

# Submitting Cost Data for the Administrative Time Study Program

## Submitting Cost Data for the Administrative Time Study Program

In order to calculate your LEA's administrative claim amount, Leader requires current cost data for individuals who participate in the time study. Please:

- Prepare the data (following the data layout described below)
- Upload the file through Leader Services' secure Uploads website

Detailed instructions for each of these steps follow.

### Prepare the data

All submissions must follow the data layout as detailed below. Leader can accept the following file types (though Microsoft Excel files are preferred):

- MS Excel      Lotus 123
- MS Word      Comma-delimited ASCII text

**Leader will no longer accept paper submissions via U.S. Mail or fax.**

Listed below are definitions and character-formatting specifications for the six requested data fields:

Field Name	Definitions and Specifications
<b>SSN or Employee ID</b>	Enter up to nine numeric characters with the data right-justified. DO NOT include hyphens. This ID MUST MATCH the ID used for this employee on the Time Study sheet.
<b>Participant Name</b>	Provide all the time study participant names as follows: Up to 19 alpha characters for the last name, followed by a comma, up to 15 alpha characters for the first name, followed by a space, and one character, if applicable, for the middle initial. DO NOT include periods.
<b>Salary</b>	Enter up to six numeric (dollar) characters and two decimal (cents) positions. DO NOT include commas.
<b>Benefits</b>	Enter up to six numeric (dollar) characters and two decimal (cents) positions. DO NOT include commas.
<b>Federally Funded</b>	Enter a percentage, 0 to 100, indicating the portion of the participant's salary and benefits paid with federal funds or grants. Note: Staff who are 100 percent federally funded should not participate in the time study.
<b>Average Hours</b>	Enter the participant's number of hours worked per week. Partial hours should be expressed in decimal format.

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## Upload the file through Leader Services' secure Uploads website

Leader's Uploads site uses Secure Sockets Layer (SSL) encryption to protect the data you submit to Leader through this site.

### Requirements to use the Uploads site:

Internet Explorer 4.0 or higher, Netscape Navigator 4.7 or higher, or Mozilla 1.3 or higher web browser, with JavaScript and Cookies enabled. If you do not have one of these browsers or require further assistance, instructions and links are available at

[http://www.leaderservices.com/\\_uploads/systemrequirements.asp](http://www.leaderservices.com/_uploads/systemrequirements.asp)

### Instructions

1. Type the following address into your web browser's address or location bar and press <Enter>:

<http://www.leaderservices.com/uploads>

2. Enter your Username and Password in the fields provided and click the **Submit** button.
3. Once logged in, you may select a file from your local computer by clicking the **Browse...** button and selecting a file. Select *Administrative Time Study Salary/Benefit Data* from the **Type of File** dropdown. You may also optionally enter additional information about the file in the Note to Leader field. Then click the **Upload** button to begin the upload process.

**Note:** You are limited to submitting files that are less than 10Mb in size. For files over this size, please contact Leader at (800) 360-8511 or e-mail [uploads@leaderservices.com](mailto:uploads@leaderservices.com) for instructions.

If you have files from Leader available for download, you may simply click the link to download the file. If you do not have files from Leader, you will not see any download links.

4. After you finish uploading, click the Log Out link to log out of the site.

### Help

If you require assistance, please e-mail [uploads@leaderservices.com](mailto:uploads@leaderservices.com) or contact your Account Manager at (800) 360-8511 during normal business hours.

