

MEMORANDUM

April 18, 2024

Action Required-QUARTERLY



Office of Finance
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: All Principals and Directors
FROM: Robert Reilly, Associate Superintendent of Finance *RR*
SUBJECT: *Payroll Time and Effort Certification Statements, January 1–March 31, 2024*

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 their supervisor. Both signatures are not required. Forms for the quarter should be kept with the individual's last timesheet 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 their 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 timesheet and stored with the timesheet. The PAR form is now prefilled with the employee's prior pay period attendance details and is part of the biweekly timesheet 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 staffer assigned to the school or department to remove the individuals from the grant so that the funding and work effort charged to that grant match. The supervisor should conduct a comparison of time spent and funding 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 the form available on the Time & Effort Certification web page at:

<https://www.montgomeryschoolsmd.org/departments/ersc/employees/time-and-effort-certification/>

Links/Additional Information

- If additional information is needed, the Time & Effort Certification web page at the link above includes frequently asked questions.
- 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 Service, at 301-517-8100, or via email at Jacqueline_B_Klein@mcpsmd.org.

Approved by: *M. Brian Hull*
M. Brian Hull, Chief Operating Officer