

Time and Effort Reporting Documentation Matrix for Extraordinary Circumstances

<u>FUNDING SOURCE</u>	<u>EMPLOYEE</u>	<u>DOCUMENTATION REQUIRED</u>	<u>CERTIFIER</u>
100% Single Categorical Funding	Employees who were approved to work remotely and whose duties align with the employee's budgeted program.	<p style="text-align: center;">Semi-Annual Periodic Certification Form for Single-Funded Categorical Personnel.</p> <p style="text-align: center;"><i>Usually for the follow time periods:</i></p> <p style="text-align: center;"><i>July – December</i></p> <p style="text-align: center;"><i>January – June</i></p> <p style="text-align: center;"><i>Reporting requirements will be adjusted based on extraordinary circumstances.</i></p>	Administrator/Supervisor who has firsthand knowledge of work performed by the employee during time-period being reported on documentation.
100 % Single Categorical Funding Or Multi-Funded Employees with a Single Cost Objective	<p>Employees who were not able to work remotely and placed on paid leave during the school, facilities, or program closure.</p> <p style="text-align: center;">&</p> <p>Employees whose duties changed as a result of school or facilities closures in order to support activities in other programs.</p>	<p style="text-align: center;">Periodic Certification During Extraordinary Circumstances</p> <p style="text-align: center;"><i>Reporting requirements will be adjusted based on extraordinary circumstances.</i></p>	Administrator/Supervisor who has first-hand knowledge of work performed by the employee during time-period being reported on documentation.
Multi-Funded Employees that do not have a single cost objective. Can be a combination of state, federal and local funds.	<p>Employees who were approved to work remotely and whose duties align with the employee's current funding source(s).</p> <p style="text-align: center;">&</p> <p>Employees who were not able to work remotely and placed on paid leave during the school, facilities, or program closure.</p> <p style="text-align: center;">&</p> <p>Employees whose duties changed to support activities involving other program(s) during the school, facilities, or program closure, in whole or in part.</p>	<p style="text-align: center;">Personnel Activity Report</p> <p style="text-align: center;"><i>Reporting requirements will be adjusted based on extraordinary circumstances.</i></p>	Immediate Supervisor and District level Administrator.
Copies of Time and Effort Documentation must be preserved at the school site/department for 5 years. Originals sent to the Equity and Access Office.			