Procedures Manual Appendix R

Washburn University Office of Sponsored Projects
Grant Employee Time and Effort Reporting Procedures

Effective Date: 2/1/2015
Last Updated: 1/1/2015
Responsible Office: Office of Sponsored Projects

Purpose: To provide guidance for the reporting and certification of time and effort for employees paid in full or in part with Federal grant funds.

Policy: It is the policy of Washburn University and Washburn Institute of Technology (collectively referred to below as “Washburn”) to comply with federal requirements regarding documentation of time and effort for federal grant employees.

2 CFR Part 200.430 states: Documentation of time and effort, whether paid by the grant or contributed as matching funds, is required by federal regulation.

In accordance with Washburn University, all employees whose compensation is paid, in full or in part, with Federal funds must maintain time and effort records in accordance with this established criteria. Employees must provide the information required on a timely basis and in accordance with all procedures. Time and effort records must be maintained in order for Washburn University to charge employee compensation costs to Federal grants; thus, compliance with these procedures prevents disallowance of salary and wages charged to Federal grants.

Definitions:
Employee Compensation: All amounts paid to an employee for services rendered during the award period. Compensation includes salaries, stipends, adjunct contracts, incidental pay, bonuses and payments made under supplemental contracts.

Reporting Requirements:
Time & Effort reports must meet the following standards:
1) Every employee that works on a grant funded project must complete the certification form
2) The form must reflect an after the fact distribution of the actual activity of each employee
3) The employee must account for the total activity for which the employee is compensated, even if part of the employee compensation is paid out of the general fund
4) The reports must be prepared at least monthly or biweekly to coincide with each pay period
5) The reports must be signed by the employee and a supervisory official that has first-hand knowledge of the activity performed by the employee.

Completed and signed forms must be turned in to the grants office within 10 days of the pay period that is being reported.
Grant Employee Time and Effort Activity Report

Period Ending (1):_______________________ Fiscal Year: __________________________
Employee Name:______________________ Department: __________________________

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Percent of Effort</th>
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</thead>
<tbody>
<tr>
<td>Project A:</td>
<td></td>
<td></td>
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<tr>
<td>Project B:</td>
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<tr>
<td>Project C:</td>
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<tr>
<td>Cost Sharing:</td>
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<td></td>
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<td>Total Effort: 100%</td>
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</table>

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100% of these activities.

__________________________________________ Date
Employee

__________________________________________ Date
(2) Supervisory Official

(1) Report must be prepared at least monthly or biweekly to coincide with each pay period.
(2) Supervisory official having first-hand knowledge of the activity performed by the employee.