



## **Office of Federal Programs**

### Semi-Annual Certification for Salaries & Wages Charged to Federal Programs

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All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spend on grant activities (2 C.F.R Part 25, Edgar Enclosure C). Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. If an employee is expected to work solely on a single Federal award or cost objective, such work must be supported with a periodic certification that indicates the employee worked solely on that program or cost objective for the period covered by the certification.

This is to certify that \_\_\_\_\_ has worked 100% of his/her time for the period **January 1, 2026 – June 30, 2026** on **Type in Federal Grant here** programs.

The information recorded on this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Printed Name of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Printed Name of Supervisor**

\_\_\_\_\_  
**Date**