

Chapter 6 - 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. The local school district is required to maintain auditable “time and effort” documentation that shows how each Title I employee spent his or her compensated time.

1. Documentation must be:

- a. Completed after-the-fact.
- b. Account for the total time for which the employee is compensated with federal funds.
- c. Coincide with one or more pay periods.
- d. Be signed by the employee and countersigned by an administrator or supervisor.

NOTE: If there are differences between percent of salary funded by Title I and the amount of a day spent on Title I activities, adjustment must be made in the payroll to accurately reflect the time and effort spent on Title I programming.

2. Staff funded 100% from Title I – which means that their entire day is spent implementing Title I programming - their documentation:

- a. Must be completed at least twice a year (suggest end of each semester).
- b. Certification must include:
 - i. Period to be covered (EX: August 1, 2007 – January 31, 2008);
 - ii. Identification of Title I as the program;
 - iii. Statement that identified individual worked solely in activities supported by the Title I grant; and
 - iv. Signature and date of employee and supervisor having first-hand knowledge of the work performed by the employee (EX: Title I Director, Building Administrator).
- c. Documentation to support this certification could be:
 - i. Permanent schedule
 - ii. Daily planner
 - iii. Schedules
 - iv. Time sheets
 - v. Daily logs
- d. Sample assurance: *“From January 1, 2007 to June 30, 2007 Jane Doe spent 100% of her time on Title I, Part A, instructional activities as evidence by the enclosed schedule.”* Signed by employee and supervisor.

3. Staff who maintain a set schedule and are funded a partial percentage from Title I with the remaining percentage charged to other revenue sources (typically teachers and reading/math coaches).

- a. Must be completed monthly
- b. Certification must include:

- i. Period to be covered (EX: August 1, 2007 – August 31, 2007);
 - ii. Identification of Title I as the program;
 - iii. Statement that identified individual worked in activities supported by the Title I grant a percentage appropriate to the percentage of the salary funded through Title I funds; and
 - iv. Signature and date of employee and supervisor having first-hand knowledge of the work performed by the employee (EX: Title I Director, Building Administrator).
- c. Documentation to support this certification could be:
- i. Permanent schedule
 - ii. Daily planner
 - iii. Schedules
 - iv. Time sheets
 - v. Daily logs
- d. Sample assurance language: *“For the month of October, 2007, Jane Doe spent 50% of her time on Title I, Part A, instructional activities and 50% on general fund instructional activities as evidenced by the enclosed schedule.”* Signed by employee and supervisor.
- 4. Staff who work less than 100% for Title I programming but whose schedule changes from day to day, have the option of logging their time spent in the federal program every day (typically Title I Directors/Administrators).**
- a. Daily Log of time spent on Title I program versus time spent on other duties
 - b. Daily log must be signed by individual and supervisor
- 5. Stipends and other supplemental contracts documentation could include:**
- a. A signed supplemental contract that stipulates Title I work activity
 - b. Sign-in attendance log approved by supervisor (such as for professional development activities)
 - c. Employee time/pay slips that specify Title I and are approved by supervisor

IMPORTANT NOTE: Things to watch out for:

- d. Changes in position at beginning or during the year
- e. Changes in funding percentages when amending budget during year
- f. Failing to provide training to staff who are responsible for completing/approving time and effort documentation
- g. Reporting time according to how the ratios were budgeted without regard to how staff actually work
- h. Time and effort reports that are not reviewed and signed by appropriate staff
- i. Entire days’ schedule not accounted for
- j. Lack of time and effort reports and documentation for employees compensated through supplemental contracts, stipends, extra hours, etc.

6. Additional Information

More information can be found on the [Innovation and Improvement Division website](#)

and in [Time and Effort Requirements, E-Bulletin #02-10](#). E-Bulletins may be accessed at <http://www.isbe.net/e-bulletins/default.htm> and in the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures document available at http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf.

TO BE UPDATED SOON