

ADMINISTRATIVE MEMO

Date: June 26, 2015
To: School Administrators, Federal Program Coordinators, and
Finance Administrators
From: Ron Lankford, Deputy Commissioner
Subject: FAS-15-006 – Substitute System for Time and Effort Reporting

This administrative memo is a reminder for LEAs implementing the substitute system for time and effort reporting to submit their annual Management Certification form for the 2015-16 school year. The LEA must complete a new Management Certification form each year the substitute system is implemented.

The substitute system for time and effort reporting allows the LEA to have eligible employees support the distribution of their salaries and wages through semi-annual certifications and established/fixed work schedules, in lieu of completing personnel activity reports. However, the LEA must first complete and submit for approval a Management Certification form in order to implement the substitute system.

The Substitute System Management Certification form may be found at:
<http://dese.mo.gov/financial-admin-services/general-federal-guidance>

Samples of a Substitute System Employee Certification form and a fixed work schedule may be found at: <http://dese.mo.gov/financial-admin-services/general-federal-guidance>.

In addition, the Department has posted a Time and Effort Reporting Guidelines Quick Reference Chart at <http://dese.mo.gov/financial-admin-services/general-federal-guidance> for your reference. This chart indicates the various methods and requirements for time and effort reporting.

Questions regarding this information should be directed to the applicable federal office.

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