

# GRANTS FISCAL SERVICES INSTRUCTIONS

## FOR

### HCM TIME KEEPERS

- **Teacher Absence** – If a teacher requires a substitute for grant-funded school business or district business, the employee is to enter the Grant Internal Order in the **Grant I/O field** (i.e. G number not including last 2 digits). In the **Comment field**, please indicate **Location 0137, the approver's name, the date of the training, and description of the training.**
- **Substitutes** – When entering time for a substitute, choose the correct TRC code, enter the appropriate time or days in the time sheet, and the school location where the substitute worked. **No combo code is needed.** The substitute will be paid directly by Sub Services. An expense adjustment will be completed by Grants Fiscal Services to reimburse sub services for subs that are approved by the Grant
- **Extra Duty (Licensed and Support Staff)** – To pay Extra Duty from a Grant, utilize the SAP electronic C-5 system using the Grant specific combo code. The electronic C-5 should include an attached time sheet with the appropriate approvals.
- **Prep Buyouts** – Employees with a prep buyout paid by a grant for an extended time should have an additional job (an employee record other than 0) with a separate timesheet. There is no need to enter a combo code. The funding is built into the job. **If the additional job does not appear, please contact Darla Sommermeyer at WAN 0099-5214.** If the extra pay is for a one-time prep buyout, the hours must be submitted through the SAP electronic C-5 system.
- **New Grant Funded Positions** – Please complete the attached Position Control Form and submit it to Grant Fiscal Services or email it to the Assistant Accountant or Budget Assistant and they will provide a fillable form for completion. In addition, a Position Request **MUST** be completed using the **HCM Position Request Tile** and **Grants MUST** be chosen in the **Route to reviewer's box** under role name.

If you have any questions pertaining to Grants, please contact your Assistant Accountant or Budget Assistant