

# TIME AND EFFORT REPORTING

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

Per Office of Management and Budget (OMB) Circular A-21, Section 1.8.a, Northern Kentucky University is required to document effort spent on externally-sponsored activity. This time and effort reporting policy is intended to meet this requirement. Certification of effort is an 'After-the-Fact' activity, under which the distribution of salaries and wages by NKU is supported by electronic time certification within the MyNKU portal in the SAP system:

A. Electronic time certification will reasonably reflect the percentage distribution of effort expended by faculty and professional staff involved in externally funded grants, contracts and cooperative agreements. This distribution of time cannot exceed 100%.

B. For each grant project, electronic time certification within the MyNKU portal will be completed by each faculty member and professional (exempt) staff member working on the project, provided that the approved grant, contract or cooperative agreement commits University personnel time to the project, regardless of whether such time is paid by external funds or internal funds (inkind or cash match). The time certification by the employee is completed thru Employee Self-Serve within the MyNKU portal.

C. Electronic time certification does not need to be completed by clerical staff (non-exempt), undergraduate assistants and graduate assistants who utilize weekly time sheets.

D. Employee electronic time certification will be confirmed by a person having firsthand knowledge of the employee's activities. Confirmation of the employee's time is completed electronically by the grant Principal Investigator (or his/her supervisor, if the time and effort certified is for the Principal Investigator) through the Universal Worklist within the MyNKU portal.

- Confirmation of effort for a faculty member who is the grant Principal Investigator is completed electronically by the Department Chair (or immediate supervisor in nonacademic divisions).
- Confirmation of effort for a faculty member who is not the principal investigator is completed electronically by the grant Principal Investigator.
- Confirmation of effort for a professional (exempt) staff member who is the Principal Investigator is completed electronically by their Department Chair (or immediate supervisor in nonacademic divisions).
- Confirmation of effort for a professional (exempt) staff member who is not the principal investigator is completed electronically by the

grant Principal Investigator.

E. Electronic time certification can be completed on a monthly basis. All monthly (exempt) grant personnel can certify their time and effort no earlier than the last day of each month. As a convenience, time certification for a month can be completed in the following month at the same time the monthly absence records are completed for HR.

F. Electronic time certification must, at a minimum be completed within 30 days of the end of the month for each semester (January 30 and June 30). For any time and effort certification not completed within this time, an email notification will be sent to the employee, the PI and the department chair/supervisor. If further notices must be sent, the Dean or VP will also be copied on the notifications. Grant Indirect Cost (IDC) will not be released to the Dean or VP until all certifications in their area are complete.

G. All time and effort certification must be completed within 30 days of the end of a grant.

H. Time and effort certification for Faculty summer pay for grants is still a paper process. The time documentation must be submitted after the work (time period) is complete. This certification can be in memo format and should include the time period involved and a brief description of the work completed. The memo must be signed and dated by the employee and Principal Investigator, or the Principal Investigator and supervisor. The original signed document should be sent to the Office of the Comptroller, AC601.

## II. ENTITIES AFFECTED

Staff

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	