



Good Foundations Academy

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Time and Effort Policy

The director and business manager shall ensure employees, whose compensation is paid in any portion from one or more restricted sources of revenue, document their time and effort on a Personnel Activity Report consistent with 2 C.F.R. §200.430 and applicable state law and rule.

Hourly employees will complete timesheets to accurately represent the time worked. The director shall cause that employees paid with restricted program funds complete required timesheets compliant with state and federal laws and restricted program rules (Personnel Activity Reports). Supervisors will review timesheets for accuracy prior to approval to be processed for payroll. Falsification of time will not be allowed and shall be reported to the director immediately.

Board Approved: 9/13/21