

NORTHERN KENTUCKY UNIVERSITY

COMPTROLLER'S OFFICE

ESS Time Management Attendance and Absence Recording Procedures for Grant Funded Biweekly Staff/Student Positions Time and Effort Certification

Per Office of Management and Budget (OMB) Circular A-21 and the new Uniform Guidance Northern Kentucky University is required to document effort spent on externally-sponsored activity. This time management procedure is intended to meet this requirement for biweekly paid staff and students. Certification of effort is an 'After-the-Fact' activity, under which the distribution of salaries and wages by NKU is supported by time entered and approved within the MyNKU portal in the SAP Time Management system then printed and approved by the grant Principal Investigator.

All biweekly employees (staff & students) whose positions are fully or partially funded by grant or match dollars will be required to follow these additional procedures for ESS time attendance and absence recording.

- 1) Students and Biweekly staff employees will sign into their myNKU and enter their time through ESS Time Management.
- 2) At the end of the pay period, the employee will print their time sheet, sign it and give to the grant principal investigator (PI).
- 3) The grant PI will sign the time sheet and give it to their department time administrator.
- 4) The time administrator will compare the signed time sheet to the time that was approved and will release to be paid.
- 5) The time administrator will give the signed time sheet back to the PI to be retained with the grant files. This is the biweekly staff time certification for the grant as required by the federal Office of Management and Budget (OMB). ** If the time sheets are retained by the department they must be available for audit purposes thru the retention period stated on the PI's notice of grant expiration letter.

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