

# Personal Services Documentation

Federal and State Grant Compliance

# Federal Rules

- OMB Circular A-87, Cost Principles for State & Local Government Organizations
- Time and Effort Reports capture 100% of compensated time
- Time and Effort Reports capture detail of time and effort.
- Documentation corresponds to pay period
- If 100% out of grant & exempt employee
  - Semi-annual reporting
  - Signed by direct Supervisor
- If split between grants
  - Monthly reporting
  - Signed by Employee

# Leon County Schools

- Time and Effort Reports capture 100% of compensated time
- Documentation corresponds to pay period
- If 100% out of grant & exempt
  - Semi-annual reporting
  - Signed by employee and direct Supervisor
- If split between grants (Title I Waiver from FLDOE allows sampling)
  - Monthly reporting (October, February, May)
  - Signed by Employee and direct Supervisor

# District Monitoring

- Provide training to bookkeepers, staffing personnel, administrators
- Sampling of time and effort reports from Directors, compare to Skyward
- Change way of work/forms **ONLY** as needed
- Work with Staffing to identify split coded employees
- Work with Staffing to identify employees with multiple work sites.
- Questions:
  - Harriet McQuay, 487-7109, [McQuayH@LeonSchools.net](mailto:McQuayH@LeonSchools.net)

# Need from you...

- Ask questions!!
- Identify unique circumstances
- Help to secure valid documentation on time and effort, when needed
- If/When assisting with staffing plans—consider documentation requirements

# District Monitoring

## Moving forward...

- Complete flow chart for all grants, establish desk-procedures
- Streamline activities and reports, coordinate with Payroll
- Revise waiver with FLDOE to ease documentation burden
- Program Directors, Bookkeepers/staffing have expertise of federal grant compliance for personal compensation

# Grants

- Amy Bradbury
  - 487-7811
  - [BradburyA@LeonSchools.net](mailto:BradburyA@LeonSchools.net)
- 
- Harriet McQuay
  - 487-7109
  - [McQuayH@LeonSchools.net](mailto:McQuayH@LeonSchools.net)