

Instructions for Completing the Time and Attendance Report

1. According to Federal cost principals (2 CFR 220 for Educational Institutions, 2 CFR 225 for State, Local and Indian Tribal Governments and 2 CFR 230 for Non-Profit Organizations) employees/contract employees, who are paid in full or partially from federal sources, must document their time in the form of personnel activity reports (Time and Effort Reports).
2. All subgrants that contain personnel costs are required to submit a Time and Attendance Report as part of their reimbursement packet. The requirement is effective for all related costs incurred for all Puerto Rico Office for Public Safety and Security funding sources.
3. The Time and Effort Report must account for all activity in which the employee/contract employee is being compensated and not merely the activity being requested for reimbursement to a specific subgrant.
4. The report should reflect an after-the-fact distribution of time associated with each activity/subgrant by the employee/contractor.
5. Subgrantees **must** use the attached Time and Attendance Report to account for an employee/contract employee percentage of time by activity/subgrant or actual time by activity/subgrant and must account for 100% of the time the individual is being
6. Charges for sick time, vacation, holiday and all costs associated with fringe benefits or employee related expenses shall be allocated at proper percentages. A subgrantee may not charge more of a percentage to a subgrant for such expenses than that subgrant is charged for the employee/contract employee compensation. As an example, if a Time and Effort Report shows that he or she spent 20% of his or her time to a Homeland Security subgrant, not more than 20% of his or her fringe benefit charges may be applied to that subgrant. If that employee/contract employee is paid from multiple Homeland Security subgrants fringe benefit charges may only be applied to each individual subgrant at the percentage that the employee/contract employee's time is charged to each individual subgrant.
7. Subgrantees are responsible for the proper allocation to Management and Administration (M&A), Planning, and Organizational charges as they relate to personnel costs. Grant guidance should be used as a resource to determine the differences and allowability. Supervisors signing the Time and Effort Report are attesting that the report and distribution of time meets the requirements as stated in item 1, grant guidance, and the Puerto Rico Office for Public Safety and Security Homeland Security Grant Program funding restrictions for Management and Administration and Planning Costs.
8. The following cases are excluded from the requirement for a Time and Effort Report:
 - Overtime related to backfill and overtime for specific training or exercise for an individual who regular salary/wages are not reimbursed on a subgrant.
 - Operation Stonegarden sworn and dispatcher operational deployment overtime (M&A overtime requires a Time and Effort Report)
 - Contract instructors teaching a specific course whose regular salary/wages are not reimbursed on a subgrant.

Puerto Rico Homeland Security Grants Time and Attendance

Pay Period: _____

Employee Name: _____

	Proj. No. (M&A, Planning or Organizational) or other activity	Week 1							Total	Week 2							Total	Grand Total		
		S	S	M	T	W	T	F		S	S	M	T	W	T	F				
1								0									0	0		
2								0									0	0		
3								0									0	0		
4								0									0	0		
5								0									0	0		
6								0									0	0		
7								0									0	0		
8								0									0	0		
9								0									0	0		
10								0									0	0		
11								0									0	0		
12								0									0	0		
13								0									0	0		
14								0									0	0		
Daily Totals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Week One Total									0	Week Two Total									0	0

I hereby certify that the above allocation of my time is accurate for the time period in which this report covers

I hereby certify that to the best of my knowledge and belief, the reported time allocation entered in this report is accurate and in accordance with Local, State, and Federal Regulations and Guidance pertaining to reimbursement on Homeland Security Grant funds.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Puerto Rico Homeland Security Grants Time and Attendance

Pay Period: _____

SAMPLE

Employee Name: _____

		Week 1							Week 2										
	Proj. No. (M&A, Planning or Organizational) or other activity	S	S	M	T	W	T	F	Total	S	S	M	T	W	T	F	Total	Grand Total	
		1	SHSP M&A			2	3				5	10					1.5		2
2	Planning								0	0								0	0
3	Organization								0	0								0	0
4	EMPG M&A			2	3	4			3	12					3.5	1		4.5	16.5
5	Planning								0	0								0	0
6	Vacation			4	2	4			10	10				8		5		13	23
7	Sick Time								0	0				3				3	3
8									0	0								0	0
9									0	0								0	0
10									0	0								0	0
11									0	0								0	0
12									0	0								0	0
13									0	0								0	0
14									0	0								0	0
Daily Totals		0	0	8	8	8	0	8	32	32	0	0	0	8	8	8	0	24	56
Week One Total									32	Week Two Total							24	56	

I hereby certify that the above allocation of my time is accurate for the time period in which this report covers

I hereby certify that to the best of my knowledge and belief, the reported time allocation entered in this report is accurate and in accordance with Local, State, and Federal Regulations and Guidance pertaining to reimbursement on Homeland Security Grant funds.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____