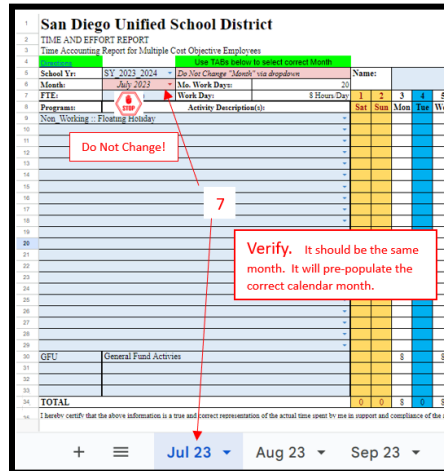
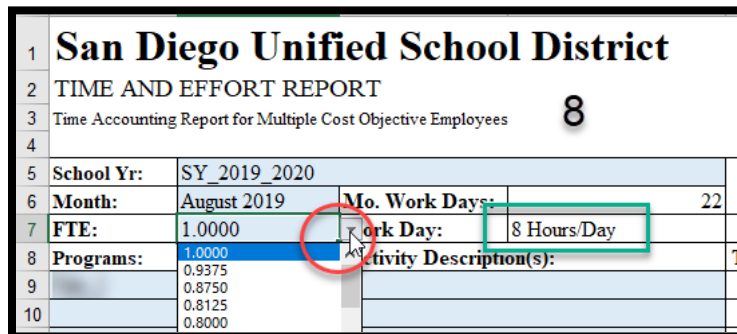


- Back on the left side of the sheet, please double check that the “Month” on the dropdown list is the same as the tab you selected at the bottom of the spreadsheet.



Each month automatically populates the number of workdays, the days of the month, and *(new, required feature)* the general fund calculation. Note that weekends are indicated in yellow and all Mandated/Declared Holidays are indicated in blue and will not count towards the number of workdays.

- Select your FTE from the dropdown menu in the “FTE” section. This will automatically populate the number of hours an employee is paid to work in a day.



- Using supporting documents (Outlook Calendar, GoogleDocs, etc.), complete the report for each activity within the designated month by selecting an activity from the dropdown menu for each day and hour of the month the work was performed.
 - Select the federal Program (Title I, II or III) from which you are funded and for which the activity is allowable in the “Programs” section;
 - Select the description of the activity you conducted in the next column;
 - For the date on which the activity was conducted, enter the number of hours spent on the activity (report to the nearest quarter hour any time less than an hour).

Program Name	Hours Worked	%
General	89.00	50.57%
Title I	87.00	49.43%
Title II	0.00	0.00%
Title III	0.00	0.00%
TOTAL	176.00	100.00%

13. When finished, print the Time and Effort Report and review it to ensure that all activities reported are accurate and an appropriate distribution of funding is indicated.
14. Sign and date the form to indicate accuracy.
15. Make a copy of the form plus any supporting documentation and keep in your records for seven (7) years;
16. Submit signed original to supervisor for review, signature, and submission to Strategic Planning for Student Achievement. Provide your supporting documentation to your supervisor as needed.
17. Submit completed report with **original signatures** to:

Strategic Planning for Student Achievement Department
Attention: Patricia Rashid
Education Center, **Room 3126**

Due: 10th Business Day of Each Month (For Previous Month)

Please refer to [Site Operations Bulletin No. 39](#) for more information about Time and Effort Reports (TER)s.

Time and effort certification documentation must be an after-the-fact certification of actual time worked and must be completed in a timely manner. The Allocations Status Funding Report lists each employee that is funded from **categorical resources (Title I, II, III, IV, and ESSER)** along with the other resources used to pay them. **All Central Office employees funded in part by categorical resources will be required to complete, sign, and submit the TER each month.** Employees who are funded in full with categorical resources do not need to complete a TER. The supervisor will complete Time Accounting procedures for these employees.

For assistance or further information, please contact us at (619) 725-5605