

## Business and Operations

### DOCUMENTING SALARIES AND WAGES

SR 3401.09

**Purpose:**To document salary and wages charged to restricted funds.

**Timeline:**Minimum requirement is semi-annual; maximum requirement is monthly.

#### **Employees Funded from a Single Federal or State Restricted Program or Cost Objective**

An employee funded solely (100 %) from a single federal or state restricted program or cost objective or from a single non-federal categorical program used in meeting cost sharing or matching requirements of federal awards, the minimum requirement for documenting salary or wages is a semiannual certification by the employee that he or she worked solely on that federal or state restricted program or cost objective during the period covered by the certification. The certification must be signed by the employee and the supervisor having firsthand knowledge of the work. OMB Circular A-87, Attachment B, Section 11[h][3].

#### **Procedure:**

1. Employee completes [Semiannual Certification of Time Worked](#) form semi-annually each year, signs and sends to supervisor. Project manager determines which month the form will be filled out.
2. Supervisor signs and sends to Grants Technician in Business Services.
3. Grants Technician files forms in grant folder for audit documentation.

#### **Employees Funded from More Than One Federal or State Restricted Program or Cost Objective**

An employee funded by more than one federal or state restricted program or cost objective must have the distribution of the employees salary supported by a [Personnel Activity Report \(PAR\)](#). OMB Circular A-87, Attachment B, Section 11[h][4], [5], and [7].

The requirement to document the employees time with a PAR is triggered by one or more of the following:

- The employee is funded by more than one program source.
- The employee is funded by a mix of federal and state restricted funding sources.
- The employee is funded by more than one non-federal categorical program source, and one of the sources is used in meeting cost sharing or matching requirements of federal awards.

The intent of a PAR is to document the employees certification of work performed in each federal or state restricted program or cost objective. The PAR may be as detailed as a time sheet that identifies the employees activity daily by hours, or it may be as

simple as a report of the total hours or percentage of hours spent in each federal or state restricted program or cost objective. The level of detail can generally be determined by the diversity and variation of the employees work activities.

PARs must:

- Reflect an after-the-fact distribution of the actual activity of each employee.
- Account for the total activity for which each employee is compensated.
- Be prepared at least every fourth month and coincide with one or more pay periods.
- Be signed by the employee.

This documentation will be collected three times a year or monthly as determined by the project manager.

**Procedure:**

1. All multiple-resource-funded employees keep PARs for the full month (month determined by project manager) to account for 100 percent of their time spent on activities for which they are compensated, signs and sends to supervisor.
2. Supervisor signs and sends to Grants Technician in Business Services.
3. Grants Technician verifies costs charged to each resource equals time on PAR and files forms in grant folder for audit documentation.

**MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:**