



Time and Effort Documentation

Federal and State Education Programs (FSEP)
Spring Semester



Objective

- Review available resources to help time reporters comply with Federal and State guidelines

Time and Effort Presentation

1



https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/644/mypln_login/#spn-content

CAT 2 and Position with Incumbent Report (PWI)

2

- Ending digits- “0000”,
 - Not required to complete the additional documentation.
- Ending digits- “3xxx-7xxx”
 - Required to complete additional documentation
- PWI- shows employees funded with federal or state categorical programs

eLibrary

- January and May- Accounting Controls releases a list of employees paid with categorical funds
 - Use this list as a **resource** to check the documentation you have been completing during the school year



FSEP Website

- Bulletin-2643.8
- Multi-funded Time Reports
- Frequently Asked Questions

<https://achieve.lausd.net/Page/13242>

Summary

- Federal and State regulations require Time and Effort documentation for all personnel who receive any payment from federal funds or from state categorical funds
- Following the guidelines in BUL-2643.8 will help prevent findings during audits
- Having a system in place includes identifying categorically funded employees, providing training regarding Time and Effort, communicating with the principal and time reporter, and keeping Time and Effort documentation in a binder for audit purposes
- For assistance or further information please contact the Accounting Controls and Oversight Branch at (213) 241-2150.

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