

I. FISCAL SECTION
500. Staff Activity Reporting Requirements

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501. General Information

Each contract staff is required to document personnel time being reimbursed through the *Network* contract. There are three mechanisms to document staff time: one mechanism for staff dedicating 100% of their Full Time Equivalent (FTE) positions to the contract and two mechanisms for staff NOT dedicating 100% of their FTE positions to the contract.

502. Staff Devoting 100% of Time to SNAP-Ed

A [Semi-Annual Certification of Activity Form](#) must be signed each required period by the employee and supervisor. These forms must be maintained on file at the agency for all staff dedicating 100% time to SNAP-Ed. The State *Network* requires that contractors use this form, but if the contractor has another certification methodology, the State *Network* is willing to review it; please send the form to the assigned CM.

Contractors must also submit signed [Duty Statements](#) for review and approval by both the CM and PM for those contract staff dedicating 100% FTE to a *Network* contract. After approval, contractors need only to inform their CM of staff or duty changes when they occur.

503. Staff Devoting Less Than 100% of Time to SNAP-Ed

There are two options for meeting documentation requirements for staff devoting less than 100% of time to SNAP-Ed – the [Bi-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 State *Network* CM and USDA.

1. **Bi -Weekly Time Log**: Bi-Weekly Time Log records are required for any staff dedicating less than 100% time to SNAP-Ed. All bi-weekly Time Logs must be: completed and signed by the individual contributing time, based upon actual hours worked for SNAP-Ed, and signed off by a supervisor or designee. Use of the approved State *Network* bi-weekly time log is encouraged. If your organization would like to use a customized version of the form, CM approval is required.
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 Bi-Weekly Time Log, and how the time study will accurately reflect staff time for the *Regional Network*.
 - A [Time Study Request form](#).

Requests must be submitted with the contractor's *Regional Network* negotiations documents. The request will be reviewed and approved by USDA as part of the State *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).

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.

504. 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 Directors may sign off on the time logs/studies.

USDA will allow electronic signatures inserted directly on time records/cover sheets, for both SNAP-Ed 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 SNAP-Ed.

505. Transmittal Sheet

USDA will allow SNAP-Ed 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. This transmittal sheet contains USDA required elements and use of other forms would require CM and PM approval.

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

506. 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 the 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.

507. Reporting of Absences, Vacation and/or Leave

Only paid absences, vacation, and/or leave that is being reimbursed with State *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 does not need to be reported on the time log or study.

508. 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 SNAP-Ed. 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.

509. Use of Interns/Students

Tracking for time that interns/students spend on SNAP-Ed activities is not required 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 SNAP-Ed time using weekly time logs, semi-annual certification statements, or if applicable, as part of an approved time study.

510. Use of non-traditional positions for SNAP-Ed activities

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