

Positive Time Reporting

Many programs administered by Madison School District 321 are funded through federal sources and are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time reporting". "Positive time reporting" is recording the **actual** time spent working on a set of activities which are applicable and allowable under the terms and conditions of the funding source.

Any vacation, sick leave, compensatory time taken, holiday pay, or other non-worked pay will be distributed according to the default funding source, hours per day, and pay rate assigned to the employee's position.

A quarterly review and reconciliation will be performed by the director or supervisor of each program to ensure time is being charged appropriately.

EMPLOYEE RESPONSIBILITY

Employees are responsible to correctly charge actual time worked to the appropriate funding source(s) associated with any federal programs or school district department. Employees will work with their supervisor and/or the school district business office staff to determine correct funding source, hours per day, and pay rate to use on their timesheet.

SUPERVISOR RESPONSIBILITY

Each pay period, supervisors are required to verify that the hours reported on their staff member's time sheets were actually spent working directly on the correct federal program(s) or school district department, and that the correct funding source, hours per day, and pay rate were used in coding the timesheet when they electronically sign the timesheet in the school district's online timesheet system.

DIRECTOR'S RESPONSIBILITY

The program coordinator at each school will discuss program needs with the Special Services Director. The Special Services Director will closely monitor activities, expenses and revenues of their program and report any deficiencies to the Superintendent and the business office. It is the responsibility of the Special Services Director or designee to inform the business office when a funding source has been exhausted, and if a new funding source needs to be established due to funds rolled over into a new fiscal year or the award of an entirely new federal grant.

Policy History:

Adopted on: March 19, 2013

Revised on:

