

TIME STUDY BUDDY

FOR CALIFORNIA COUNTY
DEPARTMENTS OF SOCIAL SERVICES

CURRENT EVENT

CDSS issued County Fiscal Letter No. 09/10-66 on July 1, 2010:

"Of the 58 county annual single audits reviewed, there were fourteen counties with findings that pertained to the quarterly time studies completed for the County Expense Claim."

BUDDY REQUIREMENTS



Hardware

- Computer
 - ✓ Internet connection
- → Printer

Software

- → Browser
 - ✓ Internet Explorer
 - √ Firefox
- → Email
- → Excel

WHY USETHE BUDDY?

LEVELS OF AUTOMATION:

- 0. Manual
 - I. Spreadsheet
 - 2. Database



- 3. Application
 - 4. Web Based

√ Easy setup

- → Web-based
- → Any PC with Internet is ready to go

√ More accurate

- → Math checked at source
- → No re-keying of data

√ More efficient

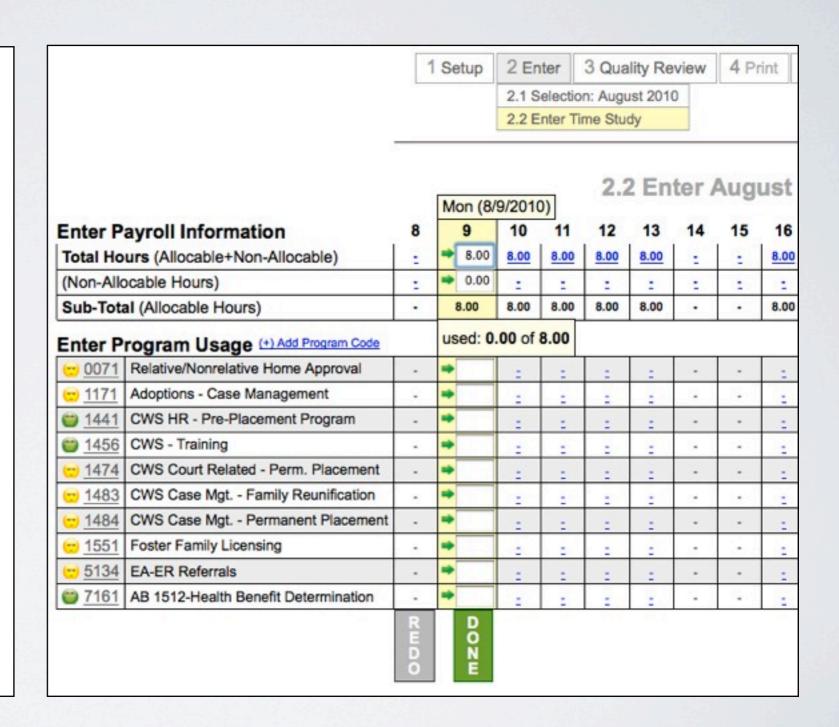
→ Saves staff time

√ More effective

- → Helps you manage time study codes and allocations
- → Bring more revenue to your county

PREVIEW OF KEY FEATURES

- I. Easy setup
- 2. One click to start new quarter
- 3. Track worker progress
- 4. View, edit & print individual time surveys
- 5. Automatic reports no need to re-key data
- 6. Complete audit trail in Excel





Go to:

www.TimeStudyBuddy.com/help.jsp

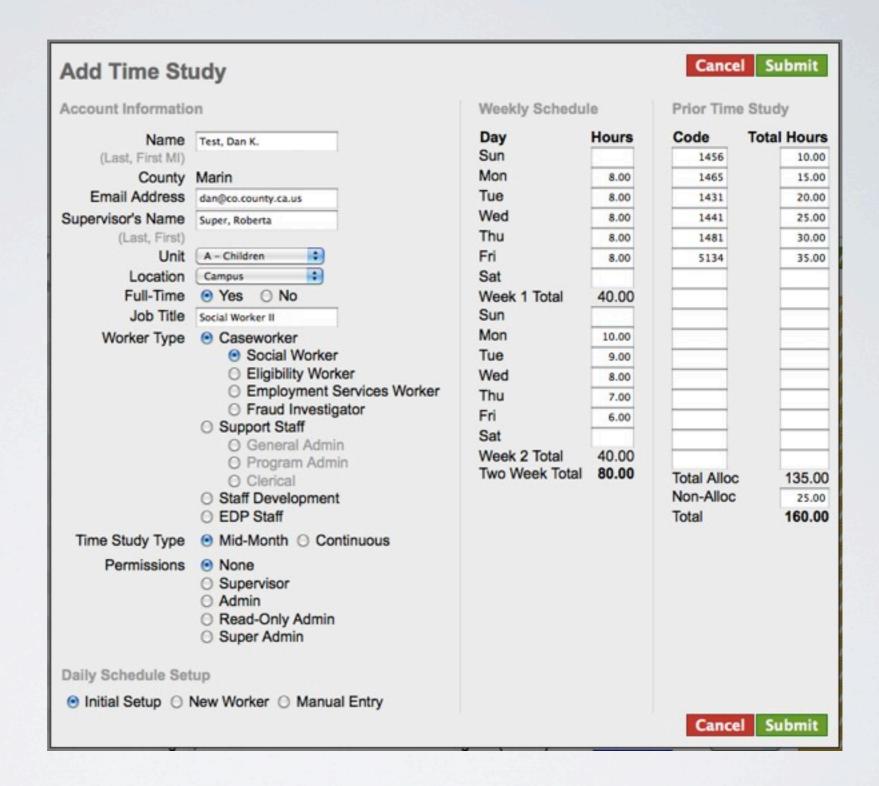
to view four short training videos, of about 3 minutes each, that we use to train the workers about how to use the Buddy.

WORKERTRAININGVIDEOS

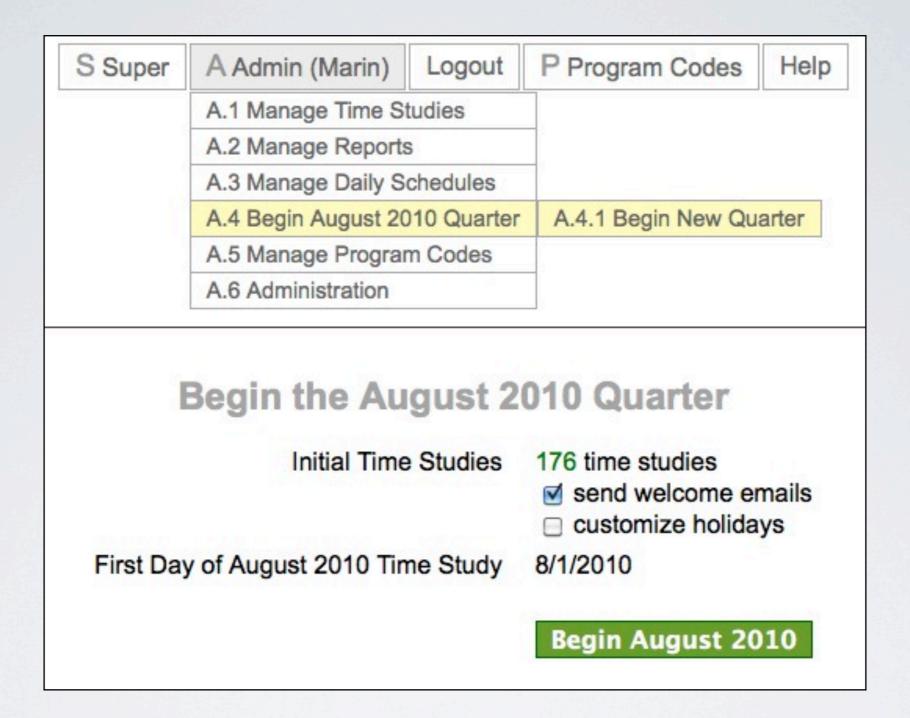
ADMIN FEATURES

- I. Easy setup
- 2. One click to start new quarter
- 3. Worker list shows status of each worker
- 4. View, edit & print individual time surveys
- 5. Quality review reconciled to payroll
- 6. Automatic reports no need to re-key data
- 7. Complete audit trail in Excel

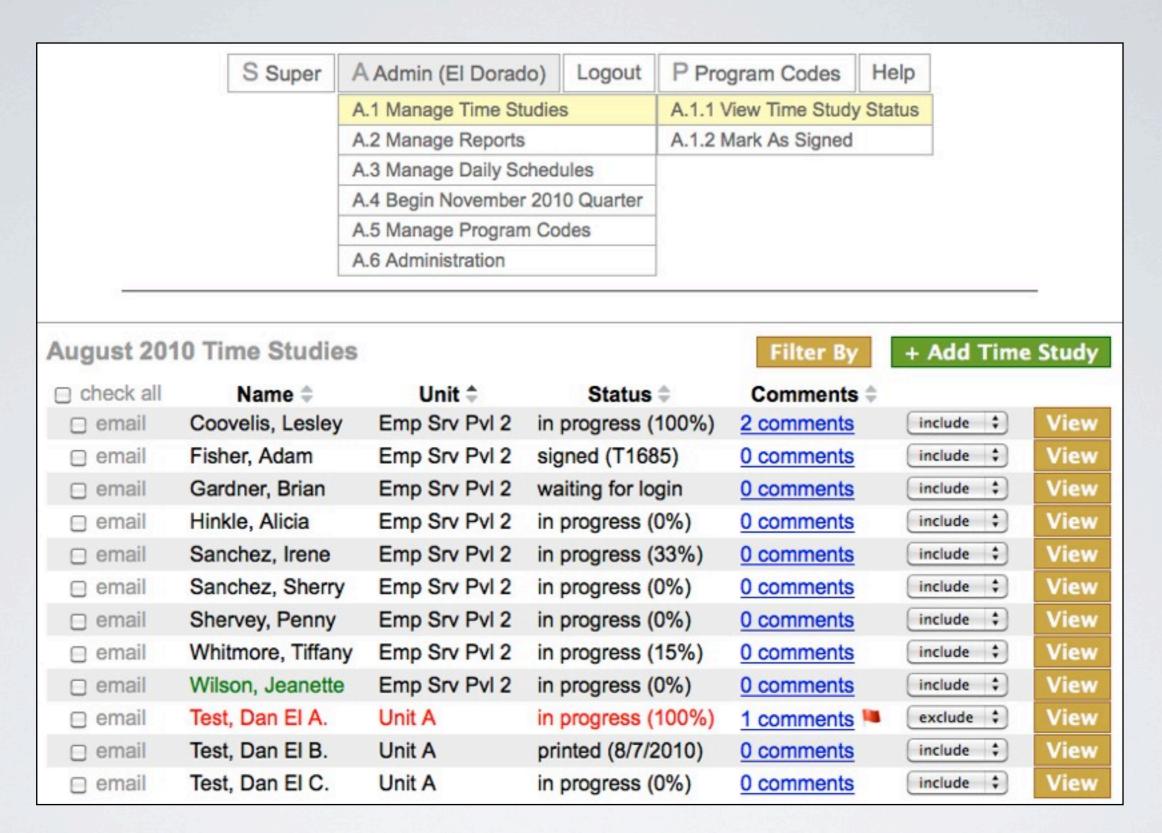




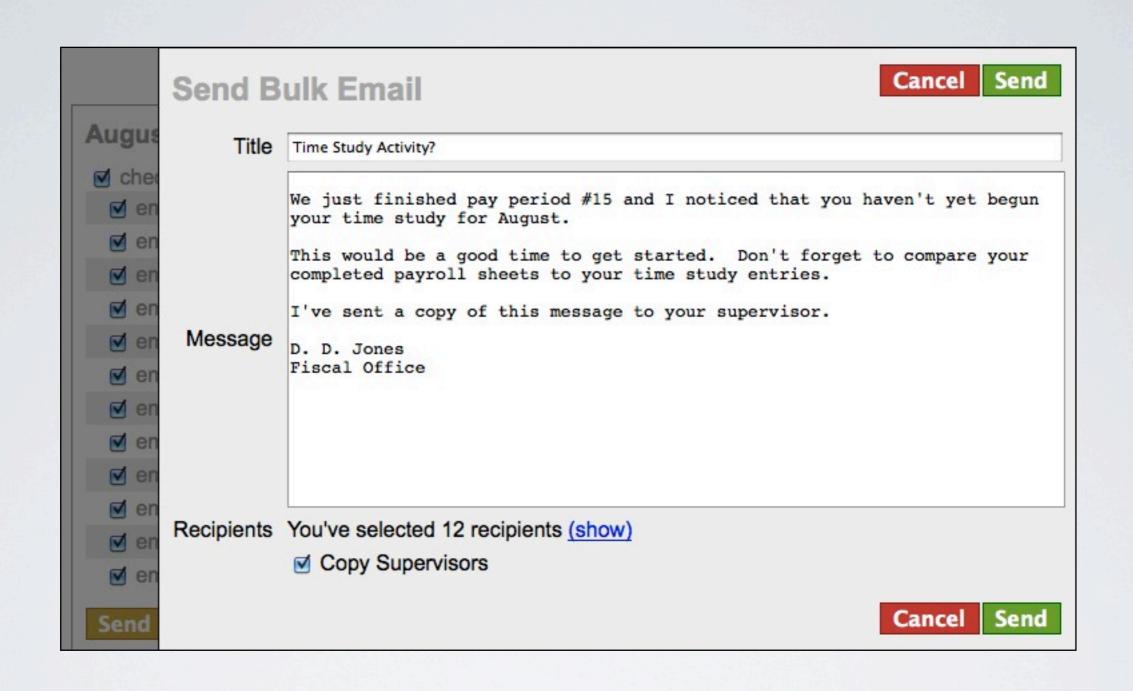
EASY SETUP ABOUT 2 MINUTES PER WORKER



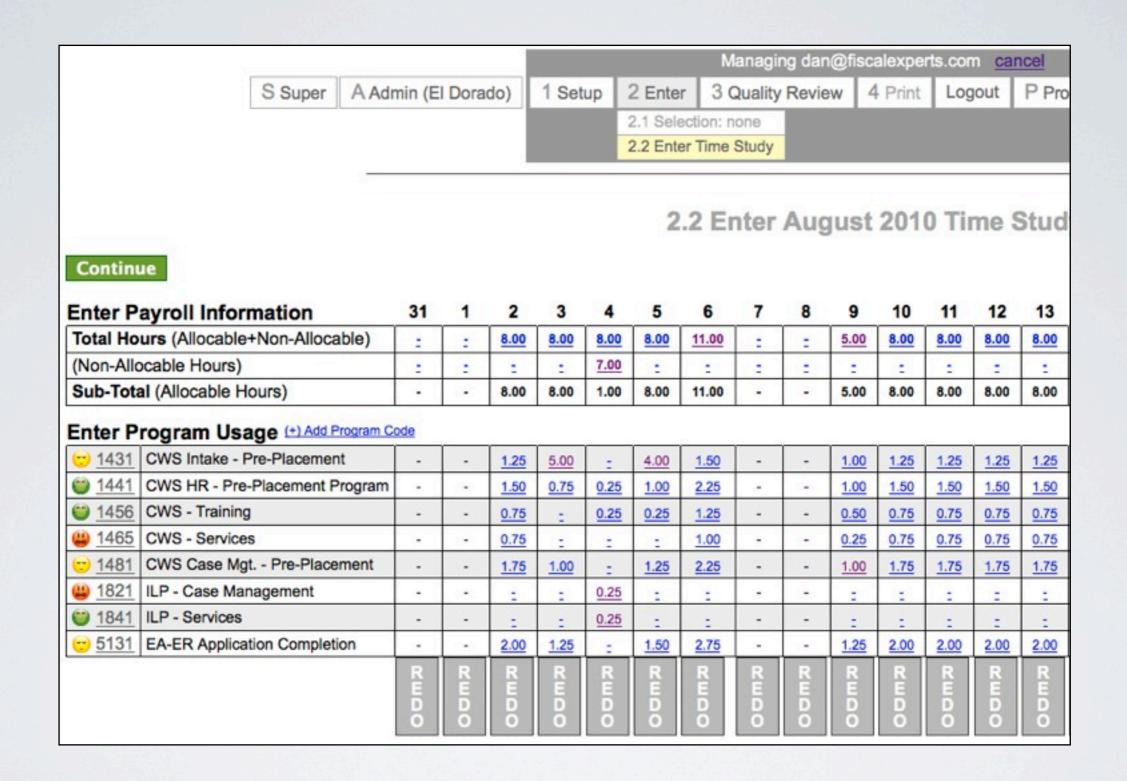
ONE CLICK TO START A NEW QUARTER



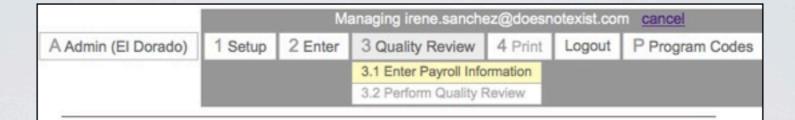
SHOWS THE STATUS OF EACH WORKER'S TIME STUDY



BULK EMAIL



VIEW, EDIT & PRINT INDIVIDUAL TIME STUDIES

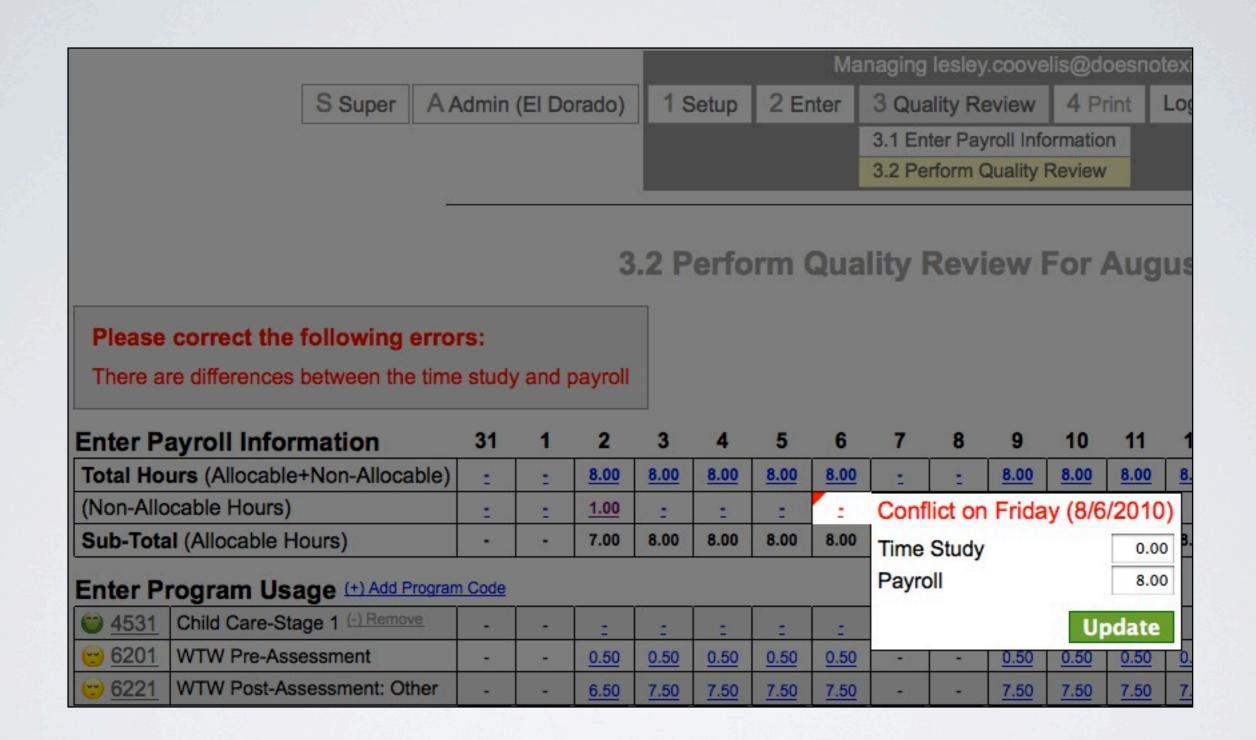


3.1 Enter Payroll Information

This page is designed to help match your time study to your payroll time sheets. This is necessary for audit purposes. From your payroll records, enter your non-allocable time (vacation, sick leave, holidays) into the empty boxes. When finished, click "Update" at the bottom. If there are any differences between your payroll and time study, we will help you resolve them.

Pay Period #	Day of Week	Date	Alloc Hours	Non-Alloc	Total Hours
17	7/31/2010	Sat			
	8/1/2010	Sun			
	8/2/2010	Mon		8.00	8.00
1	8/3/2010	Tue	10.00		10.00
[8/4/2010	Wed	6.00		6.00
	8/5/2010	Thu	8.00		8.00
1	8/6/2010	Fri	8.00		8.00
	8/7/2010	Sat			
	8/8/2010	Sun			
	8/9/2010	Mon	8.00		8.00
	8/10/2010	Tue	8.00		8.00
1	8/11/2010	Wed	8.00		8.00
	8/12/2010	Thu	8.00		8.00
	8/13/2010	Fri	8.00		8.00
18	8/14/2010	Sat			
	8/15/2010	Sun			
	8/16/2010	Mon	8.00		8.00

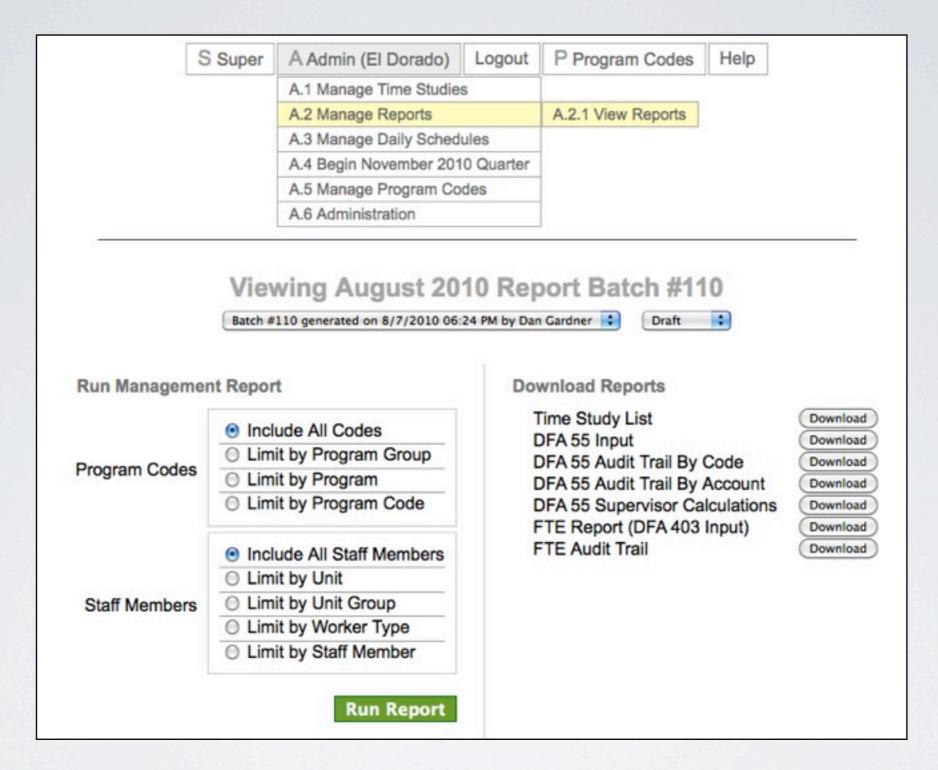
QUALITY REVIEW - PAYROLL ENTRY



QUALITY REVIEW - RECONCILIATION

IME STU						51. 17					17.8	COUNTY.				ric si	51		MONTHY	EAR	May 20	010			SLA	SSF CATE	ON:	Social 1	Norker	111	E 5	TOF BOOM, IN		
	JDY									1000				Marin				ZZA	TIMESTUD		T1691							- Donald	10.00		ELIGIBLE			0
ME (LAST, FIRST, M		SUPERVI	SOR:	8		B 57	UNIT			PAN LOCA	AT CN:			rengititi			EMPLOYE	0	PULL-TIME			(X)				LOYMENT						VESTIGATO		ō
est, Dan C	G.		Super,	Roberta			В.	- Childre	en		West N	Marin							PART-TIME						604							VELOPMEN		0
ROGRAM																DAYS																		PROGRA
CODE	PROGRAM DESCRIPTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	CODE
	WSOIP - SCTF			0.25		-	-	-	0.75						1.00											1.00	+	-		4		0.25	3.25	0321
0371 CV	WSCIP	-	40		1.25		2			5.4	-		8.00		1.00	1.0	2			1.00	- 12	2	- 23			0.50	- 2	- 20		16		0.25	12.00	0371
0591 CV	WSOIP - SGF			4.00	-			-	-	-				1.00	1.00						3.00		-		-	0.25	-	- 0	3.00	-		-	12.25	0591
0721 CV	WSOIP - SCTF - Non-Federal	-	100	-			20	**				- 2	k.)	1.00			200	100			2.00	90				4.00	90	***				- 20	7.00	0721
1441 CV	WS HR - Pre-Placement Program			1.50	3.50		2.00	2.25	2.00			3.25		2.50	0.25			3.00	3.00	0.75	1.00	3.00			3.25	3.00	3.25	3.00	1.00			3.00	44.50	1441
1465 CV	WS - Services	- 12	20		1.00		0.75	1.00	0.75			1.50		2.25		2	- 21	1.25	1.25	5.00	1.	1.25			1.50	12	1.50	1.25		34		1.00	21.25	1465
1482 CV	WS Case Mgt Family Maintenan	-	-30	2.25	4.25		2.25	2.75	2.50			4,25	1.00	2.25	0.75		- 2	3.75	3.76	1.25	2.00	3.75			4.25	0.25	4.25	3.75	1.00	4	-	3.50	53.75	1482
1821 ILF	P - Case Management	-		2000				-		64		3				3.2				0.4	3.0	-3	-		0.4				-	5				1821
1841 ILF	P - Services	***	N A00	C. (1000)		S. Care	200				1-77 AC C			5(10#0-0)		9770 a C S		***	0000000		9/100m/20	900		0000000		91 Oe 3	0400	***	00000		37.50	0400	95.	1841
ub-Total (Alo	ocable Hours)	_		8.00	10.00		5.00	6.00	6.00			9.00	9.00	9.00	4.00			8.00	8.00	8.00	8.00	8.00			9.00	9.00	9.00	8.00	5.00	1		8.00	154.00	Sub-Tota
ion-Allocable Ho	ours		30			8.00	3.90	5.00									-										-						16.00	Non-Allo
stal Hours (/	Allocable+Non-Allocable Hours)		. 48	8.00	10.00	8.00	8.00	11.00	6.00			9.00	9.50	9.00	4.00	-	-	8.00	8.00	N.00	8.00	8.00			9.00	9.00	9.00	X.00	5.00	14		8.00	170.00	Total Hrs.

TIME STUDY PRINTOUT - IN EXCEL



REPORTS & AUDIT TRAIL - IN EXCEL

NO NEED TO RE-KEY

DFA 55 Input Marin August 2010

Program Title	Program Id	(SW Hrs	ES Hrs	ED Hrs	Fraud Hrs	Total
IHSS - Quality Assurance	0031	146.25	0.00	0.00	0.00	148.25
Relative/Nonrelative Home Approval	0071	99.75	0.00	0.00	0.00	99.75
Child Care-Stage 1-Two Parent Families	0361	0.00	20.50	0.00	0.00	20.50
CWSOIP	0371	313.25	0.00	0.00	0.00	313.25
IHSS - SPMP	1021	440.75	0.00	0.00	0.00	440.75
IHSS - HR	1031	246.00	0.00	0.00	0.00	246.00
IHSS - PCSP/Waiver	1034	1034.00	0.00	24.50	0.00	1058.50
IHSS - Non: HR/PCSP/Waiver	1042	55.25	0.00	0.00	0.00	55.25
CSBG - HR	1142	88.25	0.00	0.00	0.00	88.25
CSBG	1151	121.00	0.00	0.00	0.00	121.00
Adoptions - Case Management	1171	376.25	0.00	0.00	0.00	376.25
CWS - SPMP	1381	307.00	0.00	0.00	0.00	307.00
CWS HR - Pre-Placement Program	1441	37.75	0.00	0.00	0.00	37.75
CWS HR - Family Maintenance	1442	109.00	0.00	0.00	0.00	109.00
CWS HR - Family Reunification	1443	97.00	0.00	0.00	0.00	97.00
CWS HR - Permanent Placement	1444	10.75	0.00	0.00	0.00	10.75
CWS - Training	1456	184.00	0.00	0.00	0.00	184.00
CWS Court Related - Pre-Placement	1471	115.25	0.00	0.00	0.00	115.25
CWS Court Related - Family Maint.	1472	88.75	0.00	0.00	0.00	88.75
CWS Court Related - Family Reunif.	1473	208.50	0.00	0.00	0.00	208.50
CWS Court Related - Perm. Placement	1474	54.50	0.00	0.00	0.00	54.50
CWS Case Mgt Pre-Placement	1481	269.00	0.00	0.00	0.00	269.00
CWS Case Mgt Family Maintenance	1482	299.75	0.00	0.00	0.00	299.75
CWS Case Mgt Family Reunification	1483	638.50	0.00	0.00	0.00	638.50
CWS Case Mgt Permanent Placement	1484	85.50	0.00	0.00	0.00	85.50
Foster Family Licensing	1551	169.00	0.00	0.00	0.00	169.00
CAPIT-Child Abuse/Prev/Interv/Treat	1671	0.25	0.00	0.00	0.00	0.25
ILP - Services	1841	52.00	0.00	0.00	0.00	52.00
CalWORKs - IEVS	2041	0.00	0.00	119.25	0.00	119.25
Medi-Cal - Intake	2151	0.00	0.00	1556.75	0.00	1556.75
Medi-Cal - Continuing	2153	0.00	0.00	2692.00	0.00	2692.00
CMSP - Non RRP/CHEP	2171	0.00	0.00	1179.75	0.00	1179.75
NAFS - IEVS	2181	0.00	0.00	58.00	0.00	58.00
AAP - Adoption Assistance Program	2301	0.00	0.00	82.75	0.00	82.75
NAFS - SAVE	2681	0.00	0.00	4.50	0.00	4.50

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DFA 403 - FTE INPUT REPORT

FOR FOX-PRO DATA ENTRY

Percentages	1arin	August 2010
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Program Title	Program Id	SW Pct	ES Pct	ED Pct	Fraud Pct	Total Pct
IHSS - Quality Assurance	0031	1.7837%	0.0000%	0.0000%	0.0000%	0.6842%
Relative/Nonrelative Home Approval	0071	1.2001%	0.0000%	0.0000%	0.0000%	0.4604%
Child Care-Stage 1-Two Parent Families	0361	0.0000%	0.5507%	0.0000%	0.0000%	0.0946%
CWSOIP	0371	3.7689%	0.0000%	0.0000%	0.0000%	1.4458%
IHSS - SPMP	1021	5.3029%	0.0000%	0.0000%	0.0000%	2.0342%
IHSS - HR	1031	2.9598%	0.0000%	0.0000%	0.0000%	1.1354%
IHSS - PCSP/Waiver	1034	12.4406%	0.0000%	0.2710%	0.0000%	4.8854%
IHSS - Non: HR/PCSP/Waiver	1042	0.6647%	0.0000%	0.0000%	0.0000%	0.2550%
CSBG - HR	1142	1.0618%	0.0000%	0.0000%	0.0000%	0.4073%
CSBG	1151	1.4558%	0.0000%	0.0000%	0.0000%	0.5585%
Adoptions - Case Management	1171	4.5269%	0.0000%	0.0000%	0.0000%	1.7366%
CWS - SPMP	1381	3.6937%	0.0000%	0.0000%	0.0000%	1.4169%
CWS HR - Pre-Placement Program	1441	0.4542%	0.0000%	0.0000%	0.0000%	0.1742%
CWS HR - Family Maintenance	1442	1.3114%	0.0000%	0.0000%	0.0000%	0.5031%
CWS HR - Family Reunification	1443	1.1671%	0.0000%	0.0000%	0.0000%	0.4477%
CWS HR - Permanent Placement	1444	0.1293%	0.0000%	0.0000%	0.0000%	0.0496%
CWS - Training	1456	2.2138%	0.0000%	0.0000%	0.0000%	0.8492%
CWS Court Related - Pre-Placement	1471	1.3866%	0.0000%	0.0000%	0.0000%	0.5319%
CWS Court Related - Family Maint.	1472	1.0678%	0.0000%	0.0000%	0.0000%	0.4096%
CWS Court Related - Family Reunif.	1473	2.5086%	0.0000%	0.0000%	0.0000%	0.9623%
CWS Court Related - Perm. Placement	1474	0.6557%	0.0000%	0.0000%	0.0000%	0.2515%
CWS Case Mgt Pre-Placement	1481	3.2365%	0.0000%	0.0000%	0.0000%	1.2415%
CWS Case Mgt Family Maintenance	1482	3.6064%	0.0000%	0.0000%	0.0000%	1.3835%
CWS Case Mgt Family Reunification	1483	7.6821%	0.0000%	0.0000%	0.0000%	2.9469%
CWS Case Mgt Permanent Placement	1484	1.0287%	0.0000%	0.0000%	0.0000%	0.3946%
Foster Family Licensing	1551	2.0333%	0.0000%	0.0000%	0.0000%	0.7800%
CAPIT-Child Abuse/Prev/Interv/Treat	1671	0.0030%	0.0000%	0.0000%	0.0000%	0.0012%
ILP - Services	1841	0.6256%	0.0000%	0.0000%	0.0000%	0.2400%
CalWORKs - IEVS	2041	0.0000%	0.0000%	1.3191%	0.0000%	0.5504%
Medi-Cal - Intake	2151	0.0000%	0.0000%	17.2202%	0.0000%	7.1851%
Medi-Cal - Continuing	2153	0.0000%	0.0000%	29.7779%	0.0000%	12.4247%
CMSP - Non RRP/CHEP	2171	0.0000%	0.0000%	13.0500%	0.0000%	5.4450%
NAFS - IEVS	2181	0.0000%	0.0000%	0.6416%	0.0000%	0.2677%
AAP - Adoption Assistance Program	2301	0.0000%	0.0000%	0.9154%	0.0000%	0.3819%
NAFS - SAVE	2681	0.0000%	0.0000%	0.0498%	0.0000%	0.0208%

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DFA 55 "PERCENTAGES" REPORT

FOR MANAGING ALLOCATIONS

(1443) CWS HR - Family Reunification		Marin	
	Employee Name	Unit	Time Study Id Normal Hours Supervisor Hours	ı

Unit	Time Study Id	Normal Hours	Supervisor Hours	Total Hours
B-1 - Children	T1768	3.00	0.00	3.00
B - Children	T1837	10.00	0.00	10.00
A - Children	T1839	5.00	0.00	5.00
B-1 - Children	T1843	0.00	7.75	7.75
B - Children	T1869	0.00	1.50	1.50
B-1 - Children	T1871	19.00	0.00	19.00
B-1 - Children	T1904	10.00	0.00	10.00
B-1 - Children	T1909	20.00	0.00	20.00
F - Misc - No Super	T1910	15.00	0.00	15.00
A - Children	T1911	0.00	0.75	0.75
B - Children	T1974	3.00	0.00	3.00
B-1 - Children	T2009	2.00	0.00	2.00
		87.00	10.00	97.00
	B-1 - Children B - Children A - Children B-1 - Children B - Children B-1 - Children F - Misc - No Super A - Children B - Children	B-1 - Children T1768 B - Children T1837 A - Children T1839 B-1 - Children T1843 B - Children T1869 B-1 - Children T1871 B-1 - Children T1904 B-1 - Children T1909 F - Misc - No Super T1910 A - Children T1911 B - Children T1974	B-1 - Children	B-1 - Children

August 2010

DFA 55 - AUDIT TRAIL - BY TIME STUDY CODE

ONE PAGE (WORKSHEET TAB) FOR EACH TIME STUDY CODE

Mc Allister, Dulce					Ma	rin													August	2010
Super Hours	84.00																			
Employee Name	1381	1441	1442	1443	1444	1456	1471	1472	1473	1474	1481	1482	1483	1484	1671	1841	5132	5134	5771	Total
Perez, Veronica C	0.00	0.00	0.00	10.00	0.00	10.00	0.00	0.00	40.00	15.00	0.00	35.00	25.00	15.00	0.00	10.00	0.00	0.00	0.00	160.00
Damazio, Jeannie	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00
Coleman, Michael	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	112.00
Rath, Thomas	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
Stansell, Tawnya L.	0.00	0.00	0.00	3.00	0.00	3.00	0.00	5.00	14.00	2.00	0.00	60.00	61.00	0.00	0.00	0.00	0.00	0.00	4.00	152.00
Urroz, Marvin D	0.00	29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	114.00	0.00	160.00
Doerr, Pamela	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	120.00	29.00	72.00	13.00	0.00	13.00	0.00	5.00	54.00	17.00	0.00	95.00	264.00	15.00	0.00	10.00	17.00	114.00	4.00	842.00
Percent	14.29%	3.57%	8.63%	1.79%	0.30%	1.79%	0.30%	0.60%	6.25%	1.79%	0.00%	11.01%	31.25%	1.49%	0.30%	1.19%	1.79%	13.39%	0.30%	100.00%
Supervised Hours	12.00	3.00	7.25	1.50	0.25	1.50	0.25	0.50	5.25	1.50	0.00	9.25	26.25	1.25	0.25	1.00	1.50	11.25	0.25	84.00

DFA 55 - SUPERVISION CALCULATIONS

AUTOMATIC DISTRIBUTION OF SUPERVISION HOURS TO THE TIME STUDY CODES USED BY THE WORKERS IN THE UNIT

ONE PAGE (WORKSHEET TAB) FOR EACH SUPERVISOR

FTE Report (DFA 403 Input)

Marin

August 2010

Cost Pool	Full-Time Staff	Part-Time Staff	Total Staff
Caseworkers:			
Social Services	(55.0)	4.6	59.6
Employment Services	25.0	1.2	26.2
Eligibility Worker	68.0	1.5	69.5
Fraud Investigator	4.0	0.5	4.5
Total Caseworkers	152.0	7.8	159.8
Support Staff:			
General Admin	24.0	3.2	27.2
Program Admin	14.0	1.5	15.5
Clerical	31.0	2.9	33.9
Total Support Staff	69.0	7.6	76.6
EDP Staff	1.0	0.5	1.5
Staff Development Staff	2.0	0.0	2.0
Total Staff	224.0	15.9	239.9

DFA 403 - FTE INPUT REPORT

FOR FOX-PRO DATA ENTRY

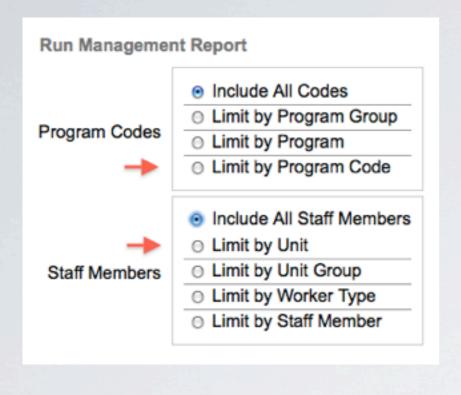
Employee Name	Median	FTE Threshold	Total Hours	Full-Time Staff	Part-Time Staff
Affinito, Maria	160	80%	160.00	1.00	
Atkins, Ermita C	160	80%	160.00	1.00	
Buccheri, David	160	80%	160.00	1.00	
Caramagno, Denise	160	80%	160.00	1.00	
Coleman, Michael	160	80%	160.00	1.00	
Colton, Sarah	160	80%	160.00	1.00	
Contreras, Kimberly	160	80%	160.00	1.00	
Craig, Brittany	160	80%	160.00	1.00	
Cretti, Robert	160	80%	160.00	1.00	
Damazio, Jeannie	160	80%	160.00	1.00	
Dinh, Joseph	160	80%	160.00	1.00	
Doerr, Pamela	160	80%	160.00	1.00	
Dragisic, Dalija	160	80%	160.00	1.00	
Erickson, Gregory	160	80%	160.00	1.00	
Estrada-Shepherd, Laura	160	80%	160.00	1.00	
Fachko, Terri	160	80%	160.00	1.00	
Freeman, Kathleen	160	80%	160.00	1.00	
Funes, Juan M.	160	80%	160.00	1.00	
Gay, Geoffrey	160	80%	160.00	1.00	
Hartshorn, Hadar	160	80%	128.00		0.80
Hebert, Karen	160	80%	160.00	1.00	
Hernandez, Rosie	160	80%	160.00	1.00	
Huynh, My	160	80%	160.00	1.00	
Jones, Sharon	160	80%	160.00	1.00	
Kelly, Dianne	160	80%	128.00		0.8
Krone, Lorry	160	80%	64.00		0.40
Lenhardt, Julie	160	80%	160.00	1.00	
Littleton, Vanessa	160	80%	160.00	1.00	
Lucchese, Carol	160	80%	160.00	1.00	
Maier, Jill	160	80%	160.00	1.00	
Maldonado, Milagros	160	80%	160.00	1.00	
Marchman, Bree	160	80%	160.00	1.00	
Mc Allister, Dulce	160	80%	160.00	1.00	
Mears, Haley	160	80%	160.00	1.00	
Merjano, Joanne	160	80%	160.00	1.00	

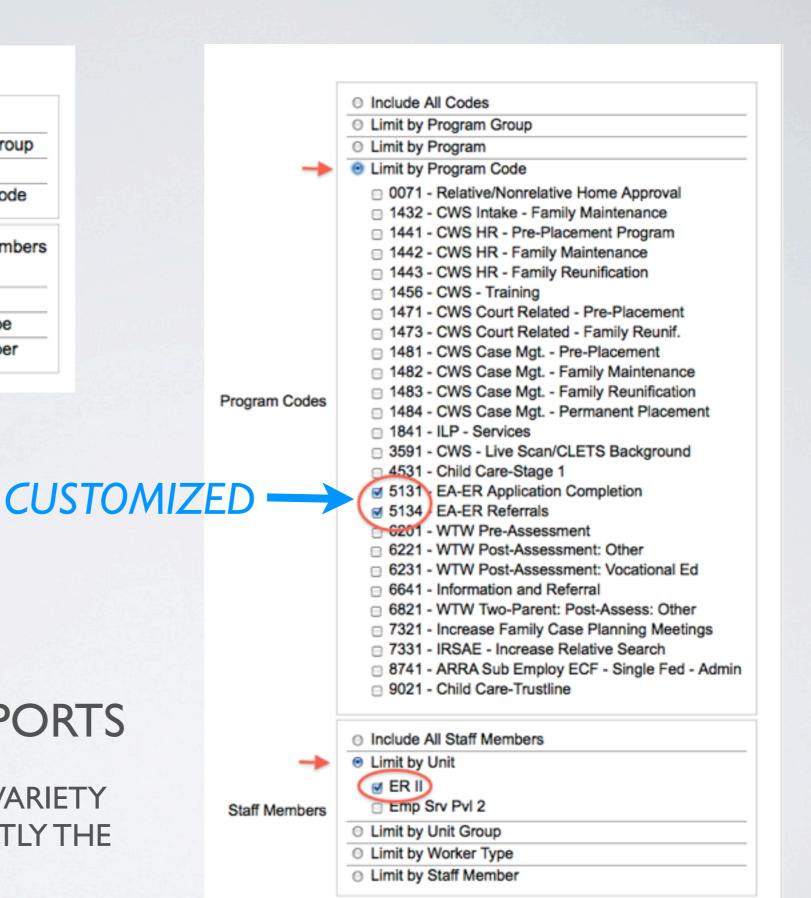
oz, Marvin D qas, Lourdes d, Luisa serman, Cindy lav, Janis	160 160 160 160	80% 80% 80% 80%	160.00 80.00 128.00	1.00	0.50
gas, Lourdes d, Luisa iserman, Cindy	160 160	80% 80%	160.00 80.00		
gas, Lourdes d, Luisa	160	80%	160.00		
gas, Lourdes					
		0.004	160.00	1.00	
	160	80%	160.00	1.00	
tan, Carmen	160	80%	160.00	1.00	
n, Tracy	160	80%	160.00	1.00	
res, Janell A	160	80%	160.00	1.00	
mas, Robert	160	80%	160.00	1.00	
ckmann, Angela	160	80%	160.00	1.00	
nsell, Tawnya L.	160	80%	160.00	1.00	
man, Roxann	160	80%	160.00	1.00	
th, Mandi	160	80%	160.00	1.00	
terback, David	160	80%	160.00	1.00	
nil, Rose	160	80%	160.00	1.00	
a, Gary	160	80%	128.00		0.80
re, Kristin	160	80%	80.00		0.50
ch, Kathleen	160	80%	160.00	1.00	
h, Thomas	160	80%	160.00	1.00	
e, Libby	160	80%	160.00	1.00	
m, Augustine	160	80%	160.00	1.00	
zz, Veronica C	160	80%	160.00	1.00	
oz, Raul					
nimura, Kathryn ull, Ximena	160 160 160 160 160	80% 80% 80% 80%	160.00 160.00 160.00 160.00	1.00 1.00 1.00 1.00 1.00	

FTE AUDIT TRAIL REPORT

AUTOMATICALLY CALCULATES
FTE'S BASED ON THE NUMBER
OF TIME STUDY HOURS

22





MANAGEMENT REPORTS

CAN BE CUSTOMIZED IN A VARIETY OF WAYS TO PROVIDE EXACTLY THE INFORMATION YOU NEED

Run Report

Management Repo	rt		El Dorado						
Code	Study Id	Unit	5131	5134	Total				
Group			Children	Children					
Area			CWS	CWS					
Bist, Alisha	T1742	ER II	0.00	0.00	0.00				
Ciornii, Vitalii	T1807	ER II	0.00	73.75	73.75				
Day, Deirdre	T2027	ER II	0.00	0.00	0.00				
Iremonger, Melinda	T2040	ER II	1.00	28.00	29.00				
McCormack, Joanne	T1776	ER II	0.00	0.00	0.00				
Nelson, Rebecca	T1748	ER II	0.00	22.25	22.25				
Total			1.00	124.00	125.00				

CUSTOM MANAGEMENT REPORT SAMPLE

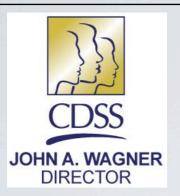
THIS REPORT WAS CUSTOMIZED TO INCLUDE TIME STUDY CODES 5131 & 5134 (COLUMNS), AND ALL OF THE WORKERS IN THE "ER II" UNIT (ROWS)

REPORTS CAN INCLUDE **ALL** CODES AND WORKERS, OR JUST A **SUB-SET**USEFUL FOR MANAGING ALLOCATIONS

BACKTO THIS ...

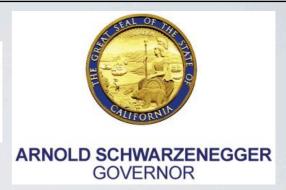
CDSS issued County Fiscal Letter No. 09/10-66 on July 1, 2010:

"Of the 58 county annual single audits reviewed, there were fourteen counties with findings that pertained to the quarterly time studies completed for the County Expense Claim."



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



July 1, 2010

COUNTY FISCAL LETTER (CFL) No. 09/10-66

C. Annual Single Audit Trends

Of the 58 county annual single audits reviewed, there were fourteen counties with findings that pertained to the quarterly time studies completed for the County Expense Claim. The audit findings identified three audit conditions with the quarterly time studies:

<u>Time Study Reconciliation</u> - several findings were for instances in which the county did not correctly reconcile the summary of time study hours reported with the number of hours recorded on individual employee time study forms.

Certification Signatures - several findings cited the lack of either an employee's signature or that of the employee's supervisor on the time study and/or the payroll time card. Pursuant to long standing regulations, both the employee and supervisor must sign and date the form.

Payroll Time Card Reconciliation - several findings indicated that the county did not correctly reconcile the reported hours for time study purposes to the reported number of hours for payroll. Functions/Programs Time Study Claiming General Page

> Instructions Instructions Information Number

Social Services

Νo

Νo

A. Gomez vs. Saenz Yes Sunday, October 10, 2010

THE BUDDY'S SOLUTIONS

Time Study Reconciliation

- ✓ Math errors are resolved before the time study can be printed.
- ✓ The time entered by the worker instantly updates the database, so no re-keying of data is required.
- ✓ A complete list of audit trail reports in Excel is provided.

Certification Signatures

✓ When the fiscal office receives the certified time studies for filing, they are marked in the Buddy as "signed and received."

Payroll Time Card Reconciliation

✓ The Buddy's "Quality Review" process ensures the time study entries are reconciled to the payroll time sheets.



YOUR NEXT STEPS ...

- 1. **Contact** us for a **free trial**, with no commitment.
 - Select one unit for the pilot:
 - Send us a copy of their last time study.
 - We will do the setup including training your staff.
 - The pilot unit uses the Buddy to prepare and print their next time study.
- 2. Compare and decide!



Time Study Buddy

www.timestudybuddy.com

Dan Gardner, CPA

5350 Dunlay Drive, Suite 2716 Sacramento, CA 95835 805-748-1460 telephone dan@fiscalexperts.com

THANKYOU

To view this presentation online, go to: www.TimeStudyBuddy/Presents