

St. Johns County Community Development Block Grant — Disaster Recovery Timekeeping Policies and Procedures

February 5, 2019

Revised September 26, 2019

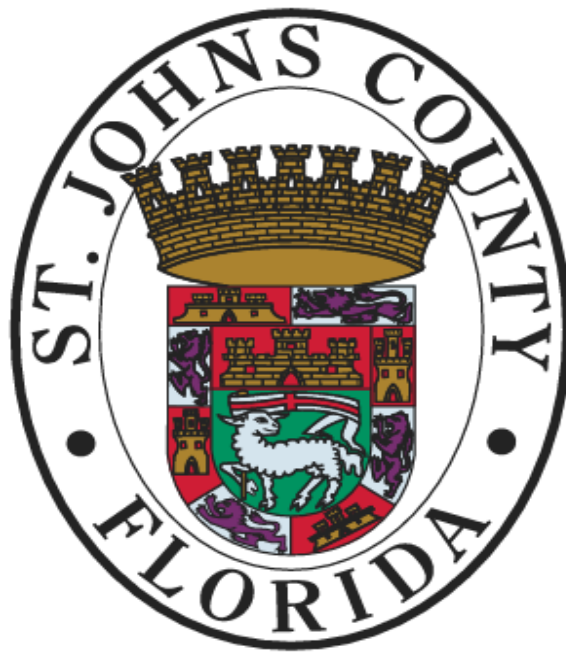


TABLE OF CONTENTS

Overview	3
Version History	3
Version Policy	3
Purpose.....	3
Policy.....	3
Procedure	4
Time Entry	4
Time Verification	4

1.1 OVERVIEW

This policy describes St Johns County's requirements for timekeeping relative to time spent on the CDBG-DR projects.

1.2 VERSION HISTORY

Version	Date	Page	Description
#1	02/05/2019	NA	NA
#2	09/26/2019	NA	NA
#3			

1.3 VERSION POLICY

Version history is tracked in the table above, with notes regarding version changes. The date of each publication is also tracked in this table. The first version of this document is 1.0.

Substantive changes within this document that reflect a policy change will result in the issuance of a new version 2.0, an increase in the primary version number. Future policy changes will result in additional revision and issuance of a new primary version number.

Non-substantive changes within this document that do not affect the interpretation or applicability of the policy (such as minor editing or clarification of existing policy) will be included in minor version updates denoted by a sequential number increase after the primary version number.

1.4 PURPOSE

The CDBG-DR grant is a federally funded grant that comes with strict regulatory requirements. St Johns County is accountable for the appropriate use of these funds. Labor costs are one of the largest cost types associated with the design, implementation, and delivery of CDBG-DR programs. Further labor costs can be associated with Program Administration, Activity Delivery, and Planning. The U.S. Department of Housing and Urban Development (HUD) will monitor St. Johns County for the timely expenditure of these funds, how the costs are allocated, as well as the reasonableness of the expenditures. This document is intended to provide clear guidance on timekeeping requirements so that all labor costs can be properly and adequately documented.

1.5 POLICY

It is the policy of St Johns County that every person, whether St Johns County employee, temporary hire, or subcontractor, whose labor costs will be billed against the CDBG-DR grant shall document his or her time accurately and timely on a timesheet. Hours claimed must be documented with a written description of the work performed and the application identification

numbers on which the person worked during that time period, where applicable. Other programs will also be recorded on timesheet.

Each County employee must submit a standard County bi-weekly timesheet reflecting the number of hours work and what type of hours (regular, overtime, sick, vacation, holiday, leave without pay, training, etc.). In addition, CDBG-DR employees will submit a supplemental timesheet showing the breakdown of each activity in 7.5 minute increments by project and includes an activity description for each entry. A bi-weekly summary sheet, daily activity log, and County timesheet are submitted together to payroll. The County's DR Director and Grant Administrator will monitor each CDBG-DR timesheet for accuracy and compliance with the timekeeping policy.

1.6 PROCEDURE

Time Entry

1. Paper timesheets will be turned in to the CDBG-DR supervisor on a bi-weekly basis within the pay period.
2. Hours spent working on the CDBG-DR program will be reported.
3. Ensure sums at the bottom of the sheet capture all the rows on the sheet.
4. Ensure the hours reported match your County or company timecard.
 - a. No general overhead hours may be included.
 - b. Include hours actually worked on the CDBG-DR program and/or other projects.
5. Comments must be included for each day where hours are worked.
6. Comments must contain sufficient detail regarding the tasks the individual has performed that day for the hours reported. If tasks were specific to a particular applicant or property, the comments must include the application identification number and a description of the work performed.
7. Comments should be specific, including any deliverable achieved, meetings attended, or actions taken.
8. Comments must be reflective of the hours allocated for the day.
9. All employees and individuals submitting timesheets are responsible for reviewing their timesheets for accuracy.
10. All employees and individuals submitting timesheets will sign their timesheets. The individual's signature is an attestation that the information in the timesheets is true and accurate and any willful fraudulent time entry will result in disciplinary action, termination, and/or prosecution.

Time Verification

1. Each employee's CDBG-DR timecard must be supported by their County or company timecard—the information must align and match.
2. Each employee's manager shall sign off on the bi-weekly timesheets once the information has been verified and prior to the employee submitting the timesheet as complete.

3. County or company timecards submitted as billing backup must also contain comments and descriptions regarding time spent.