

MEMORANDUM

July 20, 2023

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, April 1, 2023, through June 30, 2023*

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 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. The PAR must reflect the distribution of the actual activity of the employee and the total activity for which the employee is compensated and should be completed with each biweekly timesheet and stored with the timesheet. The PAR 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 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 their school or department to remove the individuals from the grant so that the funding and work effort charged to the 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 and 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 and Effort Certification web page link (given above) includes frequently asked questions, this memorandum, a certification statement, and a PAR.
- If you have 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 email Jacqueline_B_Klein@mcpsmd.org.

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