Activity Reports (Time & Effort) for Exempt Employees

Summary/Purpose: The project director or department head is responsible for certifying employee time for all employees paid either directly or as a cost share on contracts and grants each quarter. Reports should be returned to the Contracts and Grants Office within a reasonable time, typically within 30 days after the end of the pay period covered. Failure to return activity reports on a timely basis will result in project accounts being locked, pending receipt of the reports.