

Allocating Leave Time in the Online Invoicing System

Previously, local agencies were instructed to code all staff leave expenses (e.g., vacation, sick, maternity, etc.) to the direct cost category of program management. USDA Food and Nutrition Services (FNS) provided further clarification to code staff leave expenses to a direct cost category (program management, breastfeeding support, client services, and nutrition services) in the same manner that each local agency staff wages are assigned. **This change will be effective October 1, 2017.**

Using Prior Month Staff Wages (if job duties are similar to present):

Review last submitted invoice for the employee on leave.

1. Determine the percentage of hours worked in each category (program management, client services, nutrition education, and breastfeeding).
2. Determine the total number of hours of employee leave time.
3. Multiply the total hours of leave time by the percentage of hours worked in each category determined in Step 1 above.
4. Enter the calculated figure from Step 3 above into each of the categories for the upcoming monthly invoice in addition to the actual hours worked.

Scenario 1:

Mildred is a Nutritionist. Last month (June) she worked a total of 153 hours, with 51.5 hours in program management; 31.5 hours in client services; 62 hours in nutrition education; 8 hours in breastfeeding support.

Following the steps above, she typically spends 34% of her time in program management (51.5 hours / 153 total hours); 21% of her time in client services (31.5 hours / 153 total hours); 40% of her time in nutrition education (62 hours / 153 total hours); and 5% of her time in breastfeeding support (8 hours / 153 total hours).

Mildred took a two week vacation this month (July). The first two weeks of July she worked a total of 76 hours:

- 26 hours providing program management;
- 15 hours providing client services;
- 31 hours providing nutrition education;
- 4 hours providing breastfeeding support.

The last two weeks of July was her vacation. Mildred receives paid vacation time in her benefit package. The local agency needs to enter the remaining 77 hours in the following manner:

- 26 hours in program management (77 remaining hours X 34%);
- 16 hours in client services (77 remaining hours X 21%);
- 31 hours in nutrition education (77 remaining hours X 40%);
- 4 hours in breastfeeding support (77 remaining hours X 5%).

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The Total Hours for the invoice will be:

- 52 hours in program management;
- 31 hours in client services;
- 62 hours in nutrition education;
- 8 hours in breastfeeding support.

Scenario 2:

Blanche is a WIC Coordinator. She receives sick leave in the benefit package provided by the local agency. Last month (March) she worked a total of 172 hours, with 100 hours in program management; 67 hours in client services; and 5 hours in nutrition education.

Following the steps above, she typically spends 58% of her time in program management (100 hours / 172 total hours); 39% of her time in client services (67 hours / 172 total hours); and 3% of her time in nutrition education (5 hours / 172 total hours).

Blanche was out due to an illness for three (3) days (i.e., total of 24 hours) this month (April). The rest of the month she worked a total of 148 hours. Her hours worked fell into the following categories:

- 85 hours providing program management;
- 56 hours providing client services;
- 7 hours providing nutrition education.

The local agency needs to enter the remaining 24 hours in the following manner:

- 14 hours in program management (24 remaining hours X 58%);
- 9 hours in client services (24 remaining hours X 39%);
- 1 hour in nutrition education (24 remaining hours X 3%).

The Total Hours for the invoice will be:

- 99 hours in program management;
- 65 hours in client services;
- 8 hours in nutrition education.

Local agencies may use another method other than the prior month as a basis for determining time percentages in categories. For instance, if the hours entered in the Local Agency Plan (LAP) are typically consistent with how agency staff actually work, the percentage calculations may be based on the LAP hours.

The method by which an agency determines the percentage of hours worked by category **must be applied consistently to all staff leave.**

Questions about coding time within the WIC Invoicing System should be directed to your local agency's administrative technical assistant (TA).