

Subject: Grant Funded Employees

Date: March 26, 2008

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Replaces Policy Dated: N/A

PURPOSE: To comply with OMB Circular A-87, Attachment B, 8.h (3)

SCOPE: This policy applies to all qualifying grant funded employees.

Office of Management and Budget Circular A-87, Attachment B, 8.h (3), and State regulations require county departments to prepare semiannual certifications to support charges for salaries and wages for employees who work solely on a single federal award. These certifications must be signed by the employee and state that the employee worked solely on the federal program or Grant for the certification period.

To ensure compliance with these reporting requirements employees who work in grant funded positions subject to these requirements and those whose time is serving as a match to a grant will complete and forward to Human Resources the necessary certification for inclusion in their Human Resources file. In the case of those subject to the OMB circular, these certifications need to be prepared in January and July of each year and must be signed by the employee and their immediate supervisor having first hand knowledge of the work performed by the employee.

A sample certification form will be available for download from the Human Resources forms directory at the Human Resources Department website.

EMPLOYEE PAYROLL CERTIFICATION

I, (name) _____, hereby certify that the hours I have worked in the (office/department) _____ have been solely (100%) dedicated to (grant) _____ for the time period of (begin date) _____ through (end date)_____..

Employee

Date

I certify that the information entered above is true and accurate to the best of my knowledge.

Supervisor/Manager/Director

Date