Minnesota Department of Education

Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

# SUBSTITUTE SYSTEM FOR TIME-AND-EFFORT REPORTING APPLICATION
## State Fiscal Year (SFY) 2015

ED-02468-01

**GENERAL INFORMATION AND INSTRUCTIONS:** The Minnesota Department of Education (MDE) is authorized to approve local educational agencies (LEAs) to use a substitute system for time-and-effort reporting in accordance with the following guidelines. In permitting an LEA to use the substitute system, MDE must obtain from the LEA this application certifying that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. LEAs are to download this document and complete the required information. The LEA administrator will need to sign this application and submit the completed paper form to MDE. When approved, this application is valid for State Fiscal Year 2015 only.

| DISTRICT INFORMATION | | | |
|---|---|---|---|
| District Name | | District Number | District Type |
| District Administrator Completing Application | Title | Telephone Number/E-Mail Address | |

## CERTIFICATION OF INFORMATION

With the submission of this application, the district named above is applying to use the substitute time and effort system for eligible employees per the guidelines set out in Enclosure A of the Letter to Chief State School Officers on Granting Administrative Flexibility for Better Measures of Success dated September 7, 2012, from the United States Department of Education Chief Financial Officer.

By applying my signature, I further certify that the substitute system being used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additionally, I acknowledge that this certificate may be used by auditors and or MDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time and effort system.

The effective date of the substitute system will be the date when MDE approves the application. This application once approved is valid for SFY 2015 only.

Five percent (.05) deviation in the schedule of the employee will considered a significant deviation from an employee's established schedule that would warrant an individual reverting to a personnel activity report.

In adhering to requirements laid out in Enclosure A, as referenced above, I am making full disclosure of the following known deficiencies with the system and/or challenges in implementing the substitute system.

_____ _____

Signature-District Superintendent Date