



SAMPLE: Semi-annual Time and Effort Certification

Kentucky Department of Education

Semi-Annual Certification for Salaries & Wages Charged to Federal Grants

Funding Source(s)\*:

Supervisor: \_\_\_\_\_

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. Pursuant to 2 CFR 200.430(i)(1), charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

I understand that the positions(s) filled by the following employees are supported entirely by funds from the federal award for Title IV, Part A. I certify that \_\_\_\_% of the job duties of the employee(s) were related to activities in compliance with this grant award during the period from January 1, 20\_\_, through June 30, 20\_\_.

The information recorded on this form is true and correct to the best of my knowledge.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Title Funding(s) % \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Must be signed by a supervisor having direct knowledge of the work performed by the employee.

\*Funding Sources could have more than one source of funding. For example, the district may have an activity which is funded with one source and then supplemented by Title IV, Part A.