

## Time & Effort Procedure

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Time & Effort is required to ensure accurate payroll accounting. Your Time & Effort is due to your supervisor on the last working day of the month. Delay in submission may result in delay of your monthly check.

### Each month you must:

1. Download a new copy from the OESD website each month. Do not save it to your computer.
2. 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. Leave the signature and date lines blank. T&E forms will be sent to you to sign electronically.
3. If you serve a USDA meal or snack at your site include these hours on your time and effort form. If directed indicate how many hours per day worked and specify 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.
4. Use "X" to indicate the weekend.
5. Enter any leave you take into the "Holiday & Leave" column and put what kind of leave you are using in the "Explanation" column.  
(V: Vacation, S: Sick, P: Personal, H: Holiday, J: Jury Duty, U: Leave without pay)
6. If you are claiming unpaid leave (LWOP) enter the number of hours you are claiming in the "Holiday & Leave" column and put "LWOP" in the "Explanation" column. **Unpaid leave must have prior approval of your supervisor.**
7. If you work extra hours, use the "Extra Hours" column. In the "Explanation" column write the reason for extra hours. **Extra hours must have prior approval of your 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 eight hour per day employee, and work 10 hours on Monday, then sometime over the week you need to work two fewer hours so that your time and effort does not reflect more than 40 hours for that one-week period.
9. The Total hours under "Head Start", "ECEAP", and "Early Head Start" should reflect your distribution and should equal no more than what your scheduled calendar indicates for that month. Hours recorded on your Time and Effort sheet should accurately reflect the actual hours/days worked.
10. **Take time to review your time and effort for completeness and accuracy.** Any errors on your Time & Effort will result in your Time & Effort being sent back to you for corrections and could result in a delay of your monthly check.