



WINOOSKI SCHOOLS
We are the future.

RELATED BOARD POLICY: PG2.2 - TREATMENT OF STAFF

WSD PROCEDURE PG2.2-P3

APPROVAL DATE: 10/1/2024



Superintendent Signature

TIME CERTIFICATION PROCEDURE

Any individual whose salary is charged to a federal grant must complete a federal time document. There are 3 types of time documentation: Personnel Activity Reports (PARs), Periodic Time Certifications, and Blanket Periodic Certifications. The following link provides instructions on each time document and blank reports: [Instructions for Time documentation](#)

All time documentations are required to be signed during the fiscal year they were performed and not to exceed 6 months. We will issue time documentation for periods 7/1-12/31 and 1/1-6/30 to Supervisors to capture the required signatures.

The finance dept. will complete the following:

1. Pull a report to identify which employees' salaries are charged to a federal grant.
2. Determine which time document is applicable.
3. Fill the report out with the type of federal funding, employee's name, Supervisor's name, and time period.
4. Send the reports to the appropriate Supervisor for employee/Supervisor signatures.
5. Ensure all documents have been returned and signed.
6. Once signed, the documents will be saved in the federal grant folder/periodic time certifications.