

WILSONA SCHOOL DISTRICT

Federal/State Funded Employee Time Reporting Procedures

All federal or state categorically funded employees must complete a Time Reporting certification, monthly or semi-annually:

- Monthly time certification is required by employees who are funded from more than one federal/state categorical source.
- Semi-annual time certification is required by employees who are funded by a single federal/state categorical funding source.

Once the time accounting certification is completed and signed by the employee the identified supervisor is required to sign the reporting form verifying that wages/salaries were charged to the correct federal/state categorical funding sources.

Procedures for completing Time Reporting forms, who is responsible, who ensures they are completed, and who they are turned into follows:

- In August of each school year site principals and site secretaries will receive a list of categorically funded employees assigned to their locations from the Business Office. The list will provide funding sources and the percentage paid out of each source.
- Principal or designee is to inform employees funded with categorical funds on the procedures and deadlines for submission of time sheets by having each categorically funded employee complete and sign this form. Forms are to be returned to the Business Office.
- Multi-funded employee are to fill-out the required time report by listing duties performed under each funded category, noting hours **spent daily** under each fund, and ensuring that monthly totals of time spent working under each category matches the designated percentage of funding for each category. The employee will then sign and date the time report at month's end, and submit it to the supervisor to verify time worked. **Principal or their designee will forward time reports at the beginning of the next month to the Business Office Secretary.**
- In December and May each single funded employee will fill-out the Semi-annual Time Reporting form, sign it and submit it to the supervisor to verify time worked. **Principal or their designee will forward time reports at the end of December and May to the Business Office Secretary.**
- The Business Office Secretary will follow up on missing documentation by e-mailing the site secretary. The principal or designee is responsible to secure the completed form and return it to the Business Office Secretary.
- The Administrative Specialist will review the time sheets for completeness and accuracy and communicate directly, as needed, with specific employees and supervisors when forms are in question.

Each Categorically funded employee is to sign and return this form to the Chief Business Official as soon as they are made aware they are categorically funded.

I have read and understand the above information and will be sure to submit all needed documents as stated above.	
Print Name:	Date:
<input type="checkbox"/> Multi Categorical Program Funded Funding programs and percentages:	<input type="checkbox"/> Single Categorical Program Funded Funding program and percentages:
Signature:	Business Services Received:

Please sign/date/mail via district mail to Business Services at the District Office.