

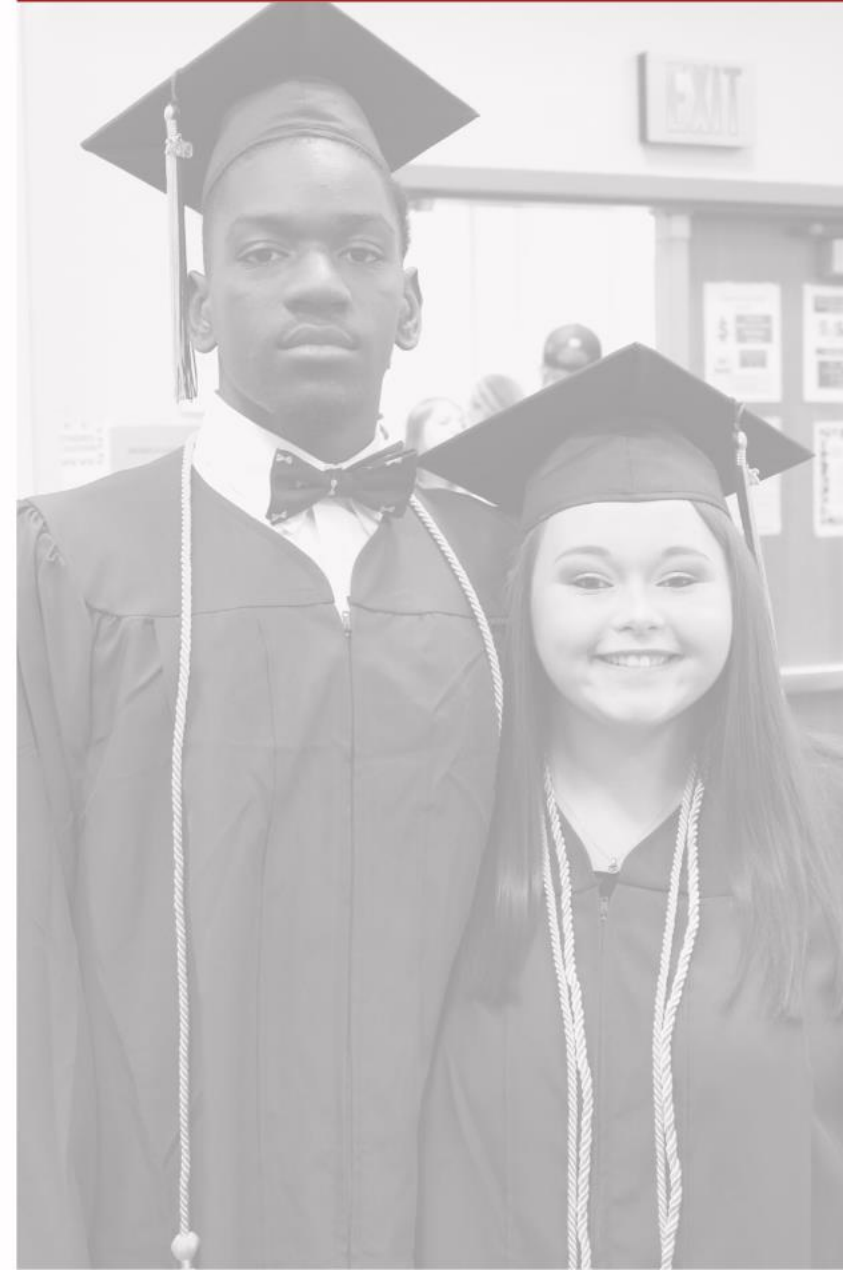
The Charter Institute at

Erskine



Time and Effort Training
Federal Programs Office
January 19, 2023

CREATIVE MINDS
INNOVATIVE SCHOOLS
EFFECTIVE RESULTS



Housekeeping

To reduce distractions during the presentation, we ask that participants:

- Mute your computer and/or phones during the presentation.
- Type questions in the chat box.

This presentation is being recorded.



CHARTER INSTITUTE
at ERSKINE

Sign In Sheet

Scan the QR Code to register for today's training:



Time and Effort

Federal law requires all employees, including teachers, paraprofessionals, and other staff that are paid with federal funds to document the time and effort they spend within that program. The portion of the federally paid salary should be reflective of the time and effort the individual has put forth for that federal program.

- Required for all employees paid with federal programs
- Submitted in LWS in **January** (August-December) and **June** (January-June)
- A schedule must be provided for all federally-funded employees, regardless of the type of time and effort certification they complete

[Templates](#) are provided on the website and in LWS in January and June.

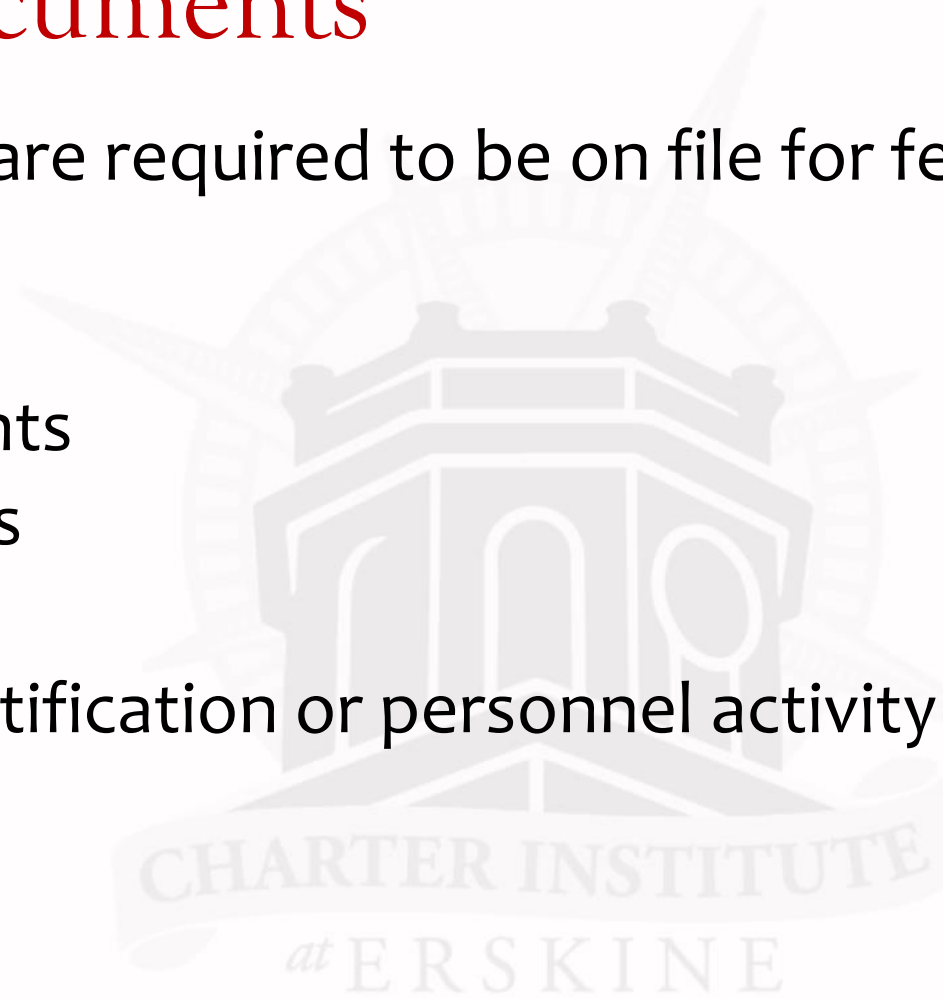


Employee Documents

Specific documents are required to be on file for federally funded employees:

- Work Agreements
- Job Descriptions
- Schedules
- Semi-annual certification or personnel activity report (PAR)

All are collected in LWS periodically.



Employee Documents

Work Agreements

- Lists all / complete job title(s)
- Annual salary does not exceed amount listed in Grant Activity
- All signatures pre-date the start of work

Job Descriptions

- Title(s) match those listed on all other documents
- Includes all duties listed in the Schedule
- Reflects the approved position in the Grant Activity

Schedules

- Title(s) match those listed on all other documents
- Duties reflect the Job Description and Grant Activity
- Includes daily detailed information

Employee Documents - continued

Semi-Annual Certification

- Employee with 100% of time on one federal grant

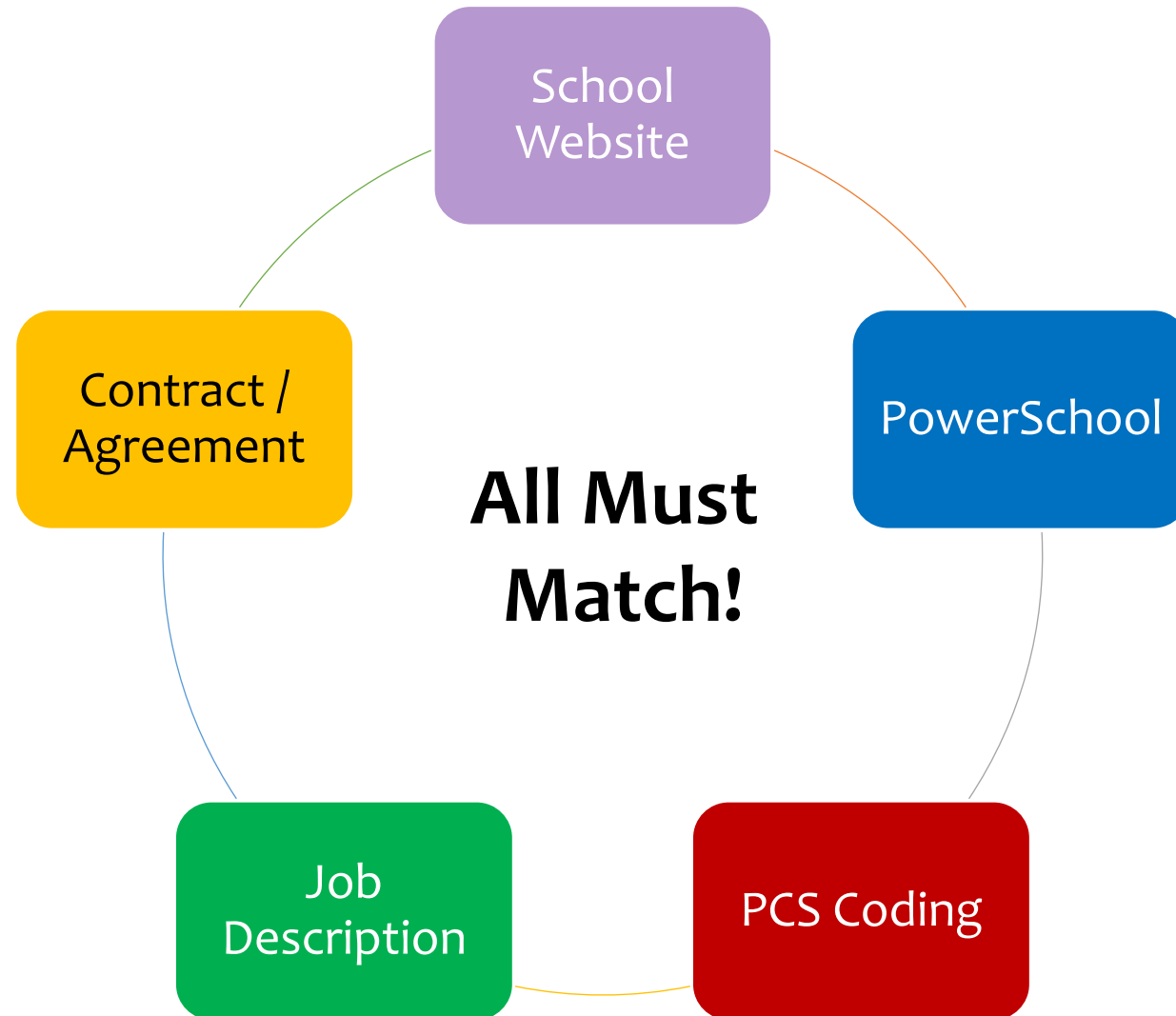
Blanket Semi-Annual Certification

- More than one employee at 100% of their time on same single federal grant

Personnel Activity Report (PAR)

- Employee with time on more than one federal grant cost objective **or** federal and non-federal funds

Employee Documents - Keep In Mind...



What is “FTE”?

“FTE” stands for “Full Time Equivalent,” or, [how much a person is working \(IRS.gov\)](https://www.irs.gov)

- 1.0FTE = Full Time Generally between 30-40 hours per week
- < 1.0FTE = Part Time Generally less than 30 hours per week

**Note that you cannot work more than 1.0FTE*

How do I know how much FTE my employee is working towards the Grant?

- Look at your employee’s schedule: How many hours do they work?
- Out of those hours, how many are spent on the specific duties the grant pays for?

Full Time Example 1	
8:00am	Duty 1 (Grant)
12:00pm	Lunch
1:30pm	Duty 1 (Grant)
5:30pm	Depart

100% Grant Time + Full Time = 1.0FTE
8 hours out of an 8 hour day = 100%

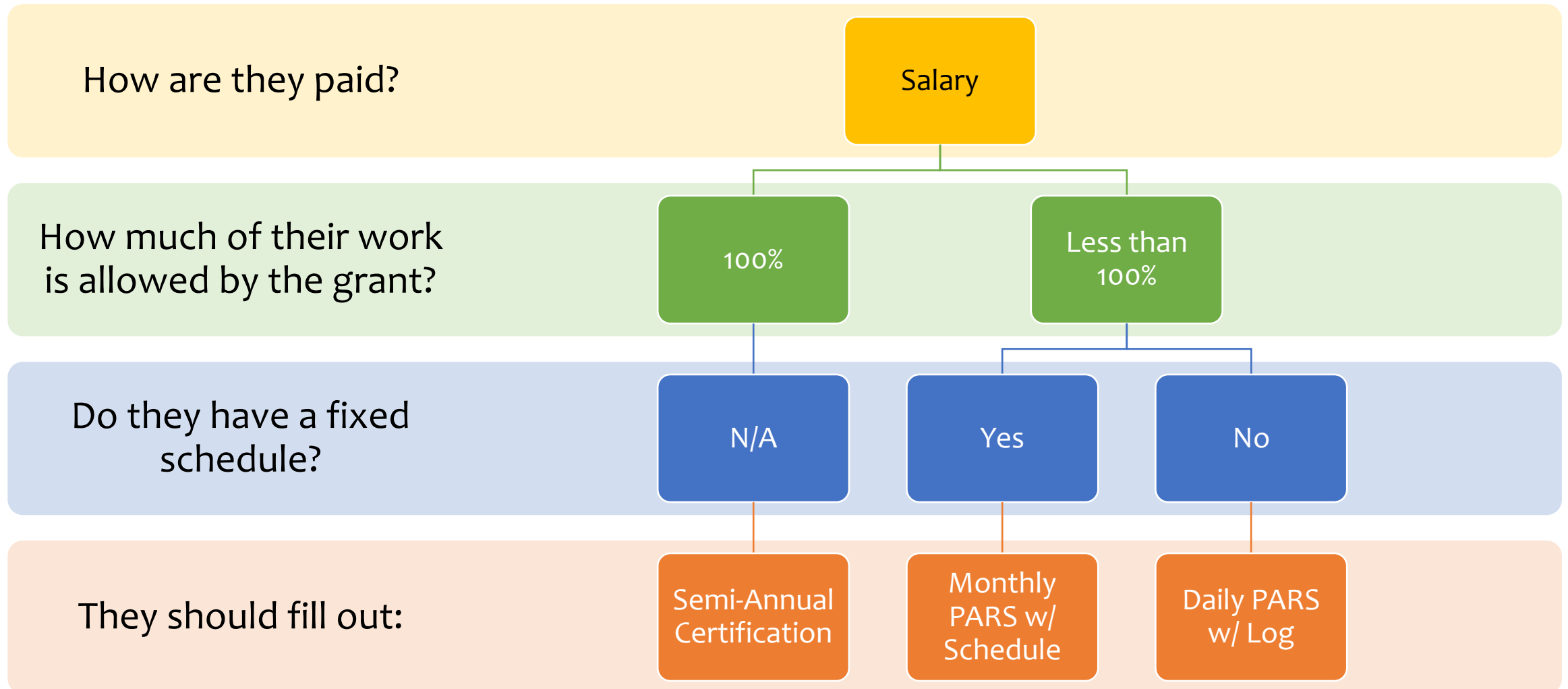
Full Time Example 2	
8:00am	Duty 1 (Grant)
12:00pm	Lunch
1:30pm	Duty 2 (Non-Grant)
5:30pm	Depart

50% Grant Time + Full Time = 0.5FTE
4 hours out of an 8 hour day = 50%

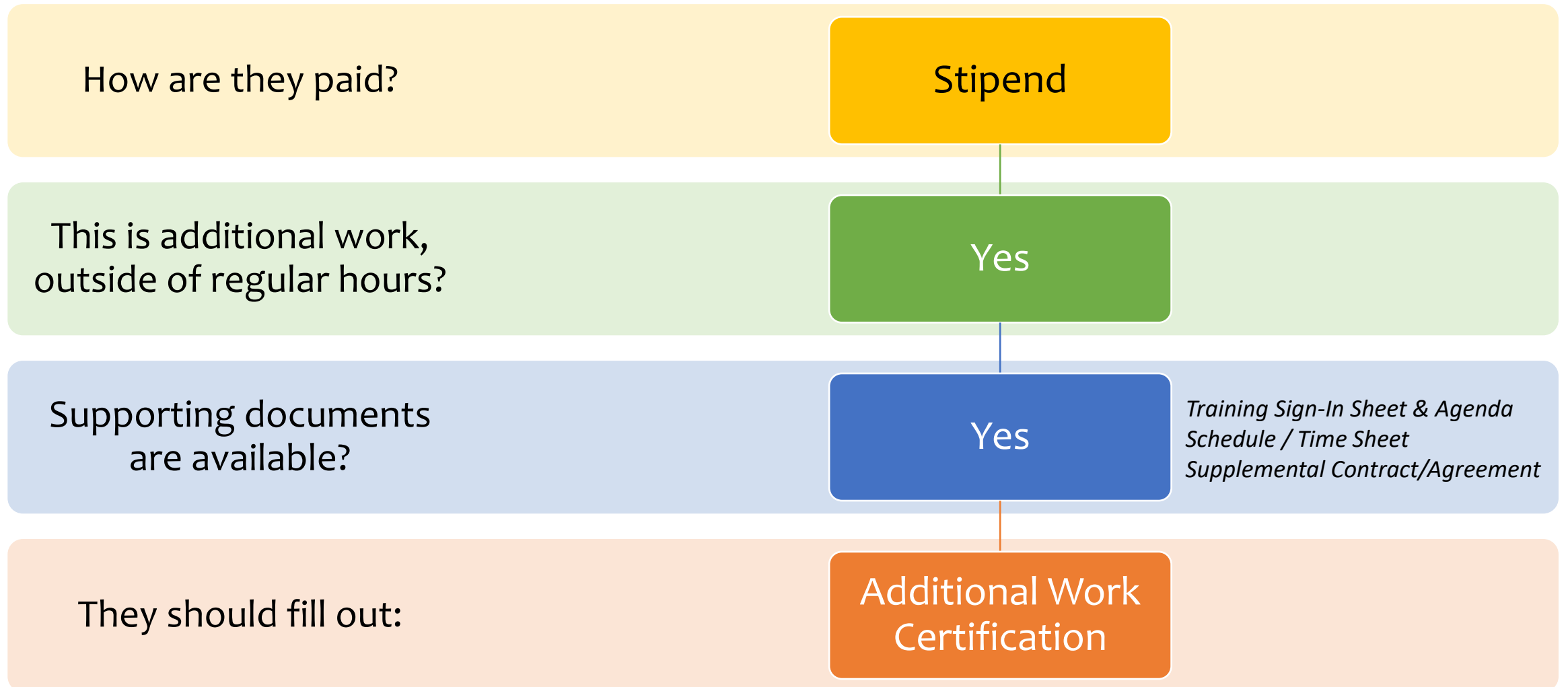
Part Time Example 1	
8:00am	Duty 1 (Grant)
12:00pm	Depart
1:30pm	
5:30pm	

100% Grant Time + Part Time = 0.5FTE
4 hours out of an 8 hour day = 50%

Time and Effort – Who Fills out What?



Time and Effort – Who Fills out What?



Semi-Annual Certifications

- Allowable for employees that are completing a job that can be covered 100% by the program
- Complete twice per year (July-Dec and Jan-June) at the end of each semester
- Signed by Supervisor AFTER work is complete.

Charter Institute at Erskine
Office of Federal Programs

Semi-Annual Certification for Salaries & Wages Charged to Title I (201)

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

This is to certify that [Name of Employee] has worked 100% of his/her time for the period on [Position / Cost Objective] from [First Day of Term] to [Last Day of Term] on the Title I grant program.

The information recorded on this form is true and correct to the best of my knowledge.

Signature of Supervisor

Printed Name of Supervisor

Date

[Single and Blanket certification templates](#)
are provided on the website and in LWS.

Example of a Semi-Annual Certification Document

Charter Institute at Erskine
Office of Federal Programs

Semi-Annual Certification for Salaries & Wages Charged to Title I (201)

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

This is to certify that [REDACTED] has worked 100% of his/her time for the period January 1, 2021 to June 30, 2021 on Title I grant program.

The information recorded on this form is true and correct to the best of my knowledge.

DocuSigned by:
Dustin Bradford
E900410180

Signature of Employee

[REDACTED]

Printed Name of Employee

Reading interventionist

Position Title

07/01/21

Date

DocuSigned by:
Julianne Lang
E9821CF081F4D3

Signature of Supervisor

Julianne Lang

Printed Name of Supervisor

07/01/21

Date

Example of a Blanket Semi-Annual Certification Document

Gray Collegiate Academy
3833 Leaphart Road
West Columbia, SC 29169

Semi-Annual Certification for Salaries & Wages Charged to Federal Grants

Grant Title: ESSER II

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

I understand that the position(s) filled by the following employees are supported entirely by funds from the federal award listed above. I certify that 100% of the job duties of the employee(s) were related to activities in compliance with this grant award during the period from July 1, 2022, through December 31, 2022.

The information recorded on this form is true and correct to the best of my knowledge.

<u>Employee Name</u>	<u>Position Title</u>	<u>Funding %</u>
	School Counselor	100%
	High School Math Teacher	100%
	High School Math Teacher	100%
	Middle School Math Teacher	100%
	School Nurse	100%
	Middle School Science Teacher	100%
	School Counselor	100%
	Dual Enrollment Teacher	100%
	CTE Teacher	100%
	Academic Support Specialist	100%



Supervisor Signature



Printed Name of Supervisor



Date

PARS

- Use for employees that are completing a job that can be covered only partially by the program
- Page 1 is the Certification, Page 2 is the Log. BOTH are required.
- Completed monthly and signed by school leader
- **Must** reflect job duties that are associated with the approved grant activity
- **Must** average at least quarterly to the FTE percentage in the approved grant activity.

A [template](#) is provided on the website and in LWS.

Month: September 2021		Employee: Position:	
Effort: Employee time and effort is allocated 70% Title I, 30% General Funds			
Fill in Column B ONLY			
Week 1:			
Column A Cost Objectives	Column B Time-Cost Objective	Column C Time - Total	Column D Percent Allocation
cost objectives upon which time was spent this week	Total hours this week spent on each cost objective	Total hours worked this week	Percentage of time this week spent on each cost objective
Title I	0.00		#DIV/0!
General Funds	0.00	0	#DIV/0!
Week 5:			
Column A Cost Objectives	Column B Time-Cost Objective	Column C Time - Total	Column D Percent Allocation
cost objectives upon which time was spent this week	Total hours this week spent on each cost objective	Total hours worked this week	Percentage of time this week spent on each cost objective
Title I	0.00		#DIV/0!
General Funds	0.00	0	#DIV/0!
	Title I		General
Monthly Percent Allocation	#DIV/0!		#DIV/0!
I hereby certify that the information contained in this Time and Effort Report Accurately reflects actual time and effort distribution for the month reported			
Employee Signature	Date	Supervisor Signature	Date

Month: September 2021				
Week 1	Date	Activity	Title I	General
	9/1/2021			
	9/2/2021			
	9/3/2021			
			0.00	0.00
Week 2	Date	Activity	Title I	General
	9/6/2021	Labor Day		
	9/7/2021			
	9/8/2021			
	9/9/2021			
	9/10/2021		0.00	0.00

Example of a Personnel Activity Report (PAR) with Varying Schedule

Month: March 2022 Employee: [REDACTED] Position: [REDACTED]

Effort: Employee time and effort is allocated 85% Title I, 10% IDEA, 5% General Funds
 Fill in Column B ONLY

Week 1:

Column A Cost Objectives <small>cost objectives upon which time was spent this week</small>	Column B Time-Cost Objective <small>Total hours this week spent on each cost objective</small>	Column C Time - Total <small>Total hours worked this week</small>	Column D Percent Allocation <small>Percentage of time this week spent on each cost objective</small>
Title I	18.00	25.00	72%
IDEA	4.00		16%
General Fund	3.00		12%

Week 2:

Column A Cost Objectives <small>cost objectives upon which time was spent this week</small>	Column B Time-Cost Objective <small>Total hours this week spent on each cost objective</small>	Column C Time - Total <small>Total hours worked this week</small>	Column D Percent Allocation <small>Percentage of time this week spent on each cost objective</small>
Title I	40.00	40.00	100%
IDEA	0.00		0%
General Fund	0.00		0%

Week 3:

Column A Cost Objectives <small>cost objectives upon which time was spent this week</small>	Column B Time-Cost Objective <small>Total hours this week spent on each cost objective</small>	Column C Time - Total <small>Total hours worked this week</small>	Column D Percent Allocation <small>Percentage of time this week spent on each cost objective</small>
Title I	37.00	40.00	93%
IDEA	2.00		5%
General Fund	1.00		3%

Week 4:

Column A Cost Objectives <small>cost objectives upon which time was spent this week</small>	Column B Time-Cost Objective <small>Total hours this week spent on each cost objective</small>	Column C Time - Total <small>Total hours worked this week</small>	Column D Percent Allocation <small>Percentage of time this week spent on each cost objective</small>
Title I	38.00	40.00	95%
IDEA	0.00		0%
General Fund	2.00		5%

Week 5:

Column A Cost Objectives <small>cost objectives upon which time was spent this week</small>	Column B Time-Cost Objective <small>Total hours this week spent on each cost objective</small>	Column C Time - Total <small>Total hours worked this week</small>	Column D Percent Allocation <small>Percentage of time this week spent on each cost objective</small>
Title I	22.00	33.00	67%
IDEA	8.00		24%
General Fund	3.00		9%
	Title I	General Fund	IDEA

Monthly Percent Allocation 87% 5% 8%

I hereby certify that the information contained in this Time and Effort Report Accurately reflects actual time and effort.

[REDACTED] 4/4/2022 [REDACTED] 4/4/2022

Employee Signature Date Supervisor Signature Date

Week 1	Date	Activity	Title I	IDEA	General Fund
	3/1/2022	Bereavement Leave			
	3/2/2022	Title I Audit Prep, IDEA Budget Update	8.00	1.00	
	3/3/2022	Title I Audit Prep	8.00		
	3/4/2022	Title I Audit Prep, IDEA Budget Update, Title II Audit Prep	2.00	3.00	3.00
			18.00	4.00	3.00

Week 2	Date	Activity	Title I	IDEA	General Fund
	3/7/2022	Title I Audit Prep	8.00		
	3/8/2022	Title I Audit Prep	8.00		
	3/9/2022	Title I Audit Prep	8.00		
	3/10/2022	Title I Website Updates, Title I Audit Prep	8.00		
	3/11/2022	Title I Website Updates, Title I Audit Prep	8.00		
			40.00	0.00	0.00

Week 3	Date	Activity	Title I	IDEA	General Fund
	3/14/2022	Title I Audit Prep	8.00		
	3/15/2022	Title I Audit Prep, IDEA Budget Update	6.00	2.00	
	3/16/2022	Title I Audit Prep	8.00		
	3/17/2022	Title I Audit Prep	8.00		
	3/18/2022	Title I Audit Prep, ESSER Budgets Review	7.00		1.00
			37.00	2.00	1.00

Week 4	Date	Activity	Title I	IDEA	General Fund
	3/21/2022	NAFEPA Conference	8.00		
	3/22/2022	NAFEPA Conference	8.00		
	3/23/2022	NAFEPA Conference	8.00		
	3/24/2022	SCDE Institute for District Administrators	7.00		1.00
	3/25/2022	SCDE Institute for District Administrators	7.00		1.00
			38.00	0.00	2.00

Week 5	Date	Activity	Title I	IDEA	General Fund
	3/28/2022	SCDE ESSA Academy, GEER Budget Review, CTE Budget Review	5.00		3.00
	3/29/2022	SCDE ESSA Academy	5.00	4.00	
	3/30/2022	SCDE ESSA Academy	4.00	4.00	
	3/31/2022	Title I Audit Prep	8.00		
			22.00	8.00	3.00

Example of a Personnel Activity Report (PAR) with Set Schedule

Midlands STEM Institute

Multiple Cost Objective Title I

An employee whose salary is split funded between two cost objectives (Grants and other funding sources) must sign this form as indicated below. Each employee should have his/her own form.

Reporting Period: March Fiscal Year: FY22

Type of Schedule: Daily Weekly Monthly Other

Cost Objective	Program	Distribution of Time	# of Hours of Time
Title I	Instructional Coach	50%	20
General Funds	Assistant Admin/ Music Teacher	50%	20
	Total	100%	40

This is to certify that I, [REDACTED] (print name),

have worked 50 % in an Title I appropriate position as:

Instructional Coach (position) under the Grant cost objective.

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the certification period.

Principal Cynthia Prince (Print Name)

Cynthia Prince (Signature)

Date 03/31/2022

Employee [REDACTED] (Print Name)

[REDACTED] (Signature)

Date 3/31/22

Please attach the schedule of the employee

Midlands STEM Institute

Multiple Cost Objective Title I

An employee whose salary is split funded between two cost objectives (Grants and other funding sources) must sign this form as indicated below. Each employee should have his/her own form.

Reporting Period: April Fiscal Year: FY22

Type of Schedule: Daily Weekly Monthly Other

Cost Objective	Program	Distribution of Time	# of Hours of Time
Title I	Instructional Coach	50%	20
General Funds	Assistant Admin/ Music Teacher	50%	20
	Total	100%	40

This is to certify that I, [REDACTED] (print name),

have worked 50 % in an Title I appropriate position as:

Instructional Coach (position) under the Grant cost objective.

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the certification period.

Principal Cynthia Prince (Print Name)

Cynthia Prince (Signature)

Date 04/29/2022


Employee [REDACTED] (Print Name)

[REDACTED] (Signature)

Date 4/29/22

Please attach the schedule of the employee

Midlands STEM



2021-2022

Bell	Monday A-Day	Tuesday B-Day	Wednesday	Thursday	Friday
7:15-8:00					
8:00-8:45	High School Chorus	High School Band	High School Chorus	High School Band	High School Chorus
8:48-9:30					
9:33-10:00	DEAR Time	DEAR Time	DEAR Time	DEAR Time	DEAR Time
10:03-11:30	Leadership Meeting	Admin Meeting	Planning	Planning	Planning
11:33-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:18-1:45	Middle School Academic Workshop	Classroom Observations and Walkthroughs	Middle School Academic Workshop	Classroom Observations and Walkthroughs	Middle School Academic Workshop
1:48-2:30	Middle School Chorus	Middle School Band	Middle School Chorus	Middle School Band	Middle School Chorus
2:33-3:15					

We Are Here to Support You!

Please reach out to the Office of Federal Programs with any questions or concerns.

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sshealy@erskinecharters.org



Questions?

