

## Forest Grove SD Procedures for Time and Effort Compliance

1. The Administrative Assistant for the Director of Curriculum and Instruction will supervise Time and Effort for the district.
2. All employees receiving salary from Federal funding will use the same form for reporting Time and Effort, which will be supplied to them.
3. All required employees will submit one time and effort report at the end of January for the first half of the year and one at the end of June for the second half of the year. Employees receiving Federal funds for summer programs will be required to submit a time and effort report for additional summer compensation.
4. At the start of each semester, the coordinators for all Federal Title Programs (Title 1A, Title 1C, Title IIA, Title III, Title IVA) will supply the Administrative Assistant of Curriculum and Instruction with a list of all employees being paid with Federal funding. The list must indicate the actual time spent by the employee on each activity of the federal program(s) being charged. 100% of effort must be recorded regardless of federal vs. non-federal time. This is required for both part-time or full-time employees.
5. The Administrative Assistant will generate a Time and Effort form for each employee and verify the information with the appropriate Title Coordinator.
6. The Administrative Assistant will schedule a fall ZOOM meeting with all employees required to complete a time and effort report, educating them on the importance of accurate reporting of time and effort and train them on the district's reporting and tracking systems. An additional ZOOM meeting will be scheduled for late-hire and summer employees.
7. In January and June, the Administrative Assistant will email each employee the required time and effort report for the appropriate period of time. Employees will be required to submit the completed form on a designated date. Time and effort must be dated no earlier than the final date of the work period.
8. The Administrative Assistant will forward employee signed time and effort reports to the appropriate Title Coordinator for signature. The signed forms will be returned to the Administrative Assistant for filing.