

## Time and Effort Distribution (Workload) Verification Instructions

All employees are required to verify their time and effort distribution throughout the year according to the schedule below.

Completed Verification Due to Supervisor	Reporting period
July 1	Following September 1 - December 31
November 1	Following January 1 - April 30
March 1	Following May 1 - August 31

All time and effort distribution verification forms must be filled out as an original document, *i.e.* no whiteout, crossing out or other adulterations of the form can be accepted. These types of adulterations are unacceptable in cases of audit.

Employees are to document the anticipated percentage of time they will be paid from university teaching funds, research/Extension funds and/or grant funds during the time period covered for that particular report. A separate line should be used for each source of funding. If the percentage time is anticipated to change during the reporting period, list the percentage time as of the first day of the reporting period.

If an employee is not sure of their effort distribution or project account number for a particular effort, they are to contact their supervisor and obtain the information prior to submitting the form to the supervisor.

### Faculty Form

#### Teaching

On the faculty form, under 'Teaching Account Number' list the account number used for teaching salaries for that time period; in the second column list the account name; in the third column list the name(s) and number(s) of the course(s) taught; in the last column under 'Percent Effort' list the percent time allocated to course (see table below). Do not list graduate student advisement or non-traditional teaching in this area. Only list traditional courses with course numbers.

Percent Time Per Course Per Semester		
	Undergraduate	Graduate
3 credit course	20.00%	25.00%
4 credit course	26.67%	33.34%
5 credit course	33.34%	41.67%

#### External Grants

Under 'External Grants', in the first column list the account number of external grant(s) from which you will be paid during the reporting period. In the second column list the account name; in the next column enter a brief statement concerning your responsibilities on the grant during the time period. In the last column, list the percentage of your salary being paid from each grant. If the percentage time is anticipated to change during the reporting period, list the

percentage time as of the first day of the reporting period. Do not list Evans Allen, Extension, McIntire-Stennis or other internal funding here, these items go under 'Formula Funds'.

### Formula Funds

For 'Formula Funds', list account number(s), account name, a brief statement of activities for the reporting period and the percent time charged to each account. This is where Evans Allen, Extension, McIntire-Stennis projects are listed. Also, the 'Formula Funds' category is where graduate student advisement, non-traditional instruction, and service activities are included.

Total percent effort must equal 100%. The only exception to the 100% effort requirement is employees who are employed from state funds (university academic) and are eligible for overload. In cases where an employee has an approved overload, the workload form needs to clearly indicate the overload activity.

### **Non-Faculty Form**

All non-faculty employees need to fill out the Non-Faculty Time and Effort Distribution Verification Form according to the schedule above.

In the 'Account Number of Activity' column list all account numbers from which the employee is being paid. Include the account names in the adjacent column. In the 'Activity Associated with Account' column, provide a concise statement of the activities and responsibilities for the reporting period. Examples of statements may be "Provide administrative support to X faculty members", or "Maintain research plots at main campus AREC". In the percent effort column, state the percentage of your salary that is being paid from the corresponding account number(s).

Total percent effort must equal 100%. The only exception to the 100% effort requirement is employees who are employed from state funds (university academic) and are eligible for overload. In cases where an employee has an approved overload, the workload form needs to clearly indicate the overload activity.