

PAYROLL CERTIFICATION FORMS (PAR)

Payroll Certification Forms (PAR) are required to be completed for time spent working on federal programs. PAR forms must be completed for staff where the contractual salary (all or in part) are paid for by federal sources.

The Business Office will be responsible for tracking the payroll expenditures for the federal programs. For those payroll expenditures associated with contractual salaries, the Business Office will prepare the necessary PAR forms, and distribute to the employee and/or administrator in charge of supervising the particular federal program.

The administrators in charge of each federal program will determine which staff members to charge to each federal program in accordance with the federal program guidelines.

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August 28, 2017

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PAYROLL CERTIFICATION FORMS (PAR) REGULATION

The Business Office will prepare PAR forms for those staff members that have their contractual salary charged in whole or in part to a federal program.

The administrator in charge of each federal program will provide the Business Office with a listing of employees to be charged in whole or in part to the federal program, in accordance with applicable federal guidelines. The payroll supervisor or district accountant will record the necessary entries in the financial software system in order to charge the employees contractual salary to the federal program.

Business Office staff will be responsible for running the payroll reports for the federal programs in order to determine which staff members are being charged to federal programs. The Business Office will prepare the necessary PAR forms for employee and/or grant administrator approval. PAR forms will be completed as follows:

For staff charged 100% to one federal program:

- 3 PAR forms will be completed for each fiscal year for 10-month employees and 4 PAR forms for 12-month employees according to the below schedule:
 - July through August (for 12-month staff only)
 - September through October
 - November through April
 - May through June
- The administrator in charge of the grant will sign the PAR forms.
- The PAR form will indicate 100% or 1.0 FTE.

For staff charged less than 100% to one federal program, or to multiple sources:

- PAR forms will be completed for each month that the employee has contractual earnings.
- The PAR form will include the amount of contractual salary charged each funding source (i.e. grant, general fund, etc.) for the particular month, as well as the percentage of total contractual salary.
- The employee, as well as the administrator in charge of the grant will sign the PAR forms.

The Business Office staff will keep track of the distributed PAR in order to ensure that all forms are appropriately signed, returned, and kept on file.

Sample PAR forms are attached.

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Payroll Certification Forms (PAR) Regulations (Continued)

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