



Weston Public Schools
Time and Effort Reports

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Time and Effort Verification	Revised Date:	May, 2012
Policy: WPS will follow all relevant laws and regulations with regard to Federal and State Grants.			
The purpose of the Time and Effort (T&E) report is provide documentation and verification that employees paid through federal grants are working in support of the goals and objectives approved by the funding source.			
Completed By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Federally-Funded Employee	Entered By:	Admin. Assist. to the Assistant Superintendent for Finance and Operations
Form Title:	Time and Effort Report	Estimated Time Frame:	14 working days
Process for Completion:			
<p>Time and effort reports are required (OMB Circular A-87) for all federally-funded employees.</p> <p>Employees who are solely funded by a federal source require quarterly T&E reports. Employees who are partially funded by a federal source require weekly T&E reports.</p> <p>The Business Office prepares the ‘after the fact’ documentation sheets based on the actual expenditures.</p> <p>The T&E reports contain the following information:</p> <ul style="list-style-type: none"> • The employee’s name and date of the report; • Salary paid listed by account that was charged for each time period; and • Employee earnings for the associated pay period(s). <p>The Administrative Assistant works with the Head Bookkeeper to ensure the amounts on the T&E reports match the general ledger for the same time period and funding source. If errors are found (employee miss-charged to a grant), the Head Bookkeeper would complete a Journal Entry for review and approval by the Assistant Superintendent for Finance and Operations.</p> <p>Employees are required to sign and date the Time and Effort report and return to the Business Office.</p> <p>Signed T&E reports are maintained by the Business Office by federal source. Reports are maintained for audit purposes.</p>			
For additional information, please contact:			
Name:	Phyllis Bertino	Email:	bertinop@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Fiscal Accounting and Reporting, DI		