

CAH-1

Time and Effort Documentation

1. **Purpose:** The purpose of this policy is to establish procedures to meet the funding documentation requirements of 2 CFR 200.430(i) and Section X.T. of the Utah State Board of Education Special Education Rules. .
2. **Policy:** The following procedures are established to create and maintain the documentation required for use of all federal funds and state special education funds to compensate staff.
3. **Procedure:**
 - 3.1.1. The nature of the specific documentation required depends on the extent to which the employee's total compensation comes from federal funds or from state/federal special education funds and whether the employee is exempt or non-exempt under the Fair Labor Standards Act (FLSA).
 - 3.1.1.1. For all FLSA non-exempt employees who are compensated with any federal funds or state/federal special education funds, the time clock system shall document time records showing the total number of hours worked each day. 2 CFR § 200.430(i)(3). Any non-exempt employee not using the time clock system, shall submit a written time sheet for each monthly pay period.
 - 3.1.1.2. Employees who are paid only with federal special education funds, or only with state special education funds, or with a combination of federal and state special education funds, shall be required to sign the Semi Annual Certification form specifying the cost objective, grant program, fund code, and distribution of time. This also applies to employees paid from non-special education federal funds. The employee's supervisor shall review the form, confirm its accuracy, and also sign the form.
 - 3.1.1.3. Employees who are paid in part from special education funds and in part with funds from other sources shall complete the Semi Annual Certification form. . The employee shall sign the form to confirm its accuracy and the employee's supervisor shall also review the form, confirm its accuracy, and also sign the form.