



## OFFICE OF SPONSORED PROGRAMS

# TIME AND EFFORT REPORTING

### GENERAL STATEMENT

Time and Effort reporting is a process mandated by the federal government to verify that direct labor charges (salaries and wages) to federally sponsored projects are reasonable and reflect actual work performed. As a recipient of federal funds, the Texas A&M University System (TAMUS) is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are allowable and properly allocable to those projects.

### PURPOSE

The purpose of a Time and Effort reporting system is to provide a reasonable basis for verifying the distribution of payroll (salary & wage) charges among direct activities (e.g., sponsored research, instruction, other sponsored activities, and cost sharing) and indirect activities (e.g., general administration, departmental administration, sponsored projects administration, academic dean's office, operations & maintenance, and library operations). Effort directly related to sponsored projects and all other activities must be identified in the System member's effort distribution and reporting process.

### TAMUS POLICY

Time and effort compliance by employees is governed by TAMUS [Policy 15.01.04](#) and also rules implemented by Prairie View A&M University (PVAMU). While the Time and Effort System does implement controls and enforce policy, it does not relieve administrators and employees from their duty to be familiar with and enforce System Policy.

### PVAMU PROCEDURE

#### 1. Accounts that Require Certification

The federal government requires an effort report when an individual is compensated by, or has agreed to contribute time to, a federally sponsored project. All faculty and staff (professional, exempt and non-exempt staff, graduate students) who work on sponsored agreements must certify 100% of their total effort, with the amount of effort that they spent on sponsored projects separately identified. Without exception, time and effort reports must be submitted for the following:

- Individuals paid directly from any federal sponsored project.
- Individuals paid directly from any other non-sponsored funds that provide some effort on sponsored projects (cost sharing effort).

Accounts in the TAMUS financial systems (FAMIS and Maestro.) are marked by research administrators to indicate that time and effort certification is required.

In compliance with federal requirements, the TAMUS Policy applies effort reporting to all federally-sponsored projects, including federal flow-through projects. Many non-federal sponsors also incorporate the requirements of [2 CFR §200.430](#) in agreements.

Therefore, PVAMU has determined that effort reporting will be performed for all types of sponsored projects (i.e., State of Texas sponsors, local, private, or foreign), not just federally-sponsored projects. Additionally, all accounts and/or support accounts that are

created to track cost-sharing on federal, federal flow-through and State of Texas projects should be marked as well.

### **2. Identification of Employee Groups for Effort Reporting**

Paid employees may fall into many categories. The primary category distinction used by the Time and Effort System is whether or not an employee is paid on a monthly (salary) basis, or on an hourly basis.

The Time and Effort system typically only creates certification documents for salaried employees. Employees that are paid hourly will normally have certification done through the Timesheet process in TimeTraq. (TimeTraq is the official timesheet system for the TAMUS. TimeTraq has been modified so that effort certification can be performed during the electronic timesheet approval process. TimeTraq allows for each timesheet to be marked as having been certified or not certified.)

PVAMU is not certifying in TimeTraq forcing the certification to the Time & Effort System. At the end of the reporting period, any employee that has worked on an account that requires certification, and whose time was not certified in the TimeTraq system, will have a document created in the Time and Effort System. These documents will need to be certified along with the regular salary employees.

### **3. Effort Report Certification Schedule**

Time and Effort currently has a reporting period set for 2 periods per year:

- a. January 1 through June 30
- b. July 1 through December 31

The activation dates of Time and Effort will occur 15 days after the last cert period date. So those dates are July 15 and January 15 respectfully. Once the reports are made available, they must be certified within 45 calendar days.

### **4. Effort Reporting Certification Documents**

Certification documents are electronic documents created by the Time and Effort System to represent effort for an individual during a certification period.

In the Time and Effort System, a certification document is created for each unique occurrence of:

- UIN (Unique Identification Number – for Employee)
- ADLOC (Administrative Location or Department)
- Position
- Pay Unit Type (monthly or biweekly)

Certification documents are only created when an employee works on an account or project that requires certification. Certification documents are not created for employees that work on other account and project types.

In most instances, this will result in a single certification document being created each certification period for each qualifying employee. However, if the employee works in multiple positions or there are changes made to the position's ADLOC, multiple documents per period per employee may be created.

Certification documents are uniquely identified by certification document number, and approvals and workflow all occur at the document level. All actions that change the status of a certification document are logged and tracked in the document action log.

### 5. Computation of Data for Effort Report Certifications

The total compensated amount for the certification period paid on this account (institutional base pay only).

For monthly paid employees, this is computed as follows:

- Each supporting payroll detail record contains an amount paid and an FTE monthly rate. This is used to compute the FTE monthly units. For example, an employee was paid \$1000.00 on account A at a monthly rate of \$2500.00. His/her monthly FTE units on this detail record will be 0.4.
- The sum of all FTE monthly units is totaled at the document level. This number is displayed in the document header as "FTE months"
- FTE monthly units are also totaled at the account level.
- This percentage is the sum of units at the account level, divided by the total FTE units on the document.

For hourly paid employee this is computed as follows:

- Each supporting payroll detail record contains a number of hours worked.
- These hours are totaled to the document level and are shown as "Total Hours"
- Hours worked are then totaled at the account level.
- This percentage is the sum of hours at the account level, divided by the total hours on the document.

### 6. Effort Report Certification – Verification and Approval

As each ADLOC is activated in the Time and Effort System, the departmental administrator will "preview" the certification documents before the documents are made available to the employees and managers.

Time and Effort central administrators will establish the departmental administrators for each ADLOC as per department head or dean. All certification documents must be verified by a departmental administrator prior to certification by the PI or the manager. It is the responsibility of the departmental administrator to verify all documents. Administrators will have documents in their in-boxes which will require action. The initial status of these documents will be "Pending Admin Verification." Other statuses are as follows:

| Status     | Description  |
|------------|--|
| Open       | The document is open and ready for certification by the employee or the supervisor   |
| On Hold    | The document has been put on hold by an administrator. Usually this is done if a payroll correction is pending                                 |
| Collecting | The document is not yet ready for certification. The certification period is still in progress and the data for the period is being collected. |

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|-------------------------------------|---|
| Certification Complete              | The document has been certified by the employee or a manager. The document is complete.   |
| Pending Administrative Verification | If the department (ADLOC) administrator has chosen to review documents prior to their approval by employees, the documents will be in this status   |
| *Rejected                           | The document was rejected by the employee or the manager<br>*This feature should not be used when corrections are needed. This feature should only be used if the employee is not required to certify. Use of this feature will generate a new certification. |
| Cancelled                           | The document was canceled by an administrator. This is usually done if the document no longer requires certification  |

The departmental administrator will verify the time and effort certifications as follows:

- 1) He/she will first check that the FTE months are not over 6 for a monthly employee or over 1,044 hours for a bi-weekly employee.
- 2) The departmental administrator will then check the certification to make sure all account numbers are correct.
- 3) After completing steps one and two, he/she will then click on the details of the certification to verify the following:
  - a) Faculty's workload versus the time and effort certification. Once the departmental administrator has reviewed the workload, all faculties' time and effort certifications will be sent with a memo to the department head(s) and dean for signature approval.
  - b) In addition, the administrator will compare the certification with the effort committed in the proposal.
  - c) If there are any certifications with multiple PI's, the departmental administrator will need to send a pdf to the non-certifying PI's for verification.

Once the above steps are completed and there is correction to be made, the departmental administrator will put the document on hold. Otherwise, the document will be sent to the certifying employee's inbox.

The PI/Manager/Supervisor will receive an email notification that there are documents in their inbox to certify. They will need to complete steps 1, 2 and 3b from above to certify their document(s). If an effort report does not reasonably reflect the distribution of the effort for the specified reporting period, they should not certify the report. Instead, they should place the document on hold and work with the appropriate departmental payroll administrator to correct the report as soon as possible.

Manager of employees that have payroll funded by accounts and projects that require certification will need to approve documents in the time and effort system. Accounts that require certification are usually federal or state funded projects. PVAMU completes a Manager Certification Process for Time and Effort Reporting. The [Manager Certification Process Video](#) provides guidance on how this is done.