

## Workload Form Instructions

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

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

Forms are to be submitted for the periods of September 1- December 31; January 1-April 30; and May 1- August 30.

#### 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'.

### Capacity Funds

Account Number: For non-capacity funding (grants, cooperative agreements etc.) list the name of the account.

For the activities associated with CAHNS-funded research or Extension activities, McIntire-Stennis, EFNEP, or RREA formula funds, it is not necessary to enter an account number. Instead of an account number, enter "Capacity Funds". Also, the Capacity Funds category is where graduate student advisement, non-traditional instruction, and service activities are included.

Account Name: For Capacity Fund-related activities, enter one of the following terms, as appropriate: Research, Extension, McIntire-Stennis, EFNEP, or RREA. For employees performing only administrative support functions, enter Administrative Support.

Activity: List brief, general statements describing the duties performed that month, *i.e.* Performed data analysis, installed and maintained field plots, or conducted laboratory experiments on XXX.

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**

Forms are to be submitted for the periods of September 1- April 30 and May 1- August 30.

All non-faculty employees are required to complete the Non-Faculty Time and Effort Distribution Verification Form once per Federal Fiscal Year (October 1 to September 30).

Complete the form according the directions above for the Faculty Form. 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 "Perform fiscal reporting for USDA grants". 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.