

Job Reporting

Parrascope Guidelines 2010

FederalReporting.gov has recently revised its explanation of how jobs created or saved should be reported. The OMB has attempted to simplify the classification and reporting of ARRA jobs. The new rules are more concrete and should reduce the reporting burden for states and their sub-recipients and vendors.

These new guidelines represent **significant changes** from previous quarters, as explained below.

NEW RULES OVERVIEW: JOBS CREATED OR RETAINED Hours Worked This Quarter That Were Funded By ARRA

The new guidelines are as follows:

- Job reporting is no longer cumulative, and will only reflect the current quarter
- Only jobs that were funded, in whole or in part, by ARRA should be counted
- A funded job is defined as one in which the wages or salaries are either paid for or **will be reimbursed** with ARRA funds
- A job can be considered either “created” or “retained”, not both
- A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by ARRA
- A job retained is an existing position that is now funded by ARRA

PARRASCOPE REPORTING

Automated Jobs Calculator

The update to the jobs/FTE rules **will NOT change the method of reporting** for vendors and sub-recipients in Parrascope. You will still identify your job, determine the hours in a full time schedule, and report the hours worked this quarter, just as you have done previously. The Parrascope FTE calculator has already been amended to use the newest guidelines required by the OMB to reflect the correct jobs data.

Since “jobs created or retained” is now defined as jobs funded by the Recovery Act, it’s important to know if the job is funded **fully** or **partially** by ARRA.

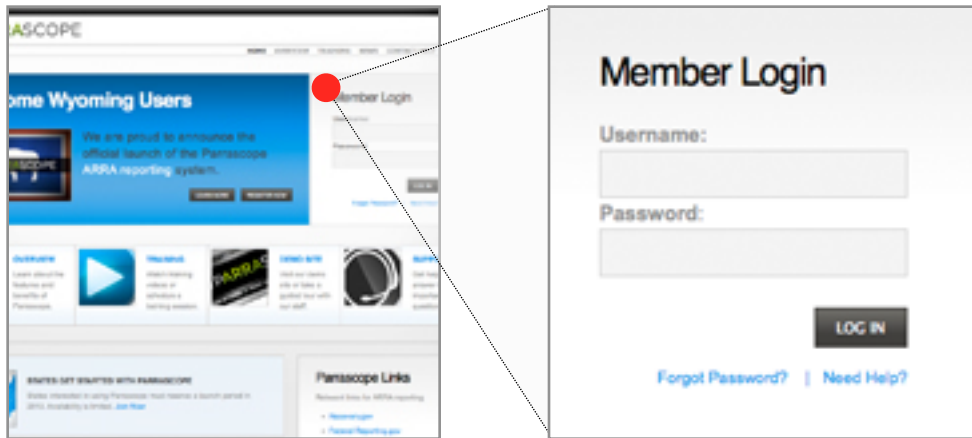
For jobs funded fully by ARRA, simply provide the number of hours in a full time week and report the hours worked this quarter. The Parrascope FTE calculator will handle the rest.

If a job is partially funded by ARRA, you may multiply the percentage of the job funded by ARRA (i.e. 50%) by the total hours worked in the quarter (i.e. 520) to get the proper number of reportable hours ($520 \times .5 = 260 / 520 = .5$ FTE). If needed, the FTE calculator could be amended to include a percentage field to further simplify reporting.

ADDING JOBS & PROGRESS

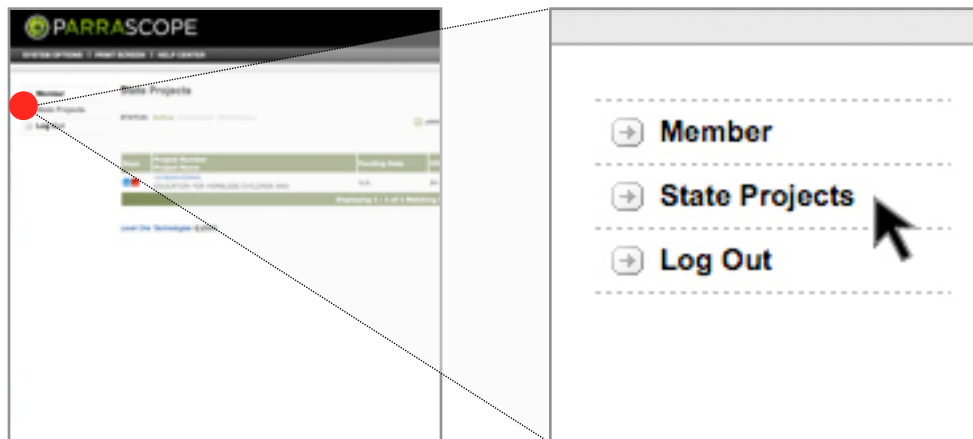
1. Login to Parrascope

Login to www.parrascope.com with the username and password created during initial registration.



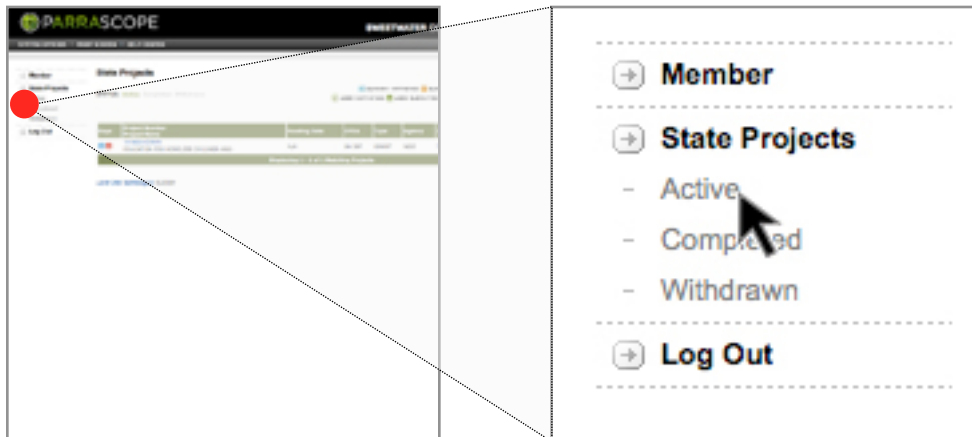
2. Click State Projects

Locate the Main Menu found in the top left hand corner of your screen and click "State Projects".



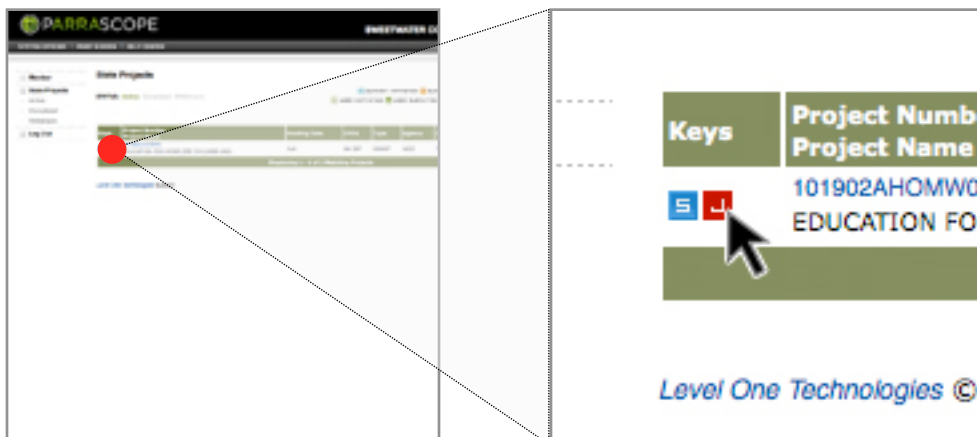
3. Click Active

Click "Active" under State Projects to view your active projects list. All active projects must be reported on quarterly.



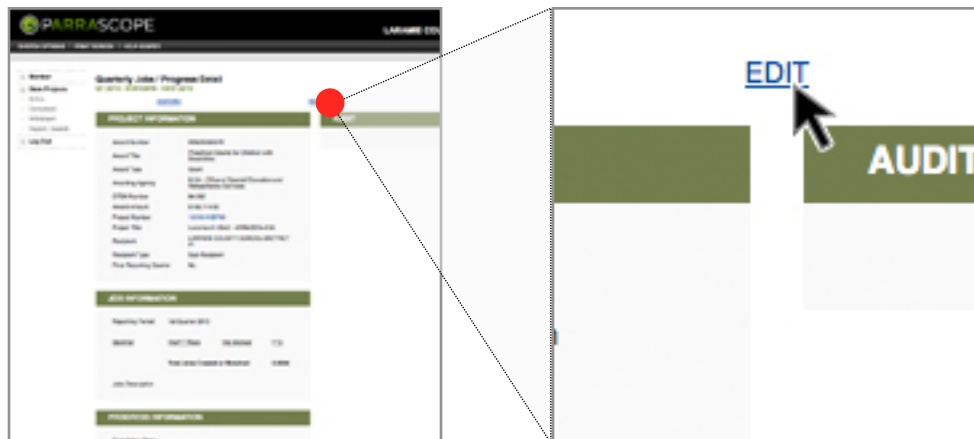
4. Click the "J" Icon

Click the "J" (Jobs) Icon on the Active List to update the Quarterly Job Totals and Project Progress.



5. Click the “Edit” Link

View the details of the current quarter’s Job, and click “Edit” to make changes.



Helpful Hint:

You can also reach the Edit Jobs page by clicking on the “S” icon from your State Projects: Active List, then the “Edit Jobs/Progress Report” button. Or, by clicking the “Jobs” link found on the List or Detail page, then clicking the “View/Edit Current Report” link.

6. Record All Jobs Created or Retained

a. If There Were Jobs: Click Add in the Project Job Totals Block

If there were jobs click “Add” to enter jobs into the Parrascope FTE calculator.



b. If There Were NO Jobs: Click the “No Jobs” Shortcut

Use the shortcut to automatically zero out jobs, and compose a “No jobs created” narrative.



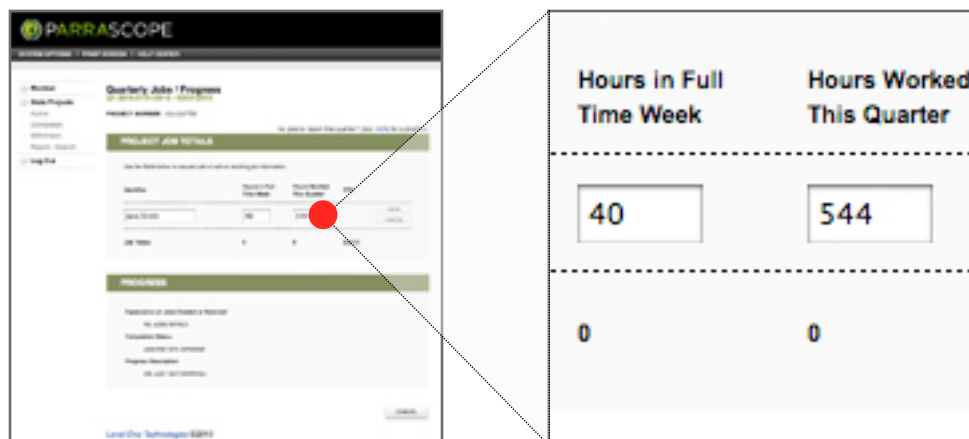
7. Complete the Job Entry Form

Complete the three fields on the form. This job can refer to an individual person or multiple individuals who have a certain job. Use the **Identifier** field as your method to determine which this refers to.

Hours in a full time week should be 40 unless your district considers teachers to be 35 hours. In that case use 35 for teachers.

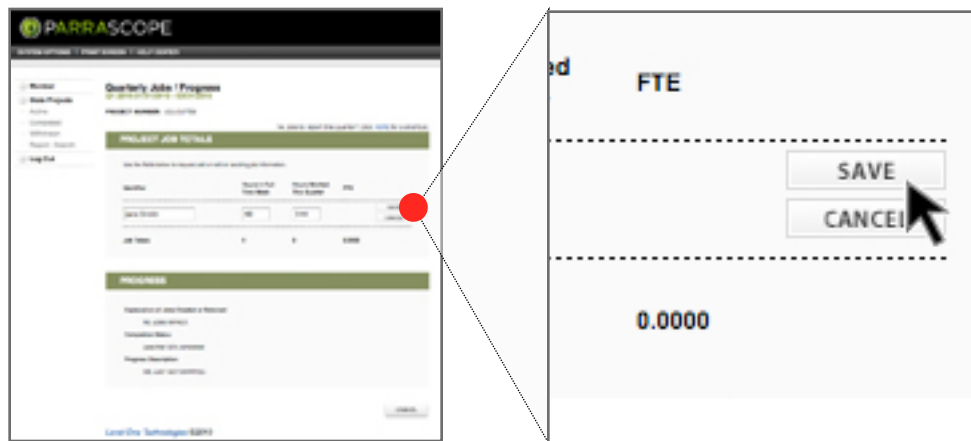
Hours worked this quarter should refer to the hours worked this quarter (so far) by this individual (or individuals) that were funded by ARRA. If a set percentage of the individual's salary is paid by ARRA, calculate the total hours and multiply that number by the percentage.

[NOTE: For **those doing monthly reporting**, follow these steps: At the end of month 1, enter the hours worked *that month*. At the end of month 2, update the hours worked to include all hours worked in *month 1 and 2*. At the end of month 3, update the hours worked to include all hours worked for the *quarter*.]



8. Click Save Next to the Job

After you've entered the job record click "Save" to complete your entry.



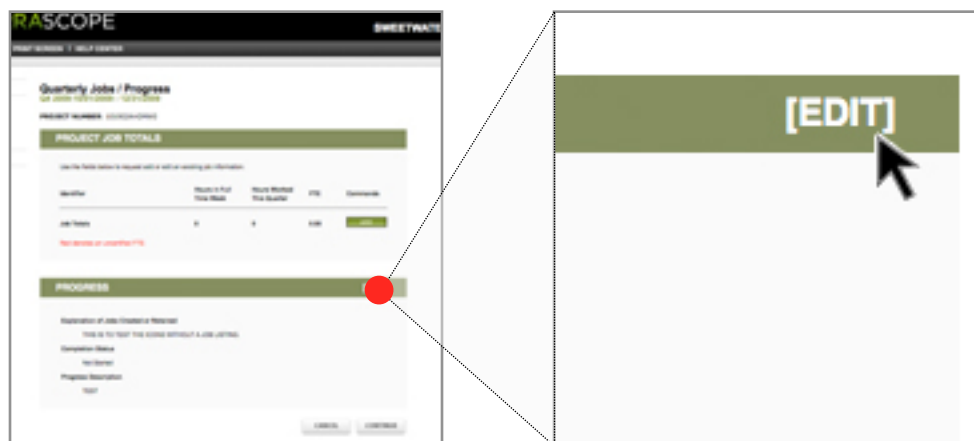
9. Repeat Steps 6a, 7, and 8 for All Jobs

You may continue to add as many jobs as you like by repeating the steps above.

10. Click Edit in the Progress Block

YOU MUST COMPLETE THIS SECTION EVERY REPORTING PERIOD, REGARDLESS OF JOB CREATION.

Once you've added all jobs (*if applicable*) you must provide a narrative description of the jobs and progress. Do this by clicking the edit link found in the Progress header.



Helpful Hint:

If your descriptions for Jobs and Progress have **NOT** changed from one reporting period to the next, you do not have to complete **Steps 10, 11, & 12**. Just click **"Continue"** as in **Step 13** and follow the remaining steps.

11. Complete the Progress Form

Provide a concise, but detailed, description of all jobs created or retained (*if applicable*) including an explanation of percentage funding (*if less than 100% only*).

Select the completion status, and write a brief description of the progress made on this project so far.

All entries in this section are retained from one period to the next. **Most will not change** much throughout the life of the project, which will help minimize the time you spend reporting.

The image shows a screenshot of a web form titled "PROGRESS". The form is divided into two main sections. The top section is titled "Explanation of Jobs Created or Retained" and contains a text area with the text "We hired 1 tea". The bottom section is titled "Completion Status" and features a dropdown menu set to "Less than 50%". Below this is a "Progress Description" section with a text area containing the text "We are still in the launch this project to go once the fundi fully launched by Fe". Two red circles on the left side of the form indicate the callout points for the top and bottom sections.

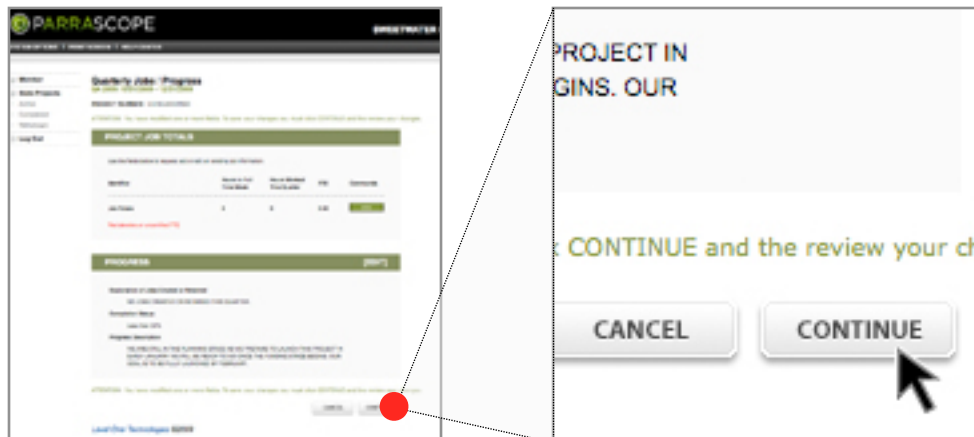
12. Click Save

Once you've completed your narrative entries click "Save" beneath the Progress Description text field.



13. Click Continue

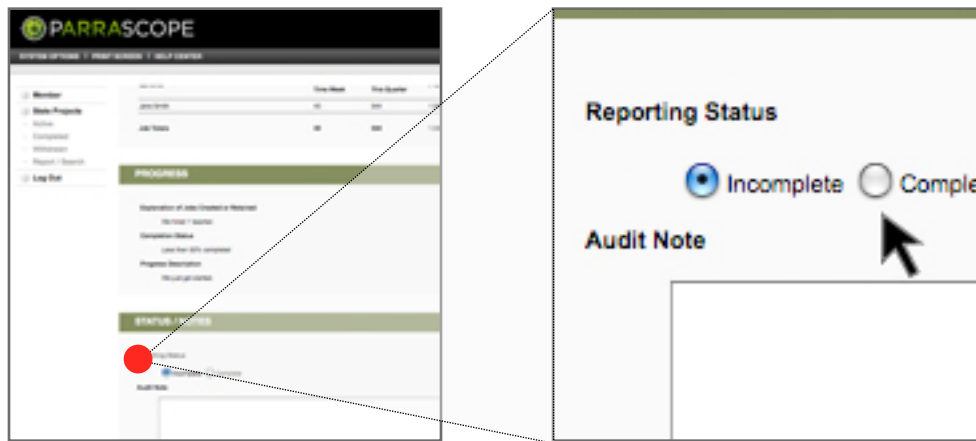
After you've completed the jobs list and descriptions for this project, click "Continue".



14. Select a Reporting Status

A brand new feature allows you to designate the status of your Jobs / Progress report. **Incomplete** means that you are still working on the final report, and you are saving your progress. It is represented by a Yellow J icon. **Complete** means that you are finished reporting for the period and you would like the prime recipient to review and certify your data. It is represented by a Green J icon.

Selecting Complete signifies that your Jobs / Progress reporting is finished for the reporting period (for this project). This can be done at any time as long as your job hours are finalized for the reporting period.

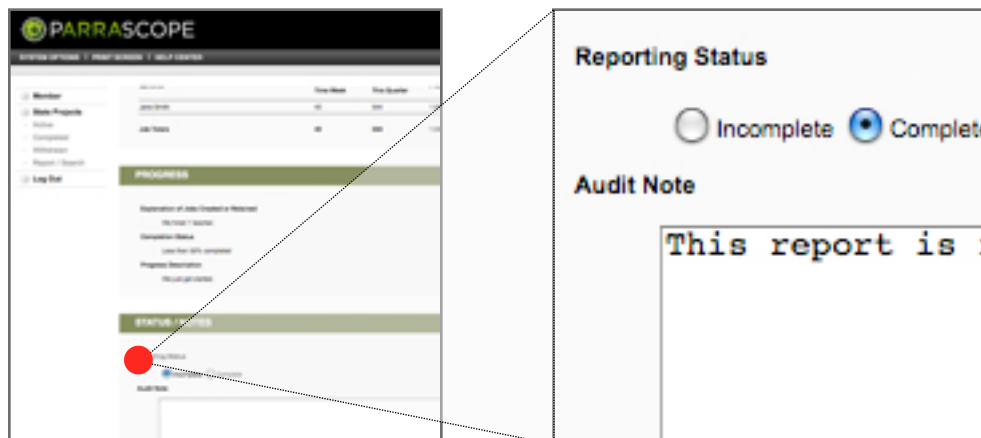


Helpful Hint:

Don't forget to set the Reporting Status each time you update your Jobs/Progress form. This will help your prime agency with its reporting.

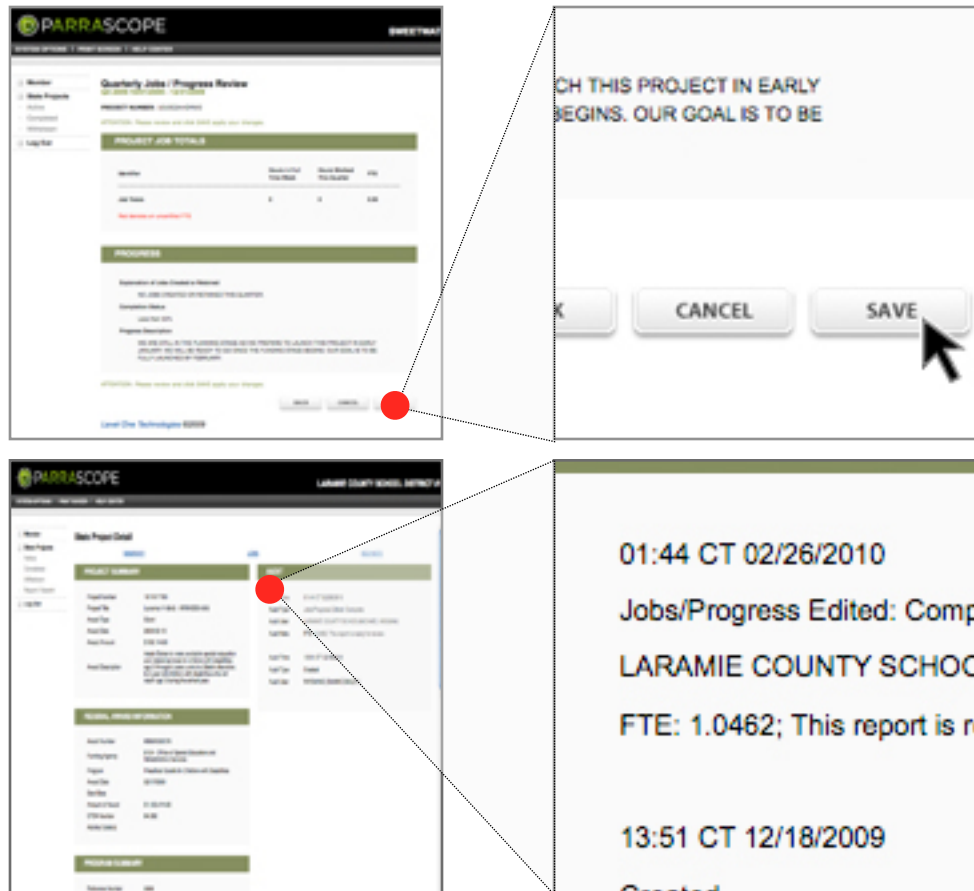
15. Enter Job / Progress Note (Optional)

All updates to the Job / Progress page now allow users to explain the change with an optional notes field. Entries in this field will be included with the audit record.



16. Click Save

Complete a final review of the job entries and click save. Your changes are now completed, and a [State Project Detail](#) page will confirm that your changes have been made.



17. Repeat Steps 2-16 for Each Active Project

A quarterly progress report is mandatory for each project listed on the "Active" page, regardless of the jobs or funding status. Repeat steps 2-16 for all active projects on your list.

CUSTOMER SUPPORT

If you need assistance using PARRASCOPE please contact JJ Kirkpatrick at:

phone: **800.240.1824 x 138** email: **jjk@parrascope.com**