



Relevant Academy of Eaton County
220 Lamson Street
Grand Ledge, MI
office (517) 925-5450
fax (517)925-5459
www.relevantacademy.org

Time and Effort Reporting Procedures

Personnel Activity Reports:

According to OMB Circular A-87 Attachment b(h), District staff who are split funded (<100% multiple performance objectives) with Federal monies are required to complete Personnel Activity Reports (PARs) indicating the number of hours worked by funding source and coded for the specific activities they perform on a weekly basis and submit them to Relevant Academy main office by no later than the end of each month.

PAR forms are collected and reviewed in a timely manner to ensure that an employee's compensation does not become disallowed. Documents containing information pertinent to each employee's funding sources and time percentages for each source are sent to those employees needing to complete PAR forms as soon as the information becomes available in SDS. Updates to the PAR list are made monthly by the Executive Director, should it be necessary.

- The Executive Director assigns budget and staffing for the District, an inventory of grant funded staff is then run in the financial software by the Business Manager.
- A PARs Check-in list, FTE converters, and variance workbooks are then created for each employee needing to complete PARs for the relevant fiscal year (FY).
- Employees are notified as quickly as possible, generally within a week of when the grant funded employees report is run, they are to complete PARs for the current FY via email. Pertinent documents are included in this email along with an offer to train or assist employees in any manner they may need to facilitate ease of meeting this requirement.
- Once the PAR form check-in sheet is complete and accurate each administrator is informed as to who in their building must complete PARs.
- The grant funded employees list is run monthly by the Business Manager to ensure all information is accurate and up-to-date and list of employees needing to complete PARs is updated accordingly.
- PAR forms are checked in by the Executive Director or Office Manager as they are received.
- Employees whose PAR forms are not complete/correct will be notified the day their PAR forms are reviewed. Forms are marked as "R" for returned on the PARs list/check-in sheet and returned to employee with an explanation of how to correct the error. The directions on how to correct their PAR are also emailed to the employee.



Relevant Academy of Eaton County
220 Lamson Street
Grand Ledge, MI
office (517) 925-5450
fax (517)925-5459
www.relevantacademy.org

- PAR forms are filed and maintained by Relevant Academy, where they are accessible for five (5) years.

Staff Certifications: District staff who are fully funded (100%) from a Federal grant source must complete staff certification forms semi-annually to document their awareness of the funding source from which they receive their compensation. District staff who are paid additional hours from a Federal funding source other than the funding sources they are typically compensated from will also complete a staff certification form indicating their knowledge of how they were compensated for 100% of their time for this activity (workshops, conferences, tutoring, etc.).

- The Executive Director generates the list of employees needing to complete Staff Certifications.
- Employees are directed to sign their Staff Certifications and to have their supervisor sign them as well.
- Staff Certifications submitted are checked in by the Executive Director or Office Manager and maintained to ensure they are compliant then files them in the main office where they are maintained and accessible for five (5) years.
- Employees are contacted via email if their Staff Certifications are late by two weeks or more; principals are copied on these emails.