



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.

COST OBJECTIVE The key to determining whether an employee is working on a single cost objective is whether the employee's salary and wages can be supported in full from the federal award alone if the employee's salary is also paid with nonfederal funds. If the employee's duties could be paid in full from the federal source, then the employee has a single cost objective, and only semiannual certification is required.

TYPES OF RECORDS

Semi-annual certification	By employee with 100% time on one cost objective or federal grant (Used for documentation of July 1 to December 31 and includes a job description)
Blanket Semi-annual certification	By supervisor for more than one employee at 100% of time on same single cost objective or federal grant (Used for January 1 to June 30)
Personnel Activity Report (PAR)	employee with time on more than one federal grant or federal and non-federal funds.
Timesheet (Electronic or Paper)	Documents time worked on project

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

Must:

- Used for certification of time and effort from period July 1 to December 31 and includes job description
- 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.

- Used for certification of time and effort from period January 1 to June 30
- 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 used 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.

Timesheet is used for an employee funded partially on one or more grant cost objective(s). This documentation is primarily used for employees who are temporary employees.

Must:

- be completed bi-weekly and coincide with pay periods (track time every two weeks)
- be supported by records (green timesheets)
- be signed by employee and supervisor
- be after-the-fact distribution of actual 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 at BCSD, 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 or Timesheets 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 and supervisor.

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. The 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 sent to employee through Frontline to review and be signed electronically.
3. The document will then route to the employee supervisor and signed electronically.
4. Lastly, the document will route to the Director of Special Revenue or assigned program office and signed electronically. This will complete the signatures.
5. Finally, the completed document will be electronically saved with the employee records.