



# WASHINGTON MILITARY DEPARTMENT PROCEDURE

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Finance Division Procedure 02-005A-06

TIME AND EFFORT REPORTING  
CERTIFICATION

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## CERTIFICATION REQUIREMENTS:

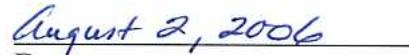
These procedures apply to employees that are permanently assigned to activities directly benefiting a single federal program. Quarterly, these employees must complete a Certification of Time and Effort form (MIL Form 806) that certifies the employee worked solely on a specified federal program for the specified period of time.

1. Employee completes the certification of time and effort. The certification must include the following information:
  - a. Identity of the federal program
  - b. Period of time covered
  - c. Employee name
  - d. Employee title and division
  - e. Employee phone number
  - f. Employee signature and date of signature
  - g. Supervisor name
  - h. Supervisor title and division
  - i. Supervisor phone number
  - j. Supervisor signature and date of signature
2. Employee submits the certification to their designated supervisor.
3. Supervisor reviews the certificate for accuracy, then signs and dates if accurate and complete. If the certification is not accurate or complete, returns to the employee for modification.
4. Supervisors must ensure that certifications are submitted to the payroll staff by the last day of October, December, April, and June for the preceding three-month period (e.g., submit in October for July through September).
5. Supervisors must ensure that payroll staff is notified of changes in permanently assigned activities, prior to the close of the payroll period in which the change occurred.

If changes to permanently assigned activities occur, the employee must also complete a certification for the previously assigned activities.

6. Payroll staff will retain the certification for a period defined under the Department records retention schedule.
7. Deviation from these procedures and/or use of the certificate form attached to the policy can be approved by the Accounting Manager.

  
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Timothy J. Lowenberg  
Major General  
The Adjutant General  
Director, Washington Military Department

  
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Date