

# Time Distribution Record (“Time & Effort”)

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## Group Semiannual Certification

Fiscal Year \_\_\_\_\_

Name of LEA \_\_\_\_\_

Federal Funding Source/  
Cost Objective \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

[The Office of Management and Budget \(OMB\) Circular A-87, Attachment B, Item 8 \(h\) \(3\)](#) states that where employees are expected to work solely (100%) on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semiannually (at least every six months) and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.

LEAs must keep the semi-annual certification documentation on file in their respective offices per Title 34 of the Code of Federal Regulations (CFR), Section 80.42.

| Employee's Full Name<br><small>(Please Print First, M.I., Last)</small> | Employee's Signature | Date Signed |
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Supervisor's Signature

\_\_\_\_\_  
Date Signed