

## **Time & Effort Certification Policy**

As a recipient of federal funds, Lawrence University must comply with federal requirements to document salary and wage expenses charged against federally sponsored projects. This process ensures that salaries and wages are properly expended and that actual effort is consistent with the originally anticipated (budgeted) effort. In order to meet this requirement, Lawrence University utilizes a Time & Effort Certification Report (effort report) for all faculty and staff paid salaries or wages with federal funds according the following policies:

- 1) The Corporate, Foundation, and Sponsored Research Support office is responsible for the distribution, collection, and retention of all employee effort reports as part of the university's official records.
- 2) Effort reporting shall reasonably reflect the percentage distribution of effort expended by Lawrence employees involved in federally funded grants, contracts, and cooperative agreements. These reports shall reasonably reflect the activity for which the employee is compensated.
- 3) Each exempt employee whose time is committed to a federally sponsored project shall complete an effort report. Non-exempt employees whose time is committed to a federally sponsored project shall fill out a timesheet via Voyager, which certifies their time worked on the federally sponsored project. Committed cost sharing, either voluntary or mandatory, must be included in effort reports.
- 4) Lawrence uses an "after-the-fact effort" reporting system. This indicates that the distribution of salaries and wages will be supported by the Time and Effort Certification Report which is signed by the employee.
- 5) The effort report must represent, in percentages totaling 100%, a reasonable estimate of an employee's effort for the period being reported. Compensated effort includes all research, teaching, administration, service, and any other activity for which an individual received compensation from the college. Employees are encouraged to consult calendars, schedules, correspondence, journals or other contemporaneous records of time commitments in certifying their effort.
- 6) The full 100% of effort is defined as the effort expended to accomplish the full set of activities encompassed by Lawrence employees regardless of the number of hours expended on those activities. 100% effort is not defined as a set number of hours or days per week. It does not depend on FTE status.
- 7) Effort and payroll distributions are NOT the same. The effort reporting process is a method for confirming salary charges made to all sponsored awards. Payroll distributions are estimates of how effort is anticipated to be expended.
- 8) The federal government can impose severe penalties and funding disallowances as a result of missing, inaccurate, incomplete, or untimely effort reporting. It is expected that employees will complete Time and Effort Certification Reports completely and in a timely manner.