### **Semi-Annual**

### **Time & Effort Certification**

### Example 1 – This would be signed by the employee.

I, print name of staff\_ certify that I spent 100% of my time engaged in allowable

Name of Federal Program (IDEA, CRF, etc.) \_\_\_\_\_\_\_ activities for the period

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to .

### Signature Date (after the fact)

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**Time & Effort Certification**

Example 2 – This would be signed by an immediate supervisor.

I, \_\_\_\_\_\_Print name of supervisor\_\_ \_\_\_, certify that to the best of my knowledge

 Name of Employee , spent 100% of his/her time engaged in allowable

 Name of Federal Program (IDEA, CRF, etc) activities for the period

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

### Signature Date (after the fact)

Example 2 – Supervisors may utilize example 2 to certify multiple employees (list). Supervisors who certify Time & Effort must have firsthand knowledge that the employee worked in accordance with the certification (located in the

same building).