



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Documentation for Employees Paid from Federal and State Categorical Programs

NUMBER: BUL-2643.10

ISSUER: Joy Mayor, Interim Controller
Accounting and Disbursements Division

DATE: July 20, 2020

ROUTING
 LD Superintendents
 LD Operations Administrators
 Central Office Coordinators
 Directors
 Principals
 School Admin. Asst.
 Fiscal Services Managers
 Time Reporters/Approvers

POLICY: Federal and State regulations require time and effort documentation, in addition to time cards, for all personnel who receive any payment (compensation) from federal funds or from state categorical funds. This documentation will vary depending upon the funding source(s) or nature of the job duties. Payroll time reporting must reflect actual hours worked on each program as indicated in the time and effort certification documentation.

MAJOR CHANGES: This Bulletin updates Bulletin 2643.9 of the same subject, issued on July 9, 2019, with the following changes:

- Adds policies and guidelines to follow during extraordinary circumstances (e.g., health crisis and natural disaster).
- Adds new time reporting documentation matrix to provide guidance on what time and effort documentation to complete. See Attachment A3.
- Adds new templates to be used during extraordinary circumstances. See Attachments B3-B4 and Attachment C2.

GUIDELINES: I. DETERMINING REQUIRED TIME AND EFFORT DOCUMENTATION

Employees who receive compensation from federal or state categorical programs are required to complete additional supporting documentation which confirms that the activities or work that was completed was indeed for the program that funded the activity. Required supporting documentation will vary depending upon the funding source(s) and/or nature of the employee’s job duties.

A Time Reporting Documentation Matrix (Attachments A1-A2) is included to assist school sites, Local Districts (LDs), and central office staff in identifying the required documentation for federal and/or state categorical funded personnel.

Failure to complete and/or provide this documentation results in penalties that must be paid for by using your school/office’s General Fund resources.

II. DETERMINING AFFECTED EMPLOYEES

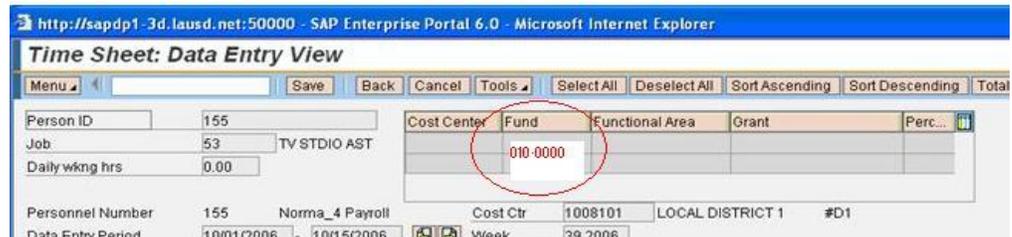
There are several ways to determine which employees must complete some



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form of time and effort documentation for their main assignment. Two of the most common are:

- a) Timekeepers can look on the CAT2 screen (time-approvers can look on the CAT3 screen) under “Fund”. If the ending four digits are “0000”, the employee is not required to complete the additional documentation. If the ending four digits are “3xxx-7xxx” then it means the position is funded from a federal or state categorical program. (See screen shot below for example.)



- b) Time reporters also have access to the Position With Incumbent (PWI) report showing the employees funded by federal or state categorical programs and BU042 - Payroll Expenditures by Cost Center in SAP that can be generated throughout the year showing employee payroll charges to a program.

For pay other than an employee’s main assignment, (such as PD, SAXB, Overtime, etc.), the funding source must be identified prior to the activity.

In addition, each January and May, a listing of employees compensated from federal or state categorical funds is posted in MyLAUSD (for schools) and directly emailed to respective Division/LD Administrators (for offices).

III. COMPLETING TIME AND EFFORT CERTIFICATION FORMS

Time and effort certification documentation must be an after-the-fact certification of actual time worked and must be completed in a timely manner. Moreover, for those employees who are required to complete an MFTR, the entire workday must be reflected, not just the hours funded by federal and/or state categorical resources. Attachments A1-A2 provide the frequency for when the various time and effort certifications must be completed.

In addition, please refer to Attachments D1-D2 for additional guidance on completing Periodic Certifications (formerly referred to as Semi-Annual/Blanket Semi-Annual Certifications) and MFTRs.



IV. PAYROLL ADJUSTMENTS

Timekeepers should review Multi-Funded Time Reports each month. If the actual hours worked documented per this bulletin are different than the employee's budgeted time, adjustments must be entered into the payroll system so that actual time worked is reflected and charged to the program.

V. RETENTION OF DOCUMENTATION

Completed documents should be retained with the timekeeper for five (5) years. Copies can be kept with a program coordinator or another individual if so desired by the site.

Overtime forms should be attached to any other time and effort documentation.

The overall guiding principle is that site administrators must know where the documents are kept and that the documents must be readily available for audit purposes.

VI. MONITORING COMPLIANCE

The California Department of Education has requested that procedures to monitor compliance with these federal and state documentation requirements be included in District policies. As such, the following procedures have been implemented.

- A. Each January and May, the Accounting & Disbursements Division will provide administrators with a listing of their employees who must complete additional time and effort certification. This listing will be provided as an additional resource and does not replace any monitoring procedures that schools and offices should have in place. Reporting locations should continuously verify appropriate documentation and/or reports to ensure that time and effort certifications are completed accurately and timely, reviewed, and properly approved.
- B. Administrators should remind affected employees that periodic certifications (formerly referred to as semi-annual certifications) should be completed and signed by the last working day of December (but no later than January 31st), and last working day of June (but no later than July 31st), and that monthly multi-funded time reports be completed if required. This documentation should be retained by the time-reporter at the site along with other payroll time-reporting documentation for a period of five (5) years.
- C. By January 31st and July 31st, school site administrators and offices should submit to their LD Operations Administrator or Division Administrator a



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written assurance (Attachment F) that they have received the appropriate documentation for each listed employee and that any necessary payroll adjustments have been made.

- D. By February 15th and August 15th, the LD Operations Administrator and Division Administrators should provide a written assurance (Attachment G) to the Accounting Controls & Oversight Branch that they have received assurances from their schools/offices that appropriate supporting documentation has been obtained and any necessary payroll adjustments have been made.

VII. TIME AND EFFORT DOCUMENTATION UNDER EXTRAORDINARY CIRCUMSTANCES

When an extended period of emergency or extraordinary circumstances, such as, but not limited to, public health crisis and natural disaster, is declared by the Superintendent or designee as disrupting normal work activities and resulting in closure of schools, facilities, or programs, time and effort documentation requirements will remain in effect during that period. However, steps to adjust time and effort reporting may be necessary to meet the immediate health and safety needs of students and employees while ensuring documentation is maintained to support the use of federal and state categorical program funds during this period. Thus, the following guidelines will take effect:

A. Documenting Time and Effort During Extraordinary Circumstances

A Time Reporting Documentation Matrix (Attachment A3) is included to summarize the required documentation for federal and/or state categorical funded personnel during extraordinary circumstances.

B. Monitoring and Submitting Time and Effort During Extraordinary Circumstances

Time and effort documentation should be reviewed and approved by the employee's supervisor. Time and effort may be submitted electronically or may be scanned for submission to timekeepers for reporting and record keeping purposes. Retention policies stated in Section V. above remain the same.

Timekeepers will review completed time and effort documentation. If the actual hours worked documented per the time and effort certification are different from the employee's budgeted time, adjustments must be entered into the payroll system so that actual time worked is reflected and charged to the program.



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Depending on the situation, deadlines to complete time and effort documentation may be adjusted accordingly and will be communicated as appropriate.

C. Waivers

Any waivers of time and effort reporting requirements from federal awarding agencies will be applied to the procedures when appropriate.

RELATED RESOURCES: 2 CFR 200 Uniform Guidance
California School Accounting Manual Procedure 905

ASSISTANCE: For assistance or further information, please contact Accounting Controls and Oversight Branch at (213) 241-2150 or Acctg-Controls@lausd.net.
For assistance with entering payroll adjustments, please call Payroll Customer Services at (213) 241-2570.