

Time & Effort Procedures

1. Submit only one Time and Effort sheet per month, **due to your supervisor the last working day of the month**. Include the month and year at the top of the form. You must sign AND date the form.
2. Complete this form on your computer, as all of the formulas are already figured in. **Do not use pencil or white out**. The form can be found under the forms folder in HS Olympus. Download the form and save it to your ZDrive. *DO NOT save it to Olympus*.
3. If you work less than 260 days per year compare your time and effort with your work calendar each month.
4. If you have corrections, redo your Time and Effort on the computer. **Do not use white out on this form**.
5. If you serve a USDA meal or snack at your site and have been directed to include these hours on your time and effort form. Indicate how many hours per day worked that were spent on USDA activities including menu planning, shopping, meal preparation, and clean-up for the USDA meal or snack served. These hours should be indicated under the column marked USDA on the Time and Effort form.
6. The Total of the hours under “Head Start”, “ECEAP”, “Early Head Start”, and “Early Head Start CCP”, for the column(s) appropriate to your distribution should equal no more than what your previously scheduled calendar indicates for that month. Hours recorded on your Time and Effort sheet should accurately reflect the actual hours/days worked.
7. If your daily work schedule is less than 8 hours per day, and you work extra hours, write them in the “extra hours” column. This column generates extra dollars above and beyond what was calculated in your 12-month calendar. In the explanation column write reasons for extra hours. **Extra hours must have prior approval of your site supervisor**.
8. Employees may not work over 40 hours per week. A work week is defined as Saturday through Friday. For example, if you are an 8-hour per day employee, and work 10 hours on Monday because of a family gathering, then sometime over the week you need to work 2 fewer hours so that your time and effort does not reflect more than 40 hours for that one-week period.
9. Adjustments to your daily hours are only for family gatherings, home visits, mandatory trainings, recruitment, or other responsibilities and must be noted on your Time and Effort. Be sure to accurately reflect the number of hours worked each day. Label the day you work extra hours as “Flex time gained” with the total hours worked. Then the day you use the flex time label it “Flex time from (date) used.” If you work beyond your 8 hours on a Thursday or Friday, and there is not enough time to adjust your hours for that week, work with your supervisor.
10. Take time to review your time and effort for completeness and accuracy.