

Time and Effort Reporting Procedures

Personnel Activity Reports (PARs):

According to Uniform Guidance - Appendix to 2 C.F.R. Part 225, District staff who are split funded (<100% multiple performance objectives) with Federal monies are required to complete Personnel Activity Reports (PARs) indicating the number of hours worked by funding source and coded for the specific activities they perform on a weekly basis and submit them to the Department of Improvement & Innovation (DII) no later than the end of the month.

PAR forms are collected and reviewed in a timely manner to ensure that an employee's compensation does not become disallowed. Documents containing information pertinent to each employee's funding sources and time percentages for each source are sent to those employees needing to complete PAR forms as soon as the information becomes available.

Updates to the PAR list are made monthly by the DII, should they be necessary.

- Human Resources and the Department of Finance assign budget and staffing for the District, an inventory of grant funded staff is then run in eFinance by the DII's Grants Compliance Officer
- A PARs Check-in list, FTE converters, and variance workbooks are then created for each employee needing to complete PARs for the relevant fiscal year (FY) by the DII's Grants Compliance Officer.
- Employees are notified in a timely manner when the grant funded employees report is run, in which they are to complete PARs for the current FY via email. Pertinent documents are included in this email along with an offer to train or assist employees in any manner they may need to facilitate ease of meeting this requirement.
- Once the PAR form check-in sheet is complete and accurate each principal is informed as to who in their building must complete PARs.
- The grant funded employees list is run quarterly by the Payroll and Human Resources Department and the Grants Compliance Officer ensures all information is accurate and up-to-date and list of employees needing to complete PARs is updated accordingly.
- PAR forms are checked as they are received by the DII.
- Hours worked by funding source are then entered into variance workbooks by the Grants Compliance Officer.
- Employees whose PAR forms are not complete/correct will be notified the day their PAR forms are reviewed. Forms are marked as "R" for returned on the PARs list/check-in sheet and returned to employee with an explanation of how to correct the error.
- The first week of each month notification is sent via email to employees needing to complete PARs regarding PAR forms that may be missing or not returned after revisions have been made; supervisors are copied on these emails.
- The Grants Compliance Officer submits variance reports to the Department of Finance no later than three weeks after each quarter ends.
- PAR forms are filed and maintained by DII, where they are accessible for five (5) years.

Staff Certifications:

District staff who are fully funded (100% in one performance objective) from one or more Federal grant sources must complete staff certification forms quarterly to document their awareness of the funding source/s from which they receive their compensation. District staff who are paid additional hours from a Federal funding source other than the funding sources they are typically compensated from will also complete a staff certification form indicating their knowledge of how they were compensated for 100% of their time for this activity (workshops, conferences, tutoring, etc.).

- Payroll generates the list of employees needing to complete Staff Certifications and sends it to the DII's Grants Compliance Officer.
- The Grants Compliance Officer generates the actual Staff Certification forms and compiles them by building to be sent in courier to principals/departments for staff or supervisor signature.
- The Grants Compliance Officer includes a cover letter to each building explaining what the forms are, what is needed from the staff and administrators, and when they are due back to the DII.
- Employees are directed to sign their Staff Certifications. If the employee is unavailable, the supervisor may sign the form.
- Staff Certifications submitted to the DII are checked in.
- The Grants Compliance Officer reviews Staff Certifications to ensure they are compliant then files them in the DII where they are maintained and accessible for five (5) years.
- Employees are contacted via email if their Staff Certifications are late by two weeks or more; principals are copied on these emails.

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Please see District Bylaws and Policies – Policy 6116