

# MEMORANDUM

April 28, 2022

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  
January 1, 2022, through March 31, 2022***

---

## Summary

Montgomery County Public Schools 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 those employees who are funded from one grant, the statement should be signed by either the employee or his or her 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 his or her supervisor. This form must reflect the distribution of the actual activity of the employee and the total activity for which the employee is compensated. The PAR form should be completed with each biweekly timesheet and stored with the timesheet. The PAR form 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 forms 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 the school or department to move the individuals from the grant so that the funding and work effort charged to that grant match. A comparison of time spent and funding should be conducted quarterly by the supervisor.
- 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 at link above includes frequently asked questions, samples of related correspondence, and a webinar explaining the time and effort requirement.
- For 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 e-mail [Jacqueline B Klein@mcpsmd.org](mailto:Jacqueline_B_Klein@mcpsmd.org).

Approved: \_\_\_\_\_  
Eugenia S. Dawson, Chief of Finance and Operations



April 28, 2022

Dear \_\_\_\_\_,

Montgomery County Public Schools (MCPS) is required to establish and maintain a method for documenting that federal grant funds have been used in accordance with the purpose of the grant. Although you are a retired, terminated, or temporary employee, MCPS continues to have an obligation to document the use of grant funds. Our records indicate that all or a portion of your salary may have been paid from a federally funded grant.

Enclosed is a preprinted form for the quarter ending March 31, 2022. The completed form relates to the period from January 1, 2022, through March 31, 2022. Please complete the enclosed form and return it to the **location where you worked during that period to the attention of the timekeeper for that location**. A postage-paid envelope is included for your convenience. School or office addresses are available on the MCPS website at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) or by calling my office at 301-517-8100.

Employees who work only in one job funded from one federal grant are asked to complete the form, *Certification Statement for Employees Working on a Single Grant*, sign the preprinted form, and mail the form to your previous work location. Completed forms will be kept with the individual's March 31, 2022, time sheet or last time sheet for the quarter if the employee did not work during the last pay period of the quarter. Employees who receive two or more preprinted forms are funded either from multiple grants or have multiple positions funded from one grant. If the grant name and project numbers are the same on all preprinted forms, please complete the preprinted forms and mail to your previous work location. The form(s) will become part of the official record of the grants.

If you have questions regarding this required certification, please contact the Employee and Retiree Service Center via e-mail at [ersc@mcpsmd.org](mailto:ersc@mcpsmd.org). Thank you for your cooperation

Sincerely,

Gina F. Ripoli  
Director, Dept. of Employee Retiree Services

GR:wr

Enclosure(s)

Copy to (without enclosures):  
Mrs. Bergstresser