

Semi-Annual Time Certification

Period Start Date: 7/1/2019 Period End Date: 12/31/2019 FY: 20

Employee Name: Jane Doe District: ACME

Employee Title: 21 Century Coordinator Dept: Federal Programs

Supervisor Name: John Doe

Program Code: 20ASFT Charge Percentage: 100% OK

Grant Name: 21st Century Community Learning Centers Cost Object: 7910

I certify that 100% of my time was spent working on the above grant program or cost objective.

Employee Signature: Jane Doe Date: 12/30/2019

Error: Can't be before Period End Date

Supervisor Signature: John Doe Date: 12/31/2019

OK

Comments:

Instructions

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employee worked solely on that program for the period covered by the certification. The certifications will be prepared at least semi-annually and will be signed by the employee and their supervisor having first-hand knowledge of the work performed by the employee.

If Desired you can build in validation requirements. The cells in Green and Red above have built in validations so that errors are identified at the time of entry.