



OF A LIFETIME

**\$1,000 Question: Required Documents for Federal Programs.
Answer: What are Time and Efforts.**

NDE Day 2021

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Here are the categories?

- General Knowledge
- The Who
- Types of Time & Efforts
- Odd Questions
- Final Question

CATEGORY #1

- GENERAL KNOWLEDGE



General Knowledge for \$200

- QUESTION: What does T & E stand for?
- ANSWER: Time and Effort

General Knowledge for \$400

- QUESTION: Which employees must districts collect a time and effort from?
- ANSWER: All employees (not contractors) whose salary is paid in whole or part with federal funds and used to meet a match/cost share requirement. Includes full time, part time, stipends, and substitute teachers

General Knowledge for \$600

- QUESTION: When do employees and employers sign off on Time & Effort Documents?
- ANSWER: After the Fact

General Knowledge for \$800

- QUESTION: Who collects the Time & Efforts?
- ANSWER: District/School Office, NDE Fiscal and Programmatic Auditors

General Knowledge for \$1000

- QUESTION: What documents must match each other regarding the Time & Effort documents?
- ANSWER:
 - Time & Efforts must match:
 - The GMS Application,
 - NSSRS (names, salaries, and percentages),
 - Local Accounting Records

CATEGORY #2



THE WHO



The Who for \$200

- QUESTION: My class size reduction teacher thinks she needs to do a Time & Effort. Does she? If so, what kind?
- ANSWER: If you are paying the CSR teacher with Title II-A funds she must do a Time & Effort. Because she has a single cost objective, she can do a Semi-Annual Time & Effort.

The Who for \$400

- QUESTION: My Title I teacher thinks he needs to do a Time & Effort. Does he? If so, what kind?
- ANSWER: If you are paying the Title I teacher with Title I-A funds he must do a Time & Effort. Because he works under a single cost objective, he can do a Semi-Annual Time & Effort.

The Who for \$600

- QUESTION: Our school's paraprofessional is coded to Title I for 50% of her time and 50% of her time is for special education? I don't have to have her do a time and effort since she's paid with two federal funds right, and she's a noninstructional staff member not an instructional staff member.
- ANSWER: Wrong. A time and effort form must be completed for ANY staff member being paid with federal funds. If she has a fixed schedule, you can use a semi-annual T & E with the correct percentages shown for the two funding sources, and attach her set schedule.

The Who for \$800

- QUESTION: Our Business Manager works with many different grants and doesn't have a fixed schedule but we are paying her with federal dollars. Because of this she doesn't have to do a time and effort, right?
- ANSWER: Wrong!
 - The time and effort will be different than someone with a fixed schedule.

The Who for \$1000

- QUESTION: Okay then what does my business manager do to assure her time is accounted for?
- ANSWER: She completes a PAR (Personnel Activity Report). She completes a daily log, by month, that shows how many hours per day she works on each of the federal cost objectives that are being used to pay her salary.

CATEGORY #3

- TYPES OF TIME
and EFFORT
FORMS



Types of T & E's for \$200

- QUESTION: Are there any samples of Time and Effort forms that districts can use?
- ANSWER: YES.
 - NDE Website
 - 3 bars on the side
 - Programs, Services & Initiatives
 - Federal Programs
 - Forms
 - Time and Effort Logs

Federal Programs Home

Federal Programs A – Z List

Staff Contact List

Consultants by ESU 2020-2021

Forms

Forms Templates Samples

Time and Effort Log

Program Pages

Title I-A

Title I-A School Improvement

Title I-D Neglect/Delinquent

Time and Effort Reporting

Sample Documents:

- [Time and Effort Reporting Guidance](#)
- [Monthly Time and Effort Log.\(Sample\)](#)
- [Semi Annual Certification Time and Effort \(Sample\)](#)
- [Fixed Schedule Time and Effort Log.\(Sample\)](#)
- [Fixed Schedule Time and Effort Log.\(Blank\)](#)
- [See our NDE State and Federal Grant Management Guidance \(Outside Link\)](#)

Types of T & E's for \$400

Question: What is wrong with this T & E?

- Percentage = 125%
- Shows a watermark SAMPLE
- NDE's nondiscrimination policy at bottom
- Signed prior to work completed

Semi-Annual Certification Activity Report for Employees Coded to a Federal Grant School Year 2021-2022

QRS Public Schools

Title I 6200 Funding (50 %) and District Funding (75 %)

(Federal Program salary paid from)

(Other source of funding, ie District)

For the 1st Semester 2021 - 2022 School Year

I certify that the employee listed below worked 100% of their time on a single federal award or cost objective.

Employee Name	Employee Title
Joey Johnson	Title I Teacher

Joey Johnson
Employee Signature

9-15-2021
Date

[Signature]
Supervisory Signature

9/30/2021
Date

Types of T & E's for \$600

Question:
What is wrong with this T & E?

Answer:
Nothing – it is correct

Semi-Annual Certification Activity Report for Employees Coded to a Federal Grant School Year 2020 - 2021

HIJ Public Schools

Title I A Funding (85 %) and District Funding (15 %)

(Federal Program salary paid from)

(Other source of funding, ie District)

For the 2nd Semester 2020 - 2021 School Year

I certify that the employee listed below worked 100% of their time on a single federal award or cost objective.

Employee Name	Employee Title
Olivia Smith	Title I Teacher

Olivia Smith

Employee Signature

May 28, 2021

Date

Mr. Michael Moor

Supervisory Signature

6-1-2021

Date

Types of T & E's for \$600

Question: What is wrong with this T & E?

Answer: Nothing, this Fixed Schedule T&E is OK

ABC District

Employee with Fixed Schedule

Employee: Jackie Chan
Position: Paraprofessional
School: ABC Elementary

Certification Period:
August 2020 to December 2020 (1st Semester)

Type of Schedule:
 Daily
 Weekly
 Biweekly
 Other: _____

Program or Cost Objective	Distribution of Time
Title I, Part A – Improving the Academic Achievement of the Disadvantaged	51%
IDEA, Part B – Federal Special Education	24%
State or Local	25%
TOTAL	100%

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Jackie Chan 5/26/2021
 Employee Signature Date

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Ele Mentor 6/15/2021
 Supervisor Signature Date

ABC District

2020 - 2021 SCHOOL YEAR SCHEDULE

Employee: Jackie Chan
Position: Paraprofessional
School: ABC Elementary

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Recess Duty	8:00-8:30 Recess Duty	8:00-8:30 Recess Duty	8:00-8:30 Recess Duty	8:00-8:30 Recess Duty
8:30-9:00 Special ed. support	8:30-9:00 Special ed. support	8:30-9:00 Special ed. support	8:30-9:00 Special ed. support	8:30-9:00 Special ed. support
9:00-9:45 Small group reading	9:00-9:45 Small group reading	9:00-9:45 Small group reading	9:00-9:45 Small group reading	9:00-9:45 Small group reading
9:45-10:00 Break	9:45-10:00 Break	9:45-10:00 Break	9:45-10:00 Break	9:45-10:00 Break
10:00-10:30 Small group math	10:00-11:00 2 nd grade Title I reading/math	10:00-10:30 Small group math	10:00-11:00 2 nd grade Title I reading/math	10:00-10:30 Small group math
10:30-11:00 2 nd grade Title I reading/math		10:30-11:00 2 nd grade Title I reading/math		10:30-11:00 2 nd grade Title I reading/math
11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break
11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up
11:45-12:35 Lunch Duty	11:45-12:35 Lunch Duty	11:45-12:35 Lunch Duty	11:45-12:35 Lunch Duty	11:45-12:35 Lunch Duty
12:35-1:05 Small group math	12:35-1:05 Small group math	12:35-1:05 Small group math	12:35-1:05 Small group math	12:35-1:05 Small group math
1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break
1:20-2:00 1 st Grade SPED Support	1:20-2:00 2 nd Grade SPED Support	1:20-2:00 1 st Grade SPED Support	1:20-2:00 2 nd Grade SPED Support	1:20-2:00 1 st Grade SPED Support
2:00-2:30 First grade Title I reading/math	2:00-2:30 First grade Title I reading/math	2:00-2:30 First grade Title I reading/math	2:00-2:30 First grade Title I reading/math	2:00-2:30 First grade Title I reading/math
2:30-3:30 Title I Teacher Support	2:30-3:00 SPED Teacher Support	2:30-3:30 Title I Teacher Support	2:30-3:00 SPED Teacher Support	2:30-3:30 Title I Teacher Support
	3:00-3:30 Bus duty		3:00-3:30 Bus duty	

Types of T & E's for \$800

QUESTION:
What is wrong with this PAR?

Answer:
District Name is missing, otherwise it is correct

Mr. Al Around

Aug-21	XYZ PS Title I-A 20%	XYZ PS SPED 15%	XYZ PS Title II 15%	General Funds 50%
1				
2			1	7
3	5			3
4		4	4	
5	1	4		3
6				8
7				
8				
9		6	2	
10	1		3	4
11	3		1	4
12	2.25		5.75	
13				8
14				
15				
16	8			
17	4			4
18	2			6
19			5	3
20	2	4		2
21				
22				
23	3	5		
24	Sick	Sick	Sick	Sick
25				8
26				8
27				8
28				
29				
30	2			4
31		2	2	4
33.25	25	23.75	84	

Instructional Coach

Position/Title

al Around

Employee Signature

8-31-2021

Date

men

Supervisor Signature

9-1-2021

Date

Types of T & E's for \$1000

- QUESTION: I have so many employees that are funded through various grants how do I keep track of it all?
 - ANSWER: Do not fear! We are here to help.

Staff Member's Name	Building	Assignment w/ that code	Coding	Percentage	SALARY	Grant Assigned to:	Other Notes	Type of T & E Needed
Mr. A. Johnson	Intermediate	IM	E--1180	75%	63,708	Title III IM 6926	25% to L-1180	Semi-Annual
Mrs. Allie Jones	Elementary	EL	E-1180	100%	55,586	Title III EL 6925		Semi-Annual
					Total to Grant \$103,367			
Mrs. Tommi Lee	Elem	Title I Teacher no grades	F-1180	100%	60,459	Title I 6200		Semi-Annual
Mr. Clyde Bevins	Elem	Title I Teacher no grades	F-1180	100%	65,331	Title I 6200		
					Total to Grant 125,790			
Mrs. Doubtfire	HS	Title I Federal Counselor	F-2120	30%	46,598	Title I 6200 Homeless	70% 0-2120	PAR
					Total to Grant \$13,979			

In Summary: Certification of Actual Time Worked

	Semi-Annual	Alternate-Time & Effort	PAR (Personal Activity Report)
What	Account for Total Activity	Account for Total Activity	Account for Total Activity
When	After the Fact (Work is done)	After the Fact (Work is done)	After the Fact (Work is done)
Signatures	Employee AND Administrator	Employee AND Administrator	Employee AND/OR Administrator
Time Periods	Every 6 months (1x per semester)	Every 6 months (1x per semester) with Schedule attached	Every Month

CATEGORY #4

ODD QUESTIONS



Odd Questions for \$200

QUESTION: Is all of this Time & Effort stuff really necessary and is it worth it?

ANSWER: It is mandated due to federal funding and it's worth it.

BEST ADVICE: Get a system in place with the bookkeeper, administrator and teacher(s) so everyone is on the same page. It will go smoothly!

Odd Questions for \$400

- QUESTION: I am paying staff using Title II-A dollars for professional development, do I have to do anything for T & E's?
- ANSWER: Great question, and YES!
 - Do what we like to call a Blanket Time & Effort for Staff Development:

Professional Development Name		Date of PD	
Name of Staff	Signature of Staff	Start Time	End Time
Joe Jones	<i>Joe Jones</i>	7:45	2:00
Mary Clark	<i>Mary Clark</i>	7:50	2:00
Lisa Lewis	<i>Lisa Lewis</i>	8:00	12:00
Jim Smith	<i>Jim Smith</i>	8:00	2:00
Supervisor Signature: <i>Mr. Todd (Principal) 8/15/20</i>			

Odd Questions for \$600

- QUESTION: We have substitutes that cover for our Title I teachers and we don't pay them with federal funds. Do they have to do Time & Efforts?
- ANSWER: NO! The key words in the question are "don't pay them with federal funds."

Odd Questions for \$800

- QUESTION: We have substitutes that cover for our Title I teachers and we pay them with federal funds. Do they have to do Time & Efforts?
- ANSWER: YES!
 - Put together a summary sheet at the end of each month/semester that shows the substitute's name, date they subbed, who they subbed for, and amount paid. Then have an administrator review it, sign and date it for approval.
 - Because most schools get the Substitute to sign in or out at the office on the day they are subbing, the substitute's signature could be located if needed.

Odd Questions for \$1000

- QUESTION: Do I have to do Time & Efforts for staff paid with ESSER I, II or III funding?
- ANSWER: YES!
 - ESSER dollars are funds from the federal government and would meet the same requirements as the other federal allocations.

FINAL QUESTION FOR TRIPLE YOUR POINTS

- QUESTION: Why care about Time & Effort Requirements?
- ANSWER: Because it is a federal requirement which means NDE has to audit the T & E forms for compliance. The District could be in jeopardy of having to pay back funds if there is a questionable cost.

Questions



OPPORTUNITY
OF A LIFETIME



THANK YOU