

TIME AND EFFORT REPORTING

In all cases where district employees are paid from federal grant funds and time-keeping documentation is required for these employees, the Jackson Public School District (JPSD) finance department, along with the appropriate staff from

- b) They must account for the total activity for which each employee is compensated;
- c) They must be prepared at least monthly and must coincide with one or more pay periods, and
- d) They must be signed by the employee.

All comparison documents shall be maintained and filed to serve as support for any changes made.

.SOURCE: Jackson Public School District, Jackson, Mississippi
OMB Circular A-87, Attachment B, Paragraph 8 (h)(3)
OMB Circular A-87, Attachment B, Paragraph 8 (h)(4)
OMB Circular A-87, Attachment A, Paragraph B (11)

DATE: June 14, 2004
December 17, 2013

REVIEWED December 6, 2016
April 4, 2017