



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Federal and State Education Programs

**TO:** Local District Superintendents  
Executive Leadership

**DATE:** April 23, 2021

**FROM:** Anthony Aguilar   
Chief of Special Education, Equity and Access

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Executive Director, Federal and State Education Programs

**SUBJECT: FOR IMMEDIATE DISTRIBUTION TO ALL LOCAL DISTRICT AND CENTRAL OFFICE TIME REPORTERS/APPROVERS: PAYROLL AND TIME AND EFFORT REPORTING REQUIREMENTS FOR STAFF DEPLOYED TO SUPPORT THE REOPENING OF SCHOOLS**

The purpose of this communication is to provide guidance on time reporting, including the completion of time and effort documentation, for those employees who have been assigned duties related to supporting the reopening of schools.

Central office, local district, and school site employees, who are normally fully or partially funded with federal or state categorical funds and are temporarily reassigned to support schools during their reopening (aka “Dawn Patrol” or Hotline support) or COVID-related activities that are not part of the employees’ regular duties, will need to be compensated with CARES funding during the period of reassignment.

The following chart indicates the type of time and effort documentation that will need to be completed by the employee and submitted to the time reporter to compensate the employee for the period of reassignment.

Employee’s Normal Funding Source	Required Time and Effort Documentation When Performing Duties Relating to School Reopening
100% Funded with General Funds, including Targeted Student Population (TSP) funds	None, unless the employee is provided supplemental time outside of the employee’s regular hours (e.g., overtime or X-time) in which case the employee should complete <a href="#">Attachment B1</a> *.
100% Funded with Federal or State Categorical Funds (Single Cost Objective)	<a href="#">Attachment B3</a> ** (only during the time period of reassignment); Employee should also continue to complete <a href="#">Attachment B1</a> twice annually as normally done.
Funded partially with Federal or State Categorical Funds (Multiple Costs Objectives)	The employee should continue to report regular duties using <a href="#">Attachment C1</a> , and include reassignment duties on a monthly basis.

\*If more than two employees from the same cost center are reassigned duties during the same time period, complete both [Attachments B1 and B2](#) following the completion of the assignment.

**\*\*If more than two employees from the same cost center are reassigned duties during the same time period, complete [Attachments B3 and B4](#) following the completion of the assignment.**

Communication will be forthcoming regarding a funding line for time reporting federal or state categorical funded employees with reassigned duties related to supporting reopening schools.

Documentation must be maintained in case of audit and must align to payroll records in BUL2643.10.

**Related Resources:**

LAUSD Policy Bulletin: *Documentation for Employees Paid from Federal and State Categorical Programs* [BUL-2643.10](#)

Questions regarding time and effort requirements should be directed to the Accounting and Disbursements Division at 213-241-7889 or via email to [accounting-info@lausd.net](mailto:accounting-info@lausd.net).

c: Administrators of Instruction  
Community of Schools Administrators  
Local District Fiscal Services Managers  
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