Rolling Time Study (RTS)
Quick User Guide

Alternative Method

Courts have the option of tracking time the traditional method (100% reporting) or using the new alternative method: Rolling Time Study (RTS).

Program Choice

Each court and program (CSC and FLF), must elect each fiscal year which method will be used and that method will be in place the entire fiscal year.

4 Weeks per Quarter

You track your time only during the 4 reporting weeks selected at random each quarter.

Notice

The JCC will send notice via email to the courts the Monday prior to the reporting week (each program must have a primary and back-up contact in place to receive notice from the JCC).

Reporting Week

During the reporting week, any court staff that bills to the AB 1058 grant (CSC or FLF) must track all of their time whether or not work is related to a IV-D activity.

Program Specific Tool

Each program (CSC and FLF) has its own RTS tool; you must ensure you use the correct tool for your program when tracking time.

Basic Info

You must enter your basic info at the top of the Monday tab and this info will automatically transfer to the tabs for the rest of the week.

You also need to input your normal starting and ending time for each day and your lunch break.

15-Minute Increments

You must track your time in 15-minute blocks of time (e.g., 9:30 to 9:45) by inputting “15” in the column to match the task being worked on.

If two or more different types of tasks are completed in the same block of time, the minutes can be split (e.g., “7” minutes on task A and “8” minutes on task B).

All-Day Activity

If you spend the entire day doing non-IV-D activities or take time off, check the All-Day Activity box in the ribbon and select the matching activity from the drop-down menu.

Overtime

If you work overtime, check the OT box for the blocks of time worked (any IV-D overtime must be approved).

Summary Page

The last tab of the tool contains a summary page that automatically totals all time tracked for the week.

The IV-D versus non-IV-D time tracked during the 4 reporting weeks will be extrapolated out at the end of the quarter for each employee and used to bill to the AB 1058 grant.

Submitting Invoices

Each court must submit all invoices for reimbursement no later than 30 days after the end of each quarter.

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