



SEMI-ANNUAL CERTIFICATION OF PAY

(Employees Working 100% on Programmatic Activities for **one** Grant)

Employee's Name: _____

School/Department: _____

Section 200.430 of the Code of Federal Regulations provides the following standards for the documentation of personnel expenses:

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the non-Federal entity;
- Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- Comply with the established accounting policies and practices of the non-Federal entity; and
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

I certify that 100% of my time has been spent performing programmatic activities for the following grant (select one):	CARES
	SIG
	Title I
	Title II
	Title IV
Time Period ⁽¹⁾	

Documentation of all activities should be submitted with this form ⁽²⁾

Employee Signature

Date

Supervisor Signature ⁽³⁾

Date

- (1) Include starting and ending day, month, and year. The time period should not exceed six months, and certification should occur after-the-fact.
- (2) Documentation (i.e. schedules, logs, calendars, etc.) should be created and maintained to support time spent on federally funded activities.
- (3) Supervisory official having firsthand knowledge of the activity performed by the employee.