New Time and Effort Oracle Application

The Office of Grant Funded Programs along with IT has implemented a new Oracle based Time and Effort application in FY15. As required by the Federal OMB Circular A-87, all employees that are paid with federal funds must document after-the-fact determination of the time and effort they spend within that program. It is the OMB Circular A-87 that requires a verification method of capturing funding source payments for all work performed/reimbursed be implemented for all schools who receive federal funds. The purpose of documenting time and effort is to ensure that federal funds are only charged for time actually worked on allowable cost activities and ensure that federal programs paid only their proportionate share of personnel cost.

The types of attestations are:

- Regular Positions – FTE assigned to one task (i.e. 3rd grade teacher)
- Bucket Positions – Extended time or stipends for work on allowable programs
- Personal Activity (PARs) – Individual working on multiple federal sources, requires monthly documentation of hours (i.e. 50% teacher/50% PD leader)

Directions for Administrator:

1. Connect to VPN (Please use Google Chrome, Fire Fox or Internet Explorer 9 or lower)
2. Log into Oracle (Use your CPS User ID and Password)
3. Select CPS Time and Effort application
4. Select Documents
   - If you do not have any staff funded by federal funds, check the box "I have no federally funded staff"
   - For staff funded by only one federal source, complete the sub tab labeled Single Fund Position
   - For staff funded by multiple federal sources, complete the sub tab labeled Multi Fund Position
5. Add comments (if needed), Certify and Submit

If you need technical assistance or need to reassign the documents, please contact Tonya Murray at (773) 553-2564.

If you need assistance with what staff should be included on the Attestation, please contact your Portfolio Analyst, Amy Malave at (773) 553-1132, Bediah Bell at (773) 553-3246 or Erika Ford-Oliver at (773) 553-2141.

Thank you for your cooperation.
Example of a Single Fund Position Screen:

Example of a Multi Fund Position Screen: