

GRANTS AND CONTRACTS ACCOUNTING TIME AND EFFORT REPORTING

Cost certification for time and effort reporting is the proper documentation confirming the effort of personnel working on sponsored projects. The information on these certifications is obtained from the HRMS system. Cost transfers are not included in these reports. There is a comment field next to each individual's payroll information. Use this comment field to note if cost transfers have been submitted (or are attached) to change the accounting distribution of the individual's payroll for that month.

Grants and Contracts Accounting personnel manually note on the certifications any accounting distributions that were changed to enable the payroll to post to the general ledger. These manual notations do not include cost transfers requested by or required of the department.

The certification requires the PI's signature once at the end of his/her list of projects (for each ORG). When the PI signs he/she certifies that all effort reported for all projects listed is correct **(any exceptions are to be noted in the comment field and accompanied by request to transfer)**. The Special Pays are designated by SPC and the End of Month off cycle by Y. No percent of effort is reported with payments from those two payrolls. The FTE column indicates the individual's appointment percentage to the University.

DO NOT CERTIFY A MONTH UNLESS THE TIME AND EFFORT IS APPROPRIATE.

Once you have certified a payroll you have verified that the time worked is correct. Cost transfers will not be made on a certified payroll except under unusual conditions unless the request to correct is attached to the certification.

The Principal Investigator signature is required for the certification to be complete. The PI should have the first hand knowledge of the effort of personnel on his/her awards.

Cost Sharing – If your project requires cost sharing which is documented by time and effort of personnel working on the project but paid from other nonfederal sources, complete the section between the double dash lines.