

Time and Effort Certification Reports

~ Quick Reference Guide – January 2012 ~

Purpose

Time & Effort reporting is a process mandated by the federal government to verify that direct labor charges to federally sponsored projects are reasonable and reflect actual work performed. As a recipient of federal funds, Mississippi State University is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are allowable and properly allocable to those projects.

Type of Funds on Report

Employees that are required to certify their effort will be charged to the following funds in their payroll redistribution:

- All restricted funds (funds that start with 3) and cost share funds (funds that start with 8)
- MAFES funds that start with 16 and has a federal criss (activity) code
- FWRC funds that start with 17 and has a federal criss (activity) code
- MSU-Extension funds that start with 183 and fund 184401

Frequency

Time and Effort Certification Reports should be run three times during the year for 9 month employees and twice during the year for 12 month employees.

July 2011

- 9 month employees – Spring semester (January 1st through May 15th)
- 12 month employees – January 1st through June 30th

August 2011

- 9 month employees – Summer semester (May 16th through August 15th)

January 2012

- 9 month employees – Fall semester (August 16th through December 31th)
- 12 month employees – July 1st through December 31st

Time and Effort Procedures

- Sponsored Programs Accounting will send an email advising departments when to run the report.
- The Departmental Time and Effort Coordinator will run reports for their organization codes and distribute the reports to each employee.
- The employee, or another person with suitable means of verification, will review the report; annotate any changes, sign and return their report to the Departmental Time and Effort Coordinator.
- The Departmental Time and Effort Coordinator will gather all reports for their organization codes and send them to Sponsored Program Accounting, Mailstop 9602 by the due date identified on the report.

How to Run the Reports

- Go to the Process Submission Controls form (GJAPCTL)
- Enter PWRA21R as the Process
- Enter your printer information

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- Provide appropriate parameters
 1. *Calendar Year* – Enter the calendar year (YYYY)
 2. *Report Choice*
 - 1 12mthFall (July 1st through December 31st)
 - 2 12mthSpring (January 1st through June 30th)
 - 3 9mthFall (August 16th through December 31th)
 - 4 9mthSpring (January 1st through May 15th)
 - 5 9mthSummer (May 16th through August 15th)
 3. *Individual Fund Certification* – Enter the fund code for an individual fund certification. Only enter this value if you need to review the activity on a specific fund.
 4. *Individual Org Certification* – Enter the organization code for departmental certification. This will print reports for all employees in your department.
 5. *Individual ID Certification* – Enter the MSU ID number for individual certification. Only enter this value if you need a time and effort report for a single employee.
- Once the parameters are entered, save the report.
- **IMPORTANT** – only enter one parameter for fund, org or ID. Do not enter more than one.

Frequently Asked Questions

1. What if the effort displayed is not correct?
Answer: Annotate the corrected effort on the report. Submit a Job Labor Redistribution Form (JLRF) to change the effort in the Banner System. Attach a copy of the JLRF to the employee's report.
2. If I do not have access to run a Time and Effort report, who do I contact?
Answer: Submit a Banner Access Request Form (BARF) to ITS requesting access to the Time and Effort report (Banner form PWRA21R).
3. If an employee is on my departmental report, but is no longer an employee of the university, what should I do?
Answer: Have the Principle Investigator for the fund(s) verify the effort and sign.
4. If a time and effort report is not created for an individual employee, but I know they worked on restricted funds during the reporting period, what should I do?
Answer: This is most likely due to the fact that the paperwork (i.e. a JLRF) to distribute the employee's salary to the restricted fund was not submitted or has not yet been processed. If this is the case, you will need to work with members of Sponsored Programs Accounting to make sure the appropriate paperwork is completed, submitted and processed. Once this is done, you can run a report for this individual employee by entering the appropriate value in the *Individual ID Certification* parameter described above.