

## TIME AND EFFORT REPORTING

### **What is “Time & Effort” Reporting?**

Federal regulation requires that any compensation for personnel services (i.e. salaries, wages and benefits) currently paid or accrued by a federal award(s) must be based on documentation that meets the following criteria in order to be allowable charges:

- The employee’s time must be documented in writing.
- The documentation must show the actual time spent by the employee on activities of the federal program(s) being charged.
- The document must be prepared at least monthly and must agree with the pay period covered. An approved substitute system for allocating compensation charges to the federal awards maybe used in place of the activity report.
- The documentation must account for all of the employee’s time for the period covered.
- The documentation must be signed by the employee and the employee’s supervisor.

### **When is “Time & Effort” required?**

Time and effort reporting is required under Office of Management and Budget Circular (OMB) A-87, Cost Principles for State, Local, and Indian Tribal Governments when any part of the employee’s salaries and benefits are:

- charged directly to a federal award or sub-award;
- charged directly to multiple federal awards or sub-awards;
- charged directly to a combination of federal, state or local fund sources or;
- charged to an indirect and a direct cost activity.

### **What determines when the report is required monthly or semi-annually?**

When an employee worked on a single federal award or cost objective (i.e. 100% federally funded), time and effort reporting can be prepared semi-annually and should be supported by a certification signed by the employee or the supervisor who has the first hand knowledge of the actual work performed.

When an employee worked on multiple or cost objectives activities (i.e. less than 100% federally funded on a single grant), time and effort reporting is prepared at least monthly, supported by a personnel activity report (PAR) or equivalent documentation showing the actual work performed on each cost objective and must be signed by the employee.

**Note: Time and effort reporting applies to all certificated and classified employees.**

**What other costs are required for time and effort reporting?**

Substitutes, stipends, supplemental contracts, and extra hours worked paid out of a federal grant should be included in the time and effort reporting. Documentation to support the charges may include the following:

- Sign-in or attendance logs showing the actual hours or cost objective and the document must be signed by the employee(s) and approved by the supervisor.
- Signed supplemental contracts stipulating the duty or assignment and cost objective.
- Other supporting documents as deemed necessary.

Additional guidance can be found at: [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#8](http://www.whitehouse.gov/omb/circulars_a087_2004/#8)

Any questions or concerns regarding Time & Effort can be directed to Tracie Coleman, special education budget and finance manager at [tracie.coleman@doe.virginia.gov](mailto:tracie.coleman@doe.virginia.gov) or at 804-225-2704.

**SAMPLE DOCUMENTS**

**The sample documents provided are for informational purposes only. Its intended use can be determined by the school division or sub-grantee.**

**Sample Document 1: Semi-Annual Certification (Single cost objective)**

OMB Circular A-87 - Federally Funded			
Semi-annual Certification of Employee Time Allocation			
1			
2			
3			
4	Public School Name:		
5	SEMI-ANNUAL PERIOD COVERED:		
6	xx. xxx (i.e. 84.027A/804.173A)		
7	Grant Name: (i.e. Part B 611FT/619 PS)		
8			
9	This is to certify that the following employees have worked 100% on activities associated with the above referenced federal grant (i.e. IDEA Part B 611, etc) during the referenced period. It is further certified that the individual employee costs are closely tracked in our division's payroll and accounting system.		
10			
11	<b>Position ID</b>	<b>Title</b>	<b>Employee Name</b>
12	1		
13	2		
14	3		
15	4		
16	5		
17	6		
18	7		
19	8		
20	9		
21	10		
22	11		
23	12		
24	13		
25	14		
26	15		
27	16		
28	17		
29	18		
30	19		
31	#		
32	21		
33	#		
34			
35	Supervisor's signature:		
36			
37			
38			

