



Frequently Asked Questions (FAQ)

Time and Effort Reporting

Thank you for reviewing the Time and Effort FAQ page. This document is intended to provide you with accurate information about time and effort reporting. The responses were compiled based upon questions submitted by your colleagues. The FAQ page will be updated regularly, to ensure that you are receiving updated information.

1. Several questions related to the issue of a fixed schedule versus a variable schedule. The PowerPoint slides seemed to suggest that if someone is paid through a single grant, or a single cost objective (slide 4, no mention of fixed or variable schedule), they can be reported semi-annually; and if they are paid for from multiple grants or cost objectives but have a fixed schedule (slide 5) they can be reported either monthly or semi-annually with the additional information reported as listed on slide), BUT slide 8 indicates they must have a fixed schedule either way to be reported semi-annually.

In the time and effort presentation, slide four provides the definition for the semi-annual certification form. The fixed schedule language was not mentioned on slide four because it was a high-level introduction of the concept. Slide eight of the presentation provides the key objectives that help supervisors determine when to use the form.

If an employee is paid through a single grant, or single cost objective with a *fixed* schedule, the employee can submit a semi-annual time and effort report.

If an employee is paid out of multiple grants or cost objectives and has a *fixed* schedule, the supervisor has a choice regarding the reporting method. The employee's time can be reported semi-annually or monthly. If the supervisor chooses to report the employee's time semi-annually, back-up documentation must be submitted with the form. In this case, the supervisor has elected to use the alternate/substitute system. If the supervisor chooses to use the monthly method, the employee's time must be documented on a Personnel Activity Report (PAR).

- a) Scenario A: A part-time recruiter who works a variable schedule depending upon need perhaps 5 hours one week, none the next etc., If they are paid

100% out of one grant for the one purpose of recruiting can they be reported as semi-annually, or must they be reported monthly?

This employee will need to report their time monthly. Despite the employee being paid out of one single cost objective to complete one function, the schedule is varied. Therefore, the employee must report their time monthly.

- b) Scenario B: A coordinator with a fixed number of hours per week, but whose schedule does vary somewhat to meet the needs of the program. For instance-part of their responsibility is to do HSE Testing in a correctional site, but is as needed. They will always work the same number of hours at a minimum.

How often does this employee work a varied schedule? If the employee's schedule varies once per month, the employee should be able to use the semi-annual certification. However, the employee would need to report monthly if their schedule varied weekly or bi-weekly.

2. Another question relates to the work of coordinators who are sometimes listed as the instructor of record for a section (distance, orientation etc....) and who do a wide variety of things in the process of coordination. If everything they do is listed under their job description as a coordinator and they are paid out of multiple grants-can they be reported as semi-annual?

Does this employee have a fixed schedule? If the employee is completing multiple activities with a fixed schedule, a semi-annual certification can be completed. The employee should report monthly if they are paid out of multiple grants, work on a variety of activities and does not have a fixed schedule. Please refer to slide 12 of the presentation.

3. Should time and effort reports be completed for substitutes?

Time and effort reports should not be reported for substitutes. Per EDGAR, for short-term work that is charged to a grant, such as short-term substitute teachers, substitute paraprofessionals, extended contract time, etc., *the approved time sheet or similar type of documentation would suffice as appropriate time and effort reporting.*

4. Is there a time sheet that goes with the Semi-Annual Certification?

The time sheet should only accompany the semi-annual certification if the Provider has elected to use the substitute/alternate system. Please refer to slide five of the time and effort presentation. All other time sheets should be kept on-site as back-up documentation.

5. With the semi-annual documentation in house-time-sheets, lesson plans for teachers-what should I use for everything I do?

Yes, time sheets and schedules can be used as back-up documentation for staff.

Please refer to slide 14 of the time and effort presentation. Also, employees that have a varied schedule should report their time monthly. A Personnel Activity Report (PAR) should be completed for these types of employees. Please refer to page 10 of the time and effort report.

6. If Basic Skills employees are paid 100% state/federal can a semi-annual report be submitted?

If a person is paid 100% out of basic skills federal funds or state match, the key to whether they can report semi-annually is whether they work on one grant or one cost objective and have a fixed schedule. Take a look at slides #7 and #8.

7. As a director who oversees the program at 100% can a semi-annual report be submitted with a notation of paid by “other institutional funds” or is it required to complete the Monthly Time and Effort Reporting Form?

If a director is paid out of institutional funds, they must submit the monthly report because they do not qualify to use the federal twice a year method. (simply because they aren't reporting on expenses from the federal award or its match) See Slide #11

8. I heard a similar question/discussion of this scenario but I didn't quite understand. In relation to any one of the grants, if an employee works 60% Basic Skills and 40% in Occupational Extension, should the form only have the anticipated hours of the specific grant? Or should it reflect the anticipated hours worked in Basic Skills and document the Occupational Extension hours under “Other”? Should it be submitted monthly or semi-annually?

If a person works in basic skills and in a non-basic skills area, they must use the monthly form to report the anticipated and actual hours worked under the appropriate federal award (231, 243) and under the “other” column for the other assignment. See slide #11

9. We have employees at multiple locations and are wondering exactly what is needed for an electronic signature. Our administrative assistant is planning to record the anticipated and actual hours each month based on the signed timesheets they submit to us for each of our employees who need to do monthly reporting. It will be difficult to get them to come back to the office to sign the monthly time and effort forms. Is it enough for us to type their

name in, or somehow scan in their signature on the monthly Excel form from their hard copy timesheets that they complete for our department each month? Those hard copy timesheets will be kept as our back up documentation should they ever be needed.

In the example, you gave, simply sign the one form containing everyone's information and have your supervisor also sign it. They should be hand written signatures or pdf electronic versions of the signatures.

10.Our current practice is to pay for staff development out of the existing contracts for instructors and staff, and they record those hours on their monthly time sheets the same as they do their other duties. We pay them from the same line items as for their other hours. However, we track very carefully which employees are in attendance at each staff development opportunity and keep those records so that we: 1) know who has heard what info, and 2) can calculate the number of staff development hours each employee has received.

As an alternative, we could create a separate budget and issue a separate contract for every employee that is linked to that budget, asking every employee to submit separate time sheets for staff development every month. I don't, however, want to put our Business Office staff our administrative staff through all of that additional paperwork unless you guys would have a compelling reason to do so---particularly when we have records of which staff attend which events on which dates. Just FYI, any team members with benefits would not have their staff development tracked in the proposed separate budget as they are paid fully from salaried line items and contracts. Also, at this point, I plan to pay for all staff development (even for correctional instructors) out of the community grant.

You do not need to account for staff development in your time and effort reporting. You will have a record of it locally, but we don't need it to be submitted to us. I realize that in the planning budget, you were asked to identify a staff development line item. However, in the final budget you submit to us after the award letter is sent by finance, you will not be required to do so. We have learned quite a bit about time and effort requirements since the last RFP was released, and we don't want the reporting process to be any more time consuming than necessary. The intent last year was to call attention to the fact that staff development needed to be planned for as an expenditure.

11.When can we expect to receive our Basic Skills Block Grant allocation for 2017/2018?

You will not receive a block grant this year; instead you will receive your state funds through the budget package and your Title II grant following state board approval (August 18).

12.Is the Basic Skills Block Grant that colleges receive comprised of federal and state funding? If so, can you provide the percentage of state and federal dollars?

There is no longer a "block grant " per se. Your Title II funds are typically 20% of your budget, and FTE-generated funds are 80%.

13.I recall from the webinar that all new guidelines (like T & E) will apply to all funding regardless of source. Is that correct?

Time and effort records must be submitted for everyone paid in full or in part from federal Title II funds or from the state match. Additionally, anyone paid out of non-matching state funds or "other" funds who works on the basic skills/adult education and literacy activities of the college must also submit time and effort reports to the system office.

14.Can we expect additional guidelines to be placed on our Basic Skills funding (i.e. budget revisions on form 2-34, narrative reporting, restrictions on moving funds, etc....?)

Additional guidance documents will be sent out with the grant award letter from finance.

15.For clarification, when can we report for semi-annual and when is monthly required? If an employee is paid only from 231 and they have a regular schedule weekly that they teach (with the exception of holiday time around Christmas and College breaks), they would be single cost. Would they do a monthly time sheet or a semi-annual time sheet?

The answer to your first question is - semi-annual because they are paid from ONE grant and have a FIXED schedule.

16.Also, for prison who are paid out of 225, and they only teach at the prison, they would be a single cost objective. Would they do a semi-annual or monthly time sheet?

The answer to the second question is semi-annual for the same reason.

17.I believe you stated you were not interested if time was taken off for sick, vacation or other.

Yes, sick leave, vacation and professional development should not be listed on the time and effort forms. Sick leave, vacation and professional development should be documented via backup documentation kept on-site. Please refer to the time and effort guidance that is listed on the Moodle website.

18. I am working on my time and effort for August and have come across a problem. I will need to report all of my HSE examiners and proctors monthly but it will be very difficult for me to secure signatures because some work in _____ County and are never on campus. By the time I receive their time sheets through interoffice mail and complete the calculations on the time and effort form, I will need to send them back through interoffice mail in order to secure their signatures. Unfortunately, the test schedule is not fixed so it may be weeks before the examiner or proctor signs. Getting this information to you by the 15th is going to be impossible without asking these employees to drive all the way to campus.

If you are unable to secure signatures from staff, the Monthly Reporting Form will need to be signed by you and your direct supervisor.

19. If I have someone on my Monthly time and effort sheet for August who no longer works for the college and is not in the area and thus I am unable to get a signature. What would be the appropriate way to deal with this?

If you are unable to secure signatures from staff, the Monthly Reporting Form will need to be signed by you and your direct supervisor.

20. What report do we need to submit? Semi-annual for *all* of our staff or just the 4 who only do instruction? OR monthly for all instructional staff or just the one with two cost objectives?

Time and effort must still be submitted even if the position is partially funded by a Federal award. Time and effort must be reported on 100% of the employee's time. The employee must report their time towards both the federal and non-federal funding sources. Your employees must submit a monthly report due to split funding sources. As you have stated, your employees are funded from both federal and non-federal sources. Although the employees have fixed schedules they are not 100% funded by a federal grant award. Therefore, they cannot submit the semi-annual certification form. Please refer to slide five of the presentation.

21. If we can do the semi-annual report for these staff, how do we indicate that a portion of their time is on 243? (e.g. 70% of their salaries is from 243 and 30% other sources)

The Federal funding sources are listed at the top of the Monthly Time and Effort Form. The employee's time must be reported based upon their work for that month. The employee's time spent toward the non-federal funding source must be documented on the Excel Spreadsheet in the "other" column. The actual title of the non-federal funding source does not have to be listed on the monthly form. The titles of the non-federal funding sources should be listed on your back-up documentation kept on-site.

- 22.** If we need to do monthly reports for all staff, how do we indicate the two cost objectives for the one employee on the PAR? (or we don't and just note on our internal timesheets in the event of an audit?)

The multiple cost objectives regarding activities should be documented on the employee's time sheet. For example, if an employee is teaching and developing curriculum, the information should be documented via the time sheet. Only the employee's time should be listed on the monthly reporting form.

- 23.** As director, do I need to submit any time and effort report to you even though none of my salary comes out of 243?

Although your salary is not paid out of Federal funds, as the director of the program you are completing activities toward the Federal grant award. Therefore, you must document your time via the monthly time and effort report. *Please refer to slides 11 and 12 of the presentation.*

- 24.** At this point, all of our instructors are paid out of 231 funds. Does that mean that our instructors only need to complete the semi-annual certification?

If your instructors are paid out of 231 and have a fixed schedule it is appropriate for them to complete the semi-annual certification. Please refer to slide four of the Time and Effort Presentation. If employees are completing multiple activities within the 231 Federal award with a fixed schedule, a semi-annual certification can be completed. Please see slides five and seven of the Time and Effort Presentation.

- 25.** In regards to permanent Basic Skills staff, do they all need to complete the monthly reporting document?

How are the permanent Basic Skills staff being paid? Are they paid out of the 231 grant? Are the employees being paid from the state matching funds, along with the Federal grant award?

If the employees are paid out of a single cost objective with a *fixed* schedule they can complete the semi-annual certification. If a person is paid 100% out of Basic Skills Federal funds or state match, the key to whether or not they can report semi-annually is whether they work on one grant or one cost objective and have a *fixed* schedule. Take a look at slides #7 and #8. The state matching funds must follow the

same guidelines as the Federal award.

If the Basic Skills employees are paid from multiple Basic Skills Federal awards or multiple cost objectives and have a *fixed* schedule, they may also submit a semi-annual certification. In this case, the supervisor has elected to use the alternate/substitute system. The supervisor would submit the semi-annual certification and addition to documentation such as a time sheet certifying the information submitted on the time and effort form.

The Monthly Form should be submitted, if the Basic Skills employees are being paid out of multiple Federal awards and complete multiple activities with a *varied* schedule. If employees are paid out of "other" funds, then their time must be documented via the Monthly Reporting Form. *Please see slide 12 on the Time and Effort Presentation.*

26.How detailed does the backup need to be?

Providers can use timesheets and schedules for back-up documentation. Please refer to slide 14 of the Time and Effort Presentation.

27.How do we handle staff vacations on the attached document?

Staff vacations, professional development and sick leave should not be reported on the time and effort forms. Back-up documentation such as timesheets and schedules will verify the information that was submitted on the time and effort forms. Documentation for sick leave, vacation and professional development should be kept on-site locally by the Provider.

28.We have a staff assistant that is NOT paid out of Basic Skills funds, however, she supports our Basic Skills students, staff, and faculty. How should she be listed on the attached document? Does she need to be listed on the attached document?

Although the employee is not paid out of Basic Skills funds, their time should still be documented. The employee's time should be documented because they are completing activities to support the Federal award. The employee's time should be listed under the "other" column on the Monthly Reporting Form. Please refer to slide 11 of the Time and Effort Presentation.

29.Can someone be Monthly one month and semi-annual for other months? I have a person who substitutes occasionally, but not regularly who would have two-cost objectives. The rest of their time, they are one-cost.

An employee can either submit a semi-annual or monthly time and effort report. An employee cannot submit two different types of reports for a single position. An employee must have a *fixed* schedule to submit their time and effort semi-annually. If an employee has a *varied* schedule their time and effort must be submitted monthly. An employee's schedule may change from semester to semester based upon the needs of the program. In this case, the employee's time and effort can be switched from semi-annual to monthly and /or vice versa. However, the employee's method of reporting time and effort *should not* change on a monthly basis. Please refer to both the Semi-Annual and Monthly Reporting guidance documents regarding documenting time for substitutes. The excerpt from the guidance that refers to documenting time for substitutes is listed below.

For short-term work that is charged to a grant, such as short-term substitute teachers, substitute paraprofessionals, extended contract time, etc., the approved time sheet or similar type of documentation would suffice as appropriate time and effort reporting. The semi-annual form furnished by the System Office should not be submitted by short-term employees. All supervisory staff should keep timesheets and other suitable documentation on file locally for backup in these cases.

Employees can submit a semi-annual form if they are paid from single Federal award or complete a single cost objective with a *fixed* schedule. Please see slide four of the time and effort presentation.

Employees can submit a semi-annual certification if they are paid from multiple Federal awards and /or completes multiple cost objectives with a *fixed* schedule. In this case, the supervisor has elected to use the substitute alternate system. For those employees that will use the substitute system, a semi-annual report and additional documentation must be submitted.

If you have employees that are paid out of other funds and Federal awards, time and effort must be reported monthly. The non-federal funding sources should be documented on the excel spreadsheet in "other" column. Please see slide 12 of the time and effort presentation.