

II.	FISCAL SECTION
800	Personnel Time Tracking

Weekly time and effort reporting is required for any staff paid through State and Federal Share Budgets.

801. Staff Devoting 100% of Time to FSNE

A Semi-Annual Certification of Activity Form (Form A9) must be signed each required period by the employee and supervisor and must be maintained on file at the agency for all staff dedicating 100% time to FSNE.

The *Network* prefers that contractor's use form A9 whenever possible. If a Contractor has another certification methodology, it needs to be reviewed and approved by their CM.

Network Contractors must also submit signed Duty Statements (Form A26) for those contract staff dedicating 100% FTE to a *Network* contract in the first year of a three-year contract for review and approval by both your CM and PM. After approval, Contractors would only need to inform their CM of staff or duty changes when they occur.

802. Staff Devoting Less Than 100% of Time to FSNE

There are two options for meeting documentation requirement for staff devoting less than 100% of time to FSNE – the Weekly Time Log and the Quarterly Time Study. Contractors must use at least one of these methods to document personnel time. Note that use of the Quarterly Time Study must be pre-approved by both the *Network* and USDA.

1. **Weekly Time Log:** Weekly Time Log records are required for any staff dedicating less than 100% time to FSNE. All Weekly Time Logs must be completed and signed by the individual contributing time and based upon actual hours worked for FSNE and signed off by a supervisor or designee. Weekly Time Logs are used to document both State and Federal Share personnel costs. Use Form A11, entitled Weekly Time Log, for the approved *Network* log. If your organization would like to use a customized version of the weekly time log form, you must seek approval from your CM.
2. **Quarterly Time Study:** The use of time study methodology requires prior USDA approval. Contractors that would like to use the standard Quarterly Time Study form or an alternative Quarterly Time Study methodology must submit their request to their assigned CM for processing with USDA. Requests should include:
 - A justification as to why using the Quarterly Time Study is needed in lieu of a Weekly Time Log, and how the Time Study will accurately reflect staff time for your particular project.
 - A Time Study Request form (see Form A13).

Requests must be submitted with the Contractor's Funding Application Package. The request will be reviewed and approved by USDA as part of the *Network's* Annual Plan.

Use of the Quarterly Time Study requires individual staff members to record their activities every day for one month per quarter. The total time recorded for the month is then projected across the remaining two months of the quarter (i.e., the amount of time is multiplied by three), but no additional timekeeping is required within the given quarter. The month is then

rotated for subsequent quarters (e.g., the first month of the first quarter, the second month of the second quarter, the third month of the third quarter, and the first month of the fourth quarter). See Appendix Section, Form A14 for the Quarterly Time Study Form. The Quarterly Time Study is not appropriate if the organization does not have evenly distributed personnel costs. For example, if the Contractor's program activities are grouped into one or two weeks of a quarter, it is not reasonable to keep a record of all time spent on the program during those two weeks and project those hours over the remaining weeks that normally have little activity. An example of a situation that would not qualify for a time study would be the summer quarter of a school district in which several weeks of the quarter were vacation weeks with little to no activity.

803. Time Record Signatory Authority

As long as the person signing off on the time log or time study has direct knowledge of the employee's activities and the agency authorizes them to sign, the signatory does not have to be a supervisor. This means that Project Coordinators and, in schools, lead teachers may sign off on the time logs/studies.

USDA will allow electronic signatures inserted directly on time records/cover sheets, for both FSNE staff and supervisors. (Note: this refers to an actual electronic script signature; this is not the same as using a pin number to sign time records.) Time records/sheet can be certified in bulk and transmitted electronically (up to 20 sheets per transmittal with a supervisor's electronic signature.) Please note, however, that the use of electronic signatures only pertains to supervisory approval of weekly time logs and/or quarterly time studies. Electronic signatures are not allowed for the individual contributing time to FSNE.

804. Transmittal Sheet

USDA will allow FSNE time records to be batched in bulk with a signed transmittal/cover sheet, but batches should consist of no more than 20 time sheets each. USDA is unable to approve any quantity more than that. See appendix Section, Form A24, Transmittal Sheet. This transmittal sheet contains USDA required elements and use of other forms would require CM/PM approval.

As always, back-up documentation must remain available to the *Network*, CDPH and/or USDA for auditing purposes. (The transmittal sheet can be signed by a supervisor, project coordinator, lead teacher or other authorized representative of the agency.)

805. Wage Information on Time Logs or Studies

The time log and time study forms include a line to record the employee's hourly wage and or salary. Inclusion of this information is not required but would be helpful for Program Compliance Team (PCT). Contractors that do not supply this information on the time log or study will need to provide the PCT with a current list of employees and salary/hourly rate.

806. Reporting of Absences, Vacation and/or Leave

Only paid absences, vacation, and/or leave that is being reimbursed with *Network* funding needs to be reported on the time logs and/or time studies. Absences, vacation and other leave time that is not being invoiced as State or Federal Share does not need to be reported on the time log or study.

807. Electronic Signatures

In lieu of signing each time and effort sheet individually after review and approval, time and effort sheets can be certified in bulk and transmitted electronically (up to 20 sheets per transmittal with a supervisor's electronic signature.) Please note however, that the use of electronic signatures only pertains to supervisory approval of weekly time logs and/or quarterly time studies. Electronic signatures are not allowed for the individual contributing time to FSNE. Please note that this refers to an actual electronic script signature; this is not the same as using a pin number to sign a time sheet.

808. Use of Interns/students

The time interns/students spend on FSNE activities only if they are (a) unpaid or (b) not using the internship placement to fulfill academic or fieldwork requirements. Paid interns/students meeting criteria (b) must track their FSNE time using weekly time logs, semi-annual certification statements, or if applicable, as part of an approved time study.

809. Use of non-traditional positions for FSNE activities

The use of non-traditional positions (e.g. school psychologists, warehouse workers) as FSNE State or Federal Share requires justification and an explanation of their role in FSNE activities since nutrition education is not routinely included as a responsibility of their duty statement.