

College of Agriculture Policy and Procedure Manual

Number: 5:01.01, Documentation of Effort

Section: Personnel

Subsection: Documentation

Date: June 2020

I. Purpose

This section defines policy and procedure for the documentation of employee time and effort to satisfy reporting requirements for the federal government as per 2 CFR 200.430(i).

II. Definitions

Certifying Official: The person responsible for verifying the time and effort calculations on a Workload form, also responsible for ensuring Workload Forms for their area of responsibility are collected and transmitted to the College Business Office

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.

PeopleAdmin: University software for personnel and human resource matters.

Semester Report: Report prepared by faculty that verifies their activities as per the funding sources supply that employee's salary. Submitted at the end of each semester. Format is located on the college website.

Workload Report: Document that certifies the source(s) of an employee's salary for a given period. Depending on the classification of the employee, it may also certify the activities of the employee during the period.

III. Policy

A. All faculty, staff, and student 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. Time and Effort Reporting

- 1) Time and effort reporting has two components, the certification of the sources of the employee's salary (time) and a certification of the activities performed for those sources (effort).
- 2) A Workload Report is submitted at the end of each reporting period. This report certifies the sources and associated percentages of the employee's salary for the just-completed reporting period. This report is verified by the employee, the employee's supervisor, and the appropriate certifying official.

3) A documentation of the activities performed during the reporting period is submitted on the workload report (for graduate students, undergraduate students, and staff), or in the Semester Report (faculty), or in SUPER (Extension agents). This documentation describes the activities and accomplishments for each source of compensation for the period.

4) Certifying Officials:

Research Faculty/Staff = Associate Dean for Research

Extension Faculty/Staff = Associate Dean for Extension

Graduate Students = Graduate Coordinator

Undergraduate Students = Associate Dean for Academics

College Business Office Staff= Business Office Manager

Dean's Staff = College Office Manager

Faculty that have a teaching appointment during a reporting period are to have workloads also approved by the Department Head in addition to the appropriate Associate Dean.

- C. The Certifying Official is responsible for documenting and verifying faculty and staff workloads. Certification verifies the quantity of time worked that is charged to federal funds are components of the approved *NIFA Institutional Profile* for Tennessee State University or as specified by the funding agency in cases of external grant funds.
- D. The designated Dean's Office staff member is responsible for the collection of time and effort certification materials for all relevant employees and students from the appropriate Certifying Official.
- E. Reconciliation of Workload Reports is critical. Distributions cited on the Workload Forms must agree with the distribution in the PeopleAdmin system for the reporting period. If distributions are incorrect, the employee is to take steps to correct them.
- F. It is the responsibility of all Certifying Officials to ensure the implementation of this policy for the employees in their area of responsibility. Training is provided to employees on this process. In addition, instructions on completion of the Workload Report and Activity Report (Semester Report) are available on the college website. After certification, each unit and each employee should retain a physical copy of the report(s).
- G. Copies of all time and effort certification materials are to be stored in the respective Associate Dean or Dean's office both in print and electronic forms for a period of three years.
- H. Changes to salary allocations should be planned and only scheduled to occur on September 1, January 1 or May 1 for faculty and graduate students, and on April 1 or October 1 for all other employees.

IV. Procedures

A. Faculty, Graduate Assistants, Non-Faculty Paid Monthly, Employees Paid Bi-weekly, County Extension Employees

1. Workload Documentation

Workload Reports are submitted September 1, January 1, and May 1. The reporting period for each report is the previous semester, *i.e.* for the reports submitted for January 1, the reporting period is the previous September 1- December 31.

The College Business Office will supply each employee with a Workload Form that lists the account number(s) and percentage(s) associated with the employee's salary as per university records.

Employees are responsible for verifying the accuracy of the information on the Workload Form. Corrections are to be made immediately via submission of the documents to the college business office. Faculty members sign the form and forward to the appropriate certifying official. Graduate students sign the form and forward to their major professor for approval, who then forwards to the appropriate certifying official.

2. Activity Documentation

Faculty members verify and document their activities and accomplishments for the period via the submission of Activity Reports (Semester Reports) that are submitted September 1, January 1, and May 1. The time period for each report is the previous semester, *i.e.* for the reports submitted for January 1, the reporting period is the previous September 1- December 31. The form used is the Activity Report (Semester Report) form on Google Docs as specified on the college website.

Graduate students verify and document their activities and accomplishments for the period via the space provided on the Workload Documentation Form. It is important that activities described by the student are directly tied to the objectives of the project from which they are being paid.

Other employees verify and document their activities and accomplishments via the Workload/Activity Documentation Form provided by the College Business office. This form will be pre-populated with a statement about the employee's responsibilities for the period. The employee will notify the College Business Office if changes to the statement are required.

Employees are responsible for verifying the accuracy of the information on the Workload Form. Corrections are to be made immediately via submission of the documents to the college business office. Employees sign the form and forward to their supervisor for approval, who then forwards to the appropriate certifying official.

Detailed instructions for all reports are on the college website.

B. Temporary Employees

Workload Forms and Activity Forms are not submitted. Employees should follow the standard university and college time sheet documentation and approval process.

V. Further Information

Contact your supervisor, Associate Dean, or the designated Dean's Office Staff Member.

VI. . References

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