

TO: Time Reporters and Time Approvers

REQUIRED TIME REPORTING REQUIREMENTS FOR FEDERAL AND STATE CATEGORICAL FUNDED EMPLOYEES

As the 2018-19 year comes to a close, it is important to remember that Periodic Certifications (PC) formerly called Semi-Annual Certifications, Multi-Funded Time Reports (MFTR), or other time and effort documentation are required for those employees who have received compensation from federal or state categorical programs. It is important to verify that all of these forms have been completed for the January 1, 2019 through June 30, 2019 period **on or after the employee's last day of work in the 2018-19 fiscal year**. Having these forms compiled before all of the staff leaves for summer vacation will help ensure that they are completed timely and accurately.

For Schools: In order to assist you with this process, a listing of employees who were paid from federal and/or state categorical programs for January – April 2019 has been **posted in MyLAUSD**.

To access:

1. Go to LAUSD.NET.
2. Log in to "MyLAUSD" with your full LAUSD email address and password.
3. Make sure you are on the "Documents" tab in "eLibrary".
4. Type the filename "Employees Paid with Categorical Funds – Jan-Apr 2019" in the search box.
5. Select your respective Local District.
6. Click the "Download" button.
7. Open the file and select your respective location code/name. "Print Preview" can be used to find your school and specific pages selected to be printed out or the filter key can be used to select a specific location code/school.

For Local Districts Offices and Central Offices: Listing of employees who were paid from federal and/or state categorical programs for Jan – Apr 2019 will be **emailed** directly to the respective Division/LD Administrators.

Schools, Local Districts Offices, and Central Offices should take note of the following in reporting the actual hours worked:

Timekeepers should enter any necessary adjustments to reflect ACTUAL hours worked into the payroll system as a result of the receipt of the MFTR or PC. For instance, if an employee was budgeted to work 4 hours per day on a federal or state categorical program and 4 hours on a general fund program, but their actual time per the MFTR indicates that they only worked 3 hours per day on the federal or state categorical program, the actual time worked needs to be entered into the payroll system for that employee.

Please refer to **Bulletin 2643.8**, "Documentation for Employees Paid from Federal and State Categorical Programs" which will help clarify time documentation requirements.

Click here: <https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/22/policies/BUL-2643.8-Documentation%20for%20Employees%20Paid%20from%20Federal%20and%20State%20Categorical%20Programs.pdf>

The bulletin requires Administrators to sign an assurance that all supporting documentation has been obtained and that any necessary changes have been entered into the payroll system in order to comply with requirements from the California Department of Education. These certifications are the same certifications done in January for the first half of 2018-19.

School/office administrators must submit their certification (Attachment H) to their LD Administrator of Operations/Division Administrator no later than July 31, 2019. **LD Administrator of Operations/Division Administrator must then submit their certification (Attachment I) to the Accounting Controls & Oversight Branch by August 15, 2019** or the wages at the location charged to federal programs will be reversed and applied to the location's General Fund budgets. **LD Administrator of Operations/Division Administrators can fax Attachment I to 213-241-4810 or 213-241-4600.**

For further information on required supporting documentation, please call Accounting Controls & Oversight Branch at (213) 241-2150. For assistance with entering payroll adjustments, please call Payroll Support Services at (213) 241-2570.