

Certification & Support for Personnel Invoicing

2 CFR 225, APPENDIX B §8(h)(4-5) states that employees paid by Federal and non-Federal sources need to complete time and effort certifications at least monthly, which reflect the individual’s total work time and identify the portion of time spent on federal projects. The certification must be signed by the employee and their supervisor. When multiple funding sources contribute to an employee’s salary, the certification must be supported with documentation of actual effort (i.e. timesheets). Paycor is the official timekeeping record for HomeOwnership Center of Greater Dayton and serves as documentation of actual effort for grant-funded employees.

Pay Dates Included in this Certification:

<u>Name</u>	<u>Total Hours Worked</u>	<u>Pay Rate</u>	<u>Total Wages</u>	<u>Fringe Benefits Percentage (If Applicable)</u>	<u>Total Amount Billed for Personnel</u>

Summary of Work Performed:

The above wages and benefits are for.....insert a paragraph explaining the work accomplished during this period by the personnel identified above.

I, _____ (print name) certify that 100% of my time reported during this reporting period was spent performing the activities described above. I hereby this report is an after-the-fact determination of the total activity and actual effort expended for the period indicated, and I have full knowledge of 100% of these activities.

Employee Signature Date

Supervisor Signature Date