

Attachment 2 – Revised Time and Effort Reporting Job Aid - Pg. 1

Equity, Access & Opportunity Strategic Planning for Student Achievement (SPSA) 2023-24 -Time and Effort Report for Multi-funded Employees (Revised 08/14/23 to include GF calculation)

- Employee visits the link below to access and *download* a copy of the Time and Effort Report (TER) Calendar from the Strategic Planning for Student Achievement webpage to their computer: <u>2023-24 - TER Calendars</u>
- 2. Select the TER Calendar in the directory (ex. *12 Months TER 23-24 Master). Download a copy of the google sheet to prepare your TER.
- 3. The school year from the dropdown menu will pre-populate School Year 2023-2024.

1	San Diego Unified School District													
2	TIME AND EFFC	ORT REI	1											
3	Time Accounting	Report f												
4	Directions		ect Month											
5	School Yr:		Name:											
6	Month:	July												
7	FTE:	8 Hours/Day	1	2	3	4	5	6	7					
8	Programs:				Sat	Sun	Mon	Tue	Wed	Thu	Fri			
9	Non Working :: F	loating I												
10			-											
11			•											
12														
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14							•							
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47							-							· · · · ·
	+	23 👻	Aug 23	•	Sep 23 👻 Oct 2	3 🔻 Nov 23	3 🔻 Dec 23	•	Jan 2	24 -	Fe	o 24	• N	lar 24

4. Working your way across the top row, next enter your full name in the "Name" section.

1	San Diego Unified School District TDdE AND EFFORT REPORT Tame Accounting Paper for Multiple Card Operative Employees Tame Accounting Paper for Multiple Card Operative Employee Tame Accounting Paper for Multiple Tame Accounting Paper for Multiple Tame		onth	4								5											San Diego Unified	6				
6	School Yr: Month:	SY_2023_2024 July 2023	Do Not Change "Monti Mo. Work Days	h" via dropdown	20	Name:	J	ohn	Smit	h				I	itle:	Gu	idan	ce A	ssist	ant				Dept:				
	FTE	1,0000	Work Day:	\$ 2	fours/Day	1	2	3 4	5	6	7	89	10	11	12 13	14	15	16	7 1	5 19	20	21	22	23	24			
1	Program:		Activity Descriptio	HO(1):		Sat 3	Sun A	ion Te	e Wei	l Thu	Fri S	at Sun	Mon	Tue V	Ved Th	u Fri	Sat	Sun M	on Tu	ie Wei	d Thu	Fri	Sat	Sun	Mon	Accounts Payable		
-	Non_Working :: F	loating Holiday																		_					_			
0					-																				_	ADA/Section 504		
1					-																				_	1010 0001011 004		
2																									_			
3																									_	Adapted Physical Education		
4																									_			
-																												

- 5. Then, enter your title in the "Title" section.
- 6. Finally, select the appropriate department from the dropdown menu in the "Department" section.



7. Back on the left side of the sheet, please double check that the "Month" on the dropdown list is the same as the tab you selected at the bottom of the spreadsheet.



Each month automatically populates the number of workdays, the days of the month, and *(new, required feature)* the general fund calculation. Note that weekends are indicated in yellow and all Mandated/Declared Holidays are indicated in blue and will not count towards the number of workdays.

8. Select your FTE from the dropdown menu in the "FTE" section. This will automatically populate the number of hours an employee is paid to work in a day.



- 9. Using supporting documents (Outlook Calendar, GoogleDocs, etc.), complete the report for each activity within the designated month by selecting an activity from the dropdown menu for each day and hour of the month the work was performed.
 - a. Select the federal Program (Title I, II or III) from which you are funded and for which the activity is allowable in the "Programs" section;
 - b. Select the description of the activity you conducted in the next column;
 - c. For the date on which the activity was conducted, enter the number of hours spent on the activity (report to the nearest quarter hour any time less than an hour).



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10. As you work your way through the report, keep in mind you are **ONLY** reporting time spent on federally funded cost objectives and not work that you do that is funded by another source and not allowable under federal funding guidelines. In the screen capture from Step 9, Marilyn is showing that of her 8-hour workday on Thursday July 6 she did no work that was attributed to Title I funding. On Friday she did 4 hours of work that can be attributed to Title I funding and the other 4 hours of work was not allowable under Title I funding and/or part of her district mandated job such as attending a staff meeting and preparing a report about state testing.



- 11. Any **non-work days** such as personal days, sick leave, and holidays will also need to be added to this reporting calendar. There is a "Program" for Non-Working and a variety of options to choose from under "Activity Description(s)". Check to ensure the hours for this time are entered accurately.
- 12. When you have finished entering all of your federally funded hours, you will see your totals in the bottom right corner of the sheet. Note that ANY hours not reported on this sheet the program assumes to be part of your duties that are paid for through General Funds. Your percentage should always be automatically calculated to 100%. Your percentages for General and Program funding should match the allocation of your position. In this example, Marilyn is funded 50% from Title I and 50% from General funds so her hours align with her funding allocation.



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Program Name	Hours Worked	%
General	89.00	50.57%
Title I	87.00	49.43%
Title II	0.00	0.00%
Title III	0.00	0.00%
TOTAL	176.00	100.00%

- 13. When finished, print the Time and Effort Report and review it to ensure that all activities reported are accurate and an appropriate distribution of funding is indicated.
- 14. Sign and date the form to indicate accuracy.
- 15. Make a copy of the form plus any supporting documentation and keep in your records for seven (7) years;
- 16. Submit signed original to supervisor for review, signature, and submission to Strategic Planning for Student Achievement. Provide your supporting documentation to your supervisor as needed.
- 17. Submit completed report with original signatures to:

Strategic Planning for Student Achievement Department Attention: Patricia Rashid Education Center, **Room 3126**

Due: 10th Business Day of Each Month (For Previous Month)

Please refer to <u>Site Operations Bulletin No. 39</u> for more information about Time and Effort Reports (TER)s.

Time and effort certification documentation must be an after-the-fact certification of actual time worked and must be completed in a timely manner. The Allocations Status Funding Report lists each employee that is funded from **categorical resources (Title I, II, III, IV, and ESSER)** along with the other resources used to pay them. All Central Office **employees funded in part by categorical resources will be required to complete, sign, and submit the TER each month**. Employees who are funded in full with categorical resources do not need to complete a TER. The supervisor will complete Time Accounting procedures for these employees.

For assistance or further information, please contact us at (619) 725-5605