

College of Agriculture, Human and Natural Sciences

Policy and Procedure Manual

Number: 5:01.01, Documentation of Effort

Section: Personnel

Subsection: Documentation

Date: June 8, 2016

I. Purpose

This section defines policy and procedure for the documentation of employee time and effort to satisfy reporting requirements for the federal government.

II. Definitions

SUPER: Reporting software used by Tennessee State University and University of Extension; "System for University Planning Evaluation and Reporting".

Personal Activity Report: Record of employee monthly activity. Form is available on the college website.

NIFA Plan of Work (POW): Annual plan submitted to USDA/NIFA that outlines an institution's research and Extension activities for the next five years. Approval of the POW is required for eligible institutions to receive federal agricultural research and extension formula funds

III. Policy

- A. All faculty, staff, students and temporary employees who are compensated, in whole or in part, by federal funds, funds used to match a federal grant, or whose efforts are used to satisfy a required or voluntary match for a federal grant must engage in time and effort reporting as appropriate to their position.
- B. All documents used for certification of time and effort must be approved by the employee's supervisor. Supervisory approval certifies the quantity of time worked and that work activities charged to federal funds are components in the approved *NIFA Plan of Work* for Tennessee State University.
- C. Approved, signed time sheets are appropriate documentation of time and effort for employees who are paid semi-monthly, temporary employees and students.
- D. For county Extension staff, records in the SUPER system in combination with standard time sheets are appropriate documentation of the employee's time and effort for reporting purposes.
- E. Faculty, administrators and other employees who are paid monthly are to document their time and effort monthly via the college Personal Activity Report.
- F. It is the responsibility of all supervisors to ensure the implementation of this policy for the employees they supervise.

IV. Procedures

- A. Semi-monthly paid employees, temporary employees and students.

1. Employees/students should follow the standard university and college time sheet documentation and approval process. This documentation will fulfill reporting requirements.

B. County Extension staff.

1. Employment activities shall be reported in SUPER monthly. Standard time sheets will be submitted. This documentation will fulfill activity reporting requirements. Monthly reports will be compiled by TSU Extension administration.

C. Faculty, administrators and other employees who are paid monthly.

1. Employees will maintain a weekly internal record of their activity. Activity tracking should mirror the information needed for the Personal Activity Report.
2. Employees are responsible for submitting a Personal Activity Report to their supervisor monthly. Reporting period is from the 16th of the month through the 15th of the following month. Personal Activity Reports are to be submitted to the supervisor no more than three working days after the 15th of the month. The allocation(s) of effort reported on the monthly Personal Activity Report shall, over the course of a workload period, match what was reported on the CAHNS Workload Form for that period.
3. After certification by the supervisor, each department's complete set of Personal Activity Reports will be submitted in a single communication to the college office manager.
4. Personal Activity Reports will be kept on file by the college office manager for a period of three years.

V. Further Information

Contact your department head or college office manager.

VI. References

2 CFR 220, Section J 10. OMB Circular A-21N/A