

Time Distribution Record (“Time & Effort”)

Semiannual Certification

Fiscal Year _____

Name of LEA _____

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. Employees working on multiple activities or cost objectives, must document their work according to the distribution of their salaries or wages through personnel activity reports (monthly Time and Effort Logs) instead of semiannual certifications.

I, _____, certify that 100% of my time was spent performing

(Employee's First Name, M.I., and Last Name)

_____ duties and responsibilities during the

(Federal Funding Source / Cost Objective)

period of time specified above.

Employee's Signature

Supervisor's Signature

Date Signed

Date Signed