AdventHealth Orlando

Time and Effort Late Certification Justification

PART 1: To be completed by department (supervisor, manager, etc.).

*INSTRUCTIONS: Please complete all green shaded areas and **attach to front of T&E Certification**.*

Reporting Period: | | |
| --- | --- |
| Month | Year |

Employee ID: | | **Employee Name:** | | |
| --- | --- | --- |
| | | Last Name | First Name |

Reason for Late Certification:

What supporting documentation was used to ensure that the time certified is reasonable and accurate? (Please attach documentation)

What steps are being taken to prevent late certification in the future?

Sample

Reviewed by: _____	Date Reviewed: _____
Title: _____	Phone: _____

PART 2: To be completed by institution.

Signature: _____	Date Approved: _____
Title: _____	

Email a scanned copy of this completed T&E certification, tracking report, and supporting documentation to CFD-S.Research.Finance@AdventHealth.com.

Instructions for completing AdventHealth
Monthly Time & Effort *Late Certification*

Complete the Late Certification cover page IN ADDITION to the normal T&E Report. The cover page, along with any supporting documentation, should be attached to the T&E.

Late Certification FAQ

When should the Late Certification Cover Page be used?

Use the Late Certification cover page if a T&E report is being submitted after the 10th of the month following the reporting period AND only if no original T&E report was submitted. If an original was completed and submitted prior to the 10th of the month, use the amendment form instead of the Late Certification cover page.

What is considered "sufficient" reason for Late Certification?

An explanation merely stating that the report is late due to negligence is insufficient. The reasoning should fully explain why the tardiness occurred. The Late Certification cover page must also be supported by documentation and a certification of the correctness by the individual's supervisor and Research Services.

Who completes the Late Certification Cover Page?

Part 1 must be completed by a supervisor or manager in the department. Part 2 is done by Research Services for AH. Steps: 1) Employee completes the normal T&E form and submits to supervisor. 2) Supervisor reviews, completes Late Certification cover page, submits to institution. 3) Institution approves and sends to appropriate Research Services administration.

Should a Late Certification be submitted electronically or using a hard copy?

An electronic copy should be completed and saved with the T&E form. A hard copy should also be printed, signed, dated, and **attached to the late T&E** at the time of submission. *ALL late T&E forms should have a Late Certification cover page attached.*

What types of supporting documentation may be used to verify time is reasonable and correct?

Worked hours, study log records, calendars, schedules, and email confirmations are examples of resources that may be used to support the Late Certification of effort.

Sample