

Frequently Asked Questions (FAQ)

Time and Effort Reporting

Q. A part-time recruiter works a variable schedule depending upon need perhaps 5 hours one week, none the next etc. If employee is paid 100% out of one grant for the purpose of recruiting the employee should be reported semi-annually or monthly?

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

Q. If a coordinator is listed as the instructor of record for a section, such as distance learning or orientation, and is paid out of multiple grants, can that employee be reported semi-annually?

A. The employee should report monthly if paid out of multiple grants, works on a variety of activities, and does not have a fixed schedule.

Q. Should Time and Effort reports be completed for substitutes?

A. 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 employees, the approved timesheet or similar type of documentation would suffice as appropriate reporting.

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

A. A timesheet does not have to accompany the semi-annual certification. Timesheets must be maintained for backup documentation.

Q. If employees are paid 100% out of State/Federal funds, can a semi-annual report be submitted?

A. If a person is paid 100% out of Federal funds or State match, they can report semi-annually whether they work on one grant or one cost objective and have a fixed schedule.

Q. If an employee works 60% in CCR 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 CCR and document the Occupational Extension hours under “Other”? Should it be submitted monthly or semi-annually?

A. If a person works in CCR and in a non-CCR area, they must use the monthly form to report the anticipated and actual hours worked under the appropriate Federal award (231, 225, 243) and under the “other” column for the other assignment.

Q. 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 the document, or scan in the signature on the monthly Excel form? Should the hard copy timesheets be kept as back up documentation?

A. Based on this example, simply sign the one form containing everyone’s and have your supervisor sign it. You may use “wet signatures” or an electronic signature.

Q. We have staff members paid to attend professional development; should those hours be included in Time and Effort?

A. All hours for an employee should be submitted.

Q. Will all Time and Effort guidelines apply to all Title II grants?

A. 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 CCR/adult education and literacy activities of the college must also submit Time and Effort reports to the System Office.

Q. If an employee is paid only from 231 and they have a regular schedule weekly that they teach (except for holiday time around Christmas and College breaks), they would be single cost. Would they do a monthly timesheet or a semi-annual time sheet?

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

Q. Should Employees who are paid out of 225, and only teach at the prison, complete a semi-annual or monthly time sheet?

A. The employee would complete a semi-annual certification because the work performed is considered a single cost objective.

Q. Should Time and Effort be submitted for sick leave and vacation?

A. No, 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.

Q. What should we do about Time and Effort if one of my staff members leaves my agency? What would be the appropriate way to deal with this situation?

A. If you are unable to secure signatures from staff, the Monthly Reporting Form will need to be signed by the program director and the program director's supervisor.

Q. Which employees must submit Time and Effort reports? What if my employees are split funded?

A. Time and effort must 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 time towards both the Federal and non-Federal funding sources. Employees 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.

Q. If we can do the semi-annual report for 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)

A. The Federal funding sources are listed at the top of the semi-annual Time and Effort Form. The employee's time must be reported based upon work for the previous six months.

Q. 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 case of an audit?)

A. The multiple cost objectives regarding activities should be documented on the employee's time sheet. The federal funding sources are listed on the monthly PAR form.

Q. Do directors need to submit any Time and Effort report, even though none of their salaries come out of Title II grants they may supervise?

A. Although a director's 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.

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

A. If your instructors are paid out of 231 and have a fixed schedule it is appropriate for them to complete the semi-annual certification. If employees are completing multiple activities within the 231 Federal award with a fixed schedule, a semi-annual certification can be completed.

Q. How detailed does the backup need to be?

A. Providers can use timesheets and schedules for back-up documentation.

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

A. Although the employee is not paid out of Title II funds. The employees 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.

Q. 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.

A. 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.

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.