

Time and Effort Reporting Documentation Martrix 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.	Semi-Annual Periodic Certification Form for Single-Funded Categorical Personnel. <i>Usually for the follow time periods:</i> <i>July – December</i> <i>January – June</i> <i>Reporting requirements will be adjusted based on extraordinary circumstances.</i>	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	Employees who were not able to work remotely and placed on paid leave during the school, facilities, or program closure. & Employees whose duties changed as a result of school or facilities closures in order to support activities in other programs.	Periodic Certification During Extraordinary Circumstances <i>Reporting requirements will be adjusted based on extraordinary circumstances.</i>	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.	Employees who were approved to work remotely and whose duties align with the employee's current funding source(s). & Employees who were not able to work remotely and placed on paid leave during the school, facilities, or program closure. & Employees whose duties changed to support activities involving other program(s) during the school, facilities, or program closure, in whole or in part.	Personnel Activity Report <i>Reporting requirements will be adjusted based on extraordinary circumstances.</i>	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.			