



Federal/State Time Documentation Do's and Don'ts

<i>PERIODIC CERTIFICATION</i>		
Field	Don'ts	Do's
Period Covered	Although Periodic Certifications must be prepared at least every 6 months, <u>do not</u> indicate July – Dec or Jan – June, if the employee(s) was/were not compensated for the entire period.	Indicate only the months compensated. For example, if the employee was compensated from Aug – Sep at your location, and was then transferred to another location, indicate Aug – Sep only.
Name	When preparing a Periodic Certification, <u>do not</u> write “see attached” and attach the listing of Fed/State funded employees.	Complete a Periodic Certification for each program. Group employees who are funded under the same federal or state categorical program on the same certification.
Position		There are cases where positions have different titles than the official title or what is listed in SAP/BTS. Indicate the official title in addition to the non-official title.
Program Codes	If filling out a Periodic Certification due to single cost objective, and listing multiple programs, it is not required to indicate the percentage of each programs that the employee is paid.	
Signature	<u>Do not</u> leave the form unsigned.	For a Periodic Certification, have the responsible supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank. <u>Do not</u> date the certification early.	To determine whether the certification was prepared timely, date must be noted. Certification must be dated near the end of the period covered. For example, first semester certification can be dated the last day worked (Dec. 19) or end of the certification period (Dec. 31) or a few days after (Jan. 10), but no later than Jan. 31. The idea is to certify that the employee worked and was paid by the said program after-the-fact.

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MULTI-FUNDED TIME REPORT (MFTR)		
Field	Don'ts	Do's
Programs	<u>Do not</u> leave the program(s) blank.	List all programs, regardless of the source.
Hours	<u>Do not</u> reflect budgeted hours.	Do reflect actual hours.
Percentage	<u>Do not</u> leave the percentage(s) blank.	Do total the percentages. The percentages should add up to 100%.
Signature	<u>Do not</u> leave the form unsigned.	For a MTFR, the employee and responsible supervising official sign the form.
Date Signed	<u>Do not</u> leave the date blank. <u>Do not</u> date the certification early.	To determine whether the certification was prepared timely, date must be filled out. Certification must be dated near the end of the period covered. For example, pay period month October cannot be signed Oct. 1 (beginning of the month), but rather Oct. 31 (end of the month) or a few days after (Nov. 2). The idea is to certify that the employee worked and was paid by the said program after-the-fact.