



# Time & Effort Reporting

1. Every employee in your building that is paid through Title funds must complete a Time & Effort form.
2. Full time employees must complete the semi-annual form
3. Part time employees must complete the monthly form
4. Stipends or other payments must complete the monthly form as needed. It is also ok to write in the job performed at the bottom or on the back of the forms. The more documentation, the better!
5. Send monthly forms to me via school mail each month and send semi-annual forms to me in December and May.
6. This included ARRA employees.....
7. Examples: Boost Teachers, Computer Lab Teachers, CLR Teachers, Nurses, Counselors, Teacher Assistants, Parent Liaisons, After-School Tutorial Teachers & Assistants, Summer School Teachers & Assistants, Everyone that receives stipends for workshops.  
**(Every employee paid through Title Funds)**

8.

## **TIME AND EFFORT REPORTING**

**Reporting**

**Records**

**Semi-Annual Reporting**

**Monthly Reporting**

**Stipends and Other Payments**

**Sample Forms**

**Title I Semi-Annual Certification**

**Title I Monthly Time and Effort Record for Split-Funded Staff**

## **TIME AND EFFORT REPORTING**

Districts must maintain auditable "time and effort" records that show how each Title I employee spent his or her compensated time.

These records are written, after-the-fact (not estimated or budgeted) documentation of how the time was spent.

Time and effort records must be prepared by any Title I staff with salary charged

- (1) directly to a federal award,
- (2) directly to multiple federal awards, or
- (3) directly to any combination of a federal award and other federal, state or local fund sources.

## **TIME AND EFFORT RECORDS - SEMI-ANNUAL REPORTING**

### **Full-time staff**

**Each district must submit copies of signed semi-annual certifications documenting that staff work solely in activities supported by the Title I grant.**

**See sample Title I Semi-Annual Certification Form**

## **TIME AND EFFORT RECORDS - MONTHLY REPORTING**

**Split-time staff – Works on Title I and other activities**

**Each district must submit documents that describe time spent on Title I and other activities**

**See sample Monthly Time and Effort Report for Split-Funded Staff**

## **STIPENDS AND OTHER PAYMENTS**

**Stipends (and other supplemental contracts) must also be reported.**

**Record stipends on semi-annual certifications or monthly reports, in the margin, whichever is utilized for the particular employee.**

**Alternatively, permitted documentation includes**

- (1) A signed supplemental contract that stipulates Title I work activity,**
- (2) Sign-in attendance logs approved by the supervisor (e.g., pay for professional development activities, after school activities, etc), and**
- (3) Employee time/pay slips that specify "Title I" and are approved by the supervisor.**