Activity Reports (Time & Effort) for Nonexempt 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. Each department will retain in their files a copy of the pay document for wages paid to nonexempt employees that includes the hours worked per day and the signatures of the employee and project director/department head.

The departmental copy becomes the official record of the University. Any wage payments disallowed due to missing pay documents will be the responsibility of the employee’s department.

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.