



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM

2012-018

DATE: December 30, 2011

TO: All Soil and Water Conservation Districts

FROM: ^{KS} Ken Struempfl, District Operations Section
Soil and Water Conservation Program

SUBJECT: Time Accounting System

The time reporting system is a tool that the commission authorized to provide standardized timesheets in the districts. This tool is able to capture information about the varied work activities of district staff and assists in resolving time accounting audit issues noted through the contract audit process. The time reporting system was implemented for the first group of districts in April 2011 and subsequent groups were added in August and September. Having statewide data entered into the system has enabled program staff to begin working with the programmers on report development.

Analysis of the preliminary report data shows incorrect time codes have been used for certain activities. For example, a number of districts have utilized the FMLA (Family Medical Leave Act) code. Districts need to be aware that proper documentation must exist between the board and employee to utilize this leave code for serious or prolonged illness. This leave most likely should have been coded as Sick Leave. To help with providing guidance for entering the data, please find the attached definitions for the work codes available for selection in the time reporting system.

Also in the analysis of the preliminary report data, it is apparent that some districts are not using the system on a weekly basis. In order to utilize the information to the fullest extent, district staff must stay current on entering their timesheets. Please remember that accurate, consistent and timely data entered into the system allows for better reporting. As the programmers develop reports, this information will be useful to the board of supervisors, district staff, program staff, and partner agencies for evaluating time spent on varying projects and district activities.

In the initial roll out of timesheets to the districts, a time code "Implementation of Timesheets" was utilized to consolidate time from previous timesheets approved by the board to assist in ease

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of implementation of the system. The time code "Implementation of Timesheets" must not be used on any timesheets for work done after December 31, 2011, since this code was only developed for initiating the system. Beginning January 1, 2012, please use only the time codes reflecting the actual activities worked on by district staff. For staff failing to keep the reporting efforts current in the system, those staff are advised to keep a detailed record of the activities after January 1st in order to complete the timesheets utilizing the correct time codes. Effective January 20th the "Implementation of Timesheets" code will not be available for district employees for completing timesheets prior to January 1, 2012.

Districts with employees that are not current on the time reporting system will be notified in a separate letter. Failure to complete time sheets accurately and in a timely manner may result in future district assistance allocations being held. The program realizes that some districts have a backlog of timesheets that need to be entered into the system. To quickly bridge the gap in getting the system updated, please scan a copy of any board approved timesheets (district generated timesheet) along with the appropriate timesheet completed in the system. This will avoid having to get board signatures on any delinquent timesheets with the "Time Implementation Code".

If you need assistance with the time reporting, please contact your district coordinator or Lori Bax at 573-751-5389.

KS:lbd

Attachment

319	319 PROJECT MANAGEMENT	Generating reports, developing correspondence, project marketing, workshops, landowner interaction, practice development and installation
A	ADMINISTRATION	Administrative work developing contracts, change orders, contract payments, and updating landowner cost-share files
ACC	ACCOUNTING	Entering data in district accounting program, generating quarterly reports, preparing payroll, payments and deposits
BM	BOARD MEETING	Preparation for board meeting and attendance at board meetings
CS	COST-SHARE ADMINISTRATION	Data entry in MOSWIMS, generating reports, developing contracts, change orders and contract payments, obtaining signatures, and scanning cost-share documents
ELECTION	ELECTION	Developing election advertisements and legal notices for newspapers, obtaining list of landowners from FSA and County Assessor , scheduling location of election
EQR	EQUIPMENT RENTAL	Completing rental agreements, billing, maintenance, delivery and setup
FMLA	FMLA	On leave following the Family Medical Leave Act (must have paperwork in file)
FMLA U	FMLA (UNPAID)	On unpaid leave following the Family Medical Leave Act (must have paperwork in file)
FMLA WC	FMLA (WORKER'S COMP)	On leave for a worker's comp claim following the Family Medical Leave Act. (must have paperwork in file)
GL	GENERAL LANDOWNER CONTRACT	Discussion with landowners about cost-share programs and general inquires
IE	INFORMATION/EDUCATION ACTIVITIES	Poster contest, newsletter, fair booth, water festivals, general public, awareness of the district
IMPL	IMPLEMENTATION OF TIMESHEET	Time recorded from board approved timesheets beginning on January 2011 until timesheets are entered up to the current time period for the employee
LM	LANDOWNER PROGRAM AWARENESS	Informing landowners about cost-share program, practices and required policies through articles, workshops, etc.
LOCAL	SALES	Maintaining inventory of itmes for sale, billing customers, customer interaction, maintaining logs
MRBI	MISSISSIPPI RIVER BASIN INITATIVE	Developing reports, implementing practices, assisting landowners with contracts
MTG	MEETINGS	Commission meetings, staff/FOSA meetings, Employee meetings, Association meetings, NRCS meetings including travel and preparation time
OA	OFFICE ADMINISTRATION	General office activities - filing, answering phones, greeting visitors, preparing mail
PL	PL-566	Assistance with PL-566 watershed districts including office support, attending meetings and inspection of dams
PSC	PRATICE SPOT CHECK	District practice maintenance spot checks on paid contracts, Assisting with field reviews of practices by program office staff

SALT ADMIN	AGNPS ADMINISTRATION	Completeing progress reports for AgNPS project. Project review meeting
T	TECHNICAL	Technical work on the practice including field visits, surveying, design, layout, checkout and developing maps
TNG	TRAINING	Attending training session or individual training in office
USDA A	USDA ADMINISTRATIVE ASSISTANCE	Administeative assistance for any USDA programs. Filing, Updating Landowner files, data entry into USDA computer system
USDA T	USDA TECHNICAL ASSISTANCE	Technical assistance for any USDA programs