

This video will explain the purpose and function of the OVS Functional Time Record, (FTR) and how to complete it.

The OVS FTR is a required report that must be completed on a monthly basis and it is designed to record all activities for which staff members are compensated. This should mirror what is listed on your OVS approved budget and Position Description Form. Position functions are listed according to the work performed. If you do not see a function listed on the OVS FTR that best describes your task you can add it to the form but do not remove any of the functions listed. OVS FTR must reflect the total hours and percent of time per function for all the hours staff is compensated. VOCA regulations require that all staff funded by the OVS grant or whose salary is used as match must complete OVS FTR.

The OVS FTR is an after the fact accounting of all the activities for which an employee is compensated. The OVS FTR includes an attestation which certifies that the record is a true and correct representation of the time worked for this period and is signed by the employee and the employee's supervisor. Supervisors should review records for accuracy and address any errors or issues prior to affixing their signature. The OVS FTR should be kept in addition to any time and attendance forms required by the agency.