

Procedure: Supplemental Pay	Policy: Certification of Employee Time and Effort	Number: GP1200.4
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Overview of Procedures

The documentation of base salary charges applicable to grants is recorded through either the Semi-Annual Certification or Personnel Activity Report (PAR) forms per the federal Uniform Grant Guidance at 2 CFR Part 200.430. Supplemental time and payments to employees for grant funded activities requires a separate review and approval by the Grant Compliance Office (GCO) to ensure the grant funded activities are consistent with the requirements under the UGG, and that expenses are eligible, necessary, reasonable and allocable. Supplemental time typically consists of Professional Development (PD) and Extra-Curricular (EC) activities.

After the supplemental time (PD and EC) request has been approved by the GCO, the event may occur. Employees shall document their attendance through the standard *PD - EC Attendance Log*, and payments to employees processed by the school or program office through the payroll system using EBARs (used to process supplemental salary pay events through the Payroll system), or manually using *Form S-324*.

Procedure Details

The complete process and forms by which supplemental pay is reviewed and approved is contained in *GP0800.1 Allocation of Personnel Costs to Grants*.

The GCO will generate a report monthly to cross check PD, EC and Form S-324 supplemental employee payments against the documents required for GCO review and approval of those payments to determine if unauthorized payments have been made. Instances of violations will be handled through the grant accountability system.

Responsibilities

Grant Program Managers / School Principals must ensure that grant funded supplemental pay events for PD / EC are approved by the GCO prior to the event or activity, and one-time after the fact payments processed through Form S-324 are grant eligible and compliant.

Grant Compliance Monitors (GCMs) will review requests to ascertain grant compliance, and shall review Advantage system reports at least monthly to determine if supplemental pay events are occurring without approval and, if so, take appropriate action.

Grant Fiscal Services personnel shall review all grant funded *Form S-313 / S-316* and S324 requests for funding and ABC Coding, and route those requests to the GCMs per the procedures contained in *GP0800.1 Allocation of Personnel Costs to Grants*.

Forms

- *PD - EC Attendance Log*
- *Form S-324*
- *Form S-313 / S-316*

Contacts

- *Grant Compliance Office*
- *Grant Fiscal Services*

Frequently Asked Questions

Related Information

- *GP0800.1 Allocation of Personnel Costs to Grants*

History

Amended:

- Amended on 4/27/2015 to update references to the UGG and other technical adjustments.

Issue Date: July 1, 2012	Effective Date: July 1, 2015	Approved by: Chief Grant Development and Compliance Officer
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