Procedure Number: 543
Procedure: Time and Effort
Effective Date: April 1, 2013
Revision Date: February 1, 2022
Responsible Party: Assistant Vice Chancellor of Finance

PROCEDURE

Time and Effort Reporting:

All faculty and staff who have worked on a federal grant are required to complete a report of Time and Effort. This includes employees whose payroll expenditures are recorded in the following account codes:

- 61123 – Contract Faculty
- 61124 – Contract Professional
- 61125 – Classified Employee
- 61126 – Graduate Teaching Assistant
- 61127 – Graduate Research Assistant
- 61128 – Contract Administrator
- 61130 – Contract Faculty – Summer

1. Time and Effort reports must be submitted to Financial Services & Payroll biweekly with timesheets.
2. Time and Effort reports must be signed by the Project Director.
3. Reports must reflect the percentage of time spent on each funding source.

If there are significant differences between percent of effort reported on the Time and Effort report and how the actual payroll expenditures were charged, the Project Director will be contacted to reconcile differences. If needed, payroll expenditures will be adjusted to align with effort spent.

If an employee is not paid from a grant, but spends time working on a grant, the department should report that on the Time and Effort report for cost sharing purposes.