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ACTION REQUIRED

Department of Employee and Retiree Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

October 11, 2018

MEMORANDUM

To: Principals and Directors

From: Krishnanda A. Tallur, Director 

Subject: ACTION—Payroll Time and Effort Certification Statements
July 1, 2018, through September 30, 2018

Summary

Montgomery County Public Schools (MCPS) provides preprinted quarterly certification statements for all employees who have a grant-funded position or assignment. The correct quarter is noted on the attached *Certification Statement for Employees Working on a Single Grant*. It is critical that these certifications are completed to satisfy federal documentation requirements and held for future audit needs.

Action

- For those employees who are funded from one grant, the statement should be signed by either the employee or his or her supervisor. Both signatures are not required. Forms for the quarter should be kept with the individual's last time sheet of the quarter.
- For all other employees who either are funded from both a grant and the local budget or more than one grant, a biweekly Personnel Activity Report (PAR) also is required to be completed and signed by the employee and his or her supervisor. This form must reflect the distribution of the actual activity of the employee and the total activity for which the employee is compensated. The PAR form should be completed with each biweekly time sheet and stored with the time sheet. The PAR form is now prefilled with the employee's prior pay period attendance details and is part of the biweekly time sheet distribution to each location. The certification and PAR forms should be kept for **seven years**.
- If employees are not spending the required time on the grant, the supervisor should work with the Office of Human Resources and Development staff member assigned to the school or department to move the individuals from the grant so that the funding and work effort charged to that grant match. A comparison of time spent and funding should be conducted by the supervisor quarterly.

- If your office or department is conducting a training and paying the participants from a grant, all participants are required to complete a time and effort certification statement using this [form](#).

Questions

- If additional information is needed, the [Time and Effort web page](#) includes frequently asked questions, samples of related correspondence, and a webinar explaining the time and effort requirement.
- For questions related to the PAR form or general inquiries regarding the certification statement, please contact Ms. Jacqueline B. Klein, payroll supervisor, Department of Employee and Retiree Services, at 301-517-8100 or via e-mail.

KAT:wr

Attachments

Copy to (without attachments):

Executive Staff

Mrs. Chen

Ms. Klein

Mr. Pisha

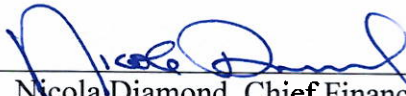
School Administrative Secretaries

Mrs. Cuttitta

Mr. Koutsos

Mr. Lloyd

Approved:



Nicola Diamond, Chief Financial Officer