Activity Reports (Time & Effort) for Exempt Employees

Summary/Purpose: Effort directly charged to sponsored projects, cost sharing, and any other statutory-funded activities must be identified in the university's effort distribution/reporting system. The employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed is responsible for certifying employee time for all employees paid either directly or as a cost share on contracts and grants each quarter. Effort should be reported as a percentage of total activities, not as hours worked. Therefore, all of an employee's compensated activities equal 100% effort regardless of whether they are accomplished in 20, 40 or 80 hours per week.

Reports should be returned to the Accounting Office within a reasonable time, typically within 120 days after the end of the quarter covered. Failure to return activity reports on a timely basis will result in project accounts being locked, pending receipt of the reports.

Every attempt should be made to process adjustments or cost transfers of salaries and wages before effort has been certified by the department or during the effort certification process; payroll distribution and effort as certified must coincide.