

## Instructions Form R-2 Individual Time Allocation Report and Reporting Form Overview

The first document we will need is an R-2, the 'Individual Time Allocation Report'. We need an R-2 for each officer. The R-2 will need to be signed by the individual (if they do NOT sign the timesheet)(if they DO sign the timesheet the grant performance office may be the only signature) and the supervisor, Chief, or Grant Performance Officer – the person in charge of the Border Star program.

The 'Operation Dates:' block is the dates of the invoice – a two week period or four week period based on your payroll periods. Where it says 'Enter days of the week', this will be the first day of the invoice period. The 'Dates' will start with the first day of the invoice period. This form is not based on a calendar month but based on the dates of the invoice. The starting date of the invoice period is always the first day in the upper left block.

'Program Overtime Hours' are the hours that are dedicated to Border Star in excess of 80 hours of normal duty. 'Regular Hours – Non-program Related' are hours worked for the jurisdiction. 'Other' is where you will show paid time off hours. In no case should the total for a day exceed 24 hours.

Next,

1. Obtain your officer's 'Record of Hours Worked' for the pay periods you are claiming. This should be signed by the employee and supervisor. This form will be attached to the R-2.
2. In the 'Regular Hours - Non-Program Related' blocks, enter the hours worked for the jurisdiction in the appropriate blocks. Do not include any Border Star hours or paid time off hours.
3. In the 'Other (Sick, Vacation, etc.)' blocks, enter any paid time off hours.
4. Obtain the jurisdiction's Border Star overtime report for hours worked. These forms will be attached to the R-2.
5. In the 'Program OverTime Hours' blocks, enter the hours spent on Border Star.
6. On the bottom of the R-2, show the total Border Star hours (whether you paid overtime or not) that you are claiming in the 'Program OT Hours' block.
7. In the 'Overtime Rate w/o Benefits' block, show their time and a half pay rate. Do not include any fringe rate.
8. In the 'Fringe Benefit % Rate' block, enter your fringe percentage. To calculate the 'Fringe Benefit % Rate' take the individuals GROSS pay subtract NET pay this equals Fringe Amount (Gross – Net = Fringe).  
Divide Fringe Amount by GROSS = Fringe Rate (Fringe Amt/Gross= Fringe %)
9. The 'Reimbursement Amount' is 'Program OT Hours' times 'OT Rate w/o Benefits' times 'Fringe Benefit %'. The 'Reimbursement Amount' is the amount you are claiming to be reimbursed. Remember, this is not necessarily what you paid the officer but rather the costs to the jurisdiction seeking reimbursement.

After you have finished all R-2 packages for each of the people listed above, then it is time to fill out the R-3, Personnel Summary Expenses form. The date 'from' and 'to' are the dates of this invoice

1. List the employee names and the amount shown on the R-2's in the 'Reimbursement Amount' block.
2. Total them up. Report "Reimburse Amount" for each individual on Form R-3