



POLICY AND PROCEDURE NOTICE: FPPN-019 TIME AND EFFORT REPORTING – RECIPIENT OFFICE

Summary and Purpose of PPN: To ensure compensation for salaries, wages and benefits charged to Federal awards is based on records that accurately reflect the work performed in addition to ensure compliance in accordance with the Uniform Grant Guidance (2 CFR), as well as GAAP and Fulton County guidelines for the accounting of employee time.

Authority:

- 45 CFR 75.430 – “Personal Services” (HHS Awards)
- 2 CFR 200.303 – Internal Controls
- 2 CFR 200.28 – Cost Objective
- 2 CFR 200.306 – Cost Sharing or Matching
- 2 CFR 200 – SUBPART E: COST PRINCIPLES
 - 2 CFR 200.430 (a-f) (i) – Compensation – Personal Services
 - 2 CFR 200.431 – Compensation – Fringe Benefits
 - 2 CFR 200.403 – Factors affecting Allowability of Costs
 - 2 CFR 200.404 – Reasonable Costs
 - 2 CFR 200.405 – Allocable Costs

Definitions:

Time: Actual clock time spent performing a specific task for a federally sponsored project.

Effort: The portion of time spent on a given activity expressed as a percentage of the total activities that an employee works. Effort MUST total 100% of the time worked by the employee in the designated period.

Calculation [% of time on Program or Task A / Total time for the compensation period]

Cost Objective: Work activity to meet approved grant award requirements. Multiple cost objectives would be differing tasks (Examples of multiple cost objectives: qualifying clients for services for different grants, providing counseling and providing food services under the same grant, etc.). Activities must be tracked by grant and task type.

Procedure:

Time and effort reporting is a federal requirement that ensures that the compensation paid to individuals who work on federal grants agree with actual time and effort spent on the project. The Time and Effort timesheet/tracking is recorded "after-the-fact" for daily tasks completed and time reporting supports that the salary paid matches the amount of effort charged to federally funded activities. Time Tracking is done via excel spreadsheet and compensable time is recorded in Kronos. Both records are approved by management and archived in accordance to record retention policy.

Administrative Cost Allocation (Labor Distribution Payroll Report):

Administrative Cost allocation is calculated annually during the grant budget development period based on past actual time allocation. The allocation determined is provided to the Grants Administration Division to be finalized and submitted to Fulton County Payroll via the interoffice LDPR (Labor Distribution Payroll Report). The Payroll department approves and sends to the DHE HR liaison for the allocations to be coded into the HR/Payroll system (Kronos) for automatic distribution each payroll period.

Time & Effort Activity Report:

Minimum standards for employees working on multiple activities or cost objectives

- Must be recorded 'after-the-fact' (after the time is worked). A manager that has direct knowledge of the employees work activity may update the timesheet. *Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.*
- Must account for total time for which employees are compensated. For example, if the employee spends 20% of their time on Ryan White Part A, and 80% on a different grant project; time and effort for all two areas must be included on the same report.
- Must be signed by the employee and available for review by a supervisor with firsthand knowledge of the activities performed by the employee.
- Must be prepared to correspond to with Fulton County pay periods.

Minimum standards for employees working solely on a single activity or cost objective

- Must be an after-the-fact certification that the employee worked 100 percent of their time on the grant project when they work on only one activity. The Certification process which would result in a Certification Letter that would be held

on file and serve as the employees' time reporting in replacement of weekly/bi-weekly timesheets.

- Must be reviewed and prepared no less frequently than every 6 months.
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed.
- Applies to full-time and part-time employee.

Approved: April 2021

Reviewed: April 2021

