do not require new signatures. For example, payroll adjustment is posted to February for September through February. February is within the first semi-annual reporting period and no new signatures are required since the report should be run after the payroll adjustment is posted. Make sure to run the report AFTER the payroll posting cutoff.
- Monthly:
    - Most monthly time and effort signatures are made on workshop/meeting sign in sheets or on time logs. If payroll adjustments are made, most likely new monthly signatures will be required. Ensure monthly signatures are completed prior to staff leaving for the summer.

Note: A federal employee paid at one location may have extra hours charged to a different location. When the pages are printed for signatures, such employees will show on reports for multiple locations. One location could only have extra hours. The extra hours might not be paid from a federal program which is acceptable. A time and effort certification is required for all locations paid for this employee.