April 1, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-56
Distributed via Campus Email

To: Faculty and Staff

From: Corey E. Bradford
Senior Vice President for Business Affairs

Subject: Time and Effort Certifications for Employees Working on Sponsored Agreements

The importance of time and effort certification for employees working on sponsored agreements have been communicated previously in VPBA memoranda distributed through campus announcement, we are again sending this information as a refresher on this matter. Prairie View A&M University currently uses the web-based method to certify time and effort. Effort reporting is considered a high risk area for many institutions. Failure to verify time and effort within the certification period or improper allocation of an employee's time according to a sponsored agreement can lead to breach of the agreement, loss of future awards, financial audit disallowances, and adverse publicity.

Criminal charges may be brought against an individual who certifies a falsified report (Federal False Claims Act). Therefore, each System member and its individual certifiers are required to document 100% of the effort for individuals paid or providing cost shared effort on federally sponsored projects.

Time and Effort Reporting has a reporting periods for twice per year; January 1st through June 30th and July 1st through December 31st.

The activation dates of Time and Effort will occur 15 days after the last certification period date and those dates are July 15th and January 15th respectfully.

PVAMU must assure federal sponsors that the effort expended on their sponsored projects justifies the salary and wages charged. Please see System University Rule 15.01.01.M4 Time and Effort Reporting and Omni Circular 200.430 Compensation - Personal Services.

Questions about time and effort reporting should be directed to Cyndi Klausmeyer at ext. 1925 or Lois Burg at ext. 1927.

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