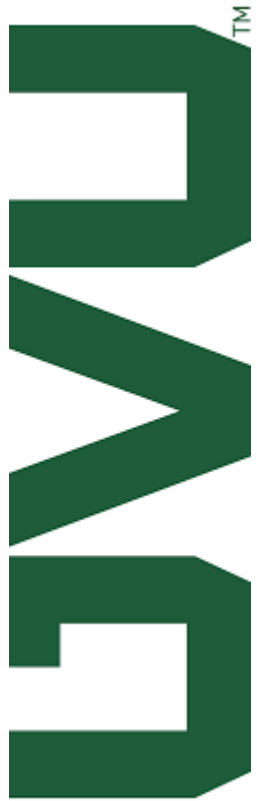


Utah Valley University

Time and Effort Reporting Manual



GRANT AND CONTRACT ACCOUNTING

Introduction

As part of the sponsorship process, the Principal Investigator must submit a time and effort report to verify that direct labor charges (salaries and wages) are reasonable and reflect the actual work performed. Upon receiving funds, UVU's Office of Sponsored Programs is subject to strict accounting and reporting requirements. These regulations are designed to ensure that charges for sponsored projects are reasonable and allocable.

Purpose

The purpose of a Time & Effort reporting system is to provide a reasonable basis for verifying the distribution of payroll (salary & wage) charges among direct activities (e.g., sponsored research, instruction, other sponsored activities, and cost-sharing) and indirect activities (e.g., general administration, departmental administration, etc.). Effort directly related to sponsored projects must be identified in the effort distribution and reporting process.

Time certifications represent a *reasonable assessment* of an employee's effort. As of December 26, 2014, 2 CFR 200.430(i)(1) – (4) states:

“It is recognized that teaching, research, service, and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for Institutions of Higher Education (IHE), a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected.” Reliance, therefore, is placed on a reasonable assurance, based on a system of internal controls (i.e., PI review of monthly summary and detailed labor distribution reports, monitoring of project staffing, and review and approval of time and effort reports related to the project), in which a degree of tolerance is appropriate.

As stated above, the Federal Government recognizes that your effort reporting is a “REASONABLE ASSESSMENT.” Generally, a degree of tolerance (up to 5%) is appropriate. In saying that, payroll/labor distributions serve as a reasonable starting point for effort certification. Effort certification serves as an after-the-fact confirmation that the individual expended the promised effort budgeted to the project.

Effort is measured as a percent of the individual's total UVU employment obligation. Total UVU activity = 100% effort. The percent effort is not based on a typical 40-hour work week. Total effort is 100% whether a typical work week is 10, 60, or even 100 hours. Total effort may not exceed nor can it be less than 100% and should include only those activities for which an individual receives compensation through the university.

Therefore, for summer months, if you are only employed part-time from UVU sources, your total will still be shown as 100%. During the academic year, one-time expenses and administrative increments may cause the appearance of reduced effort on a grant. In situations where this causes confusion or ambiguity, you or a research administrator may write an explanation of the effort in the notes section of the form.

When is certification required?

Currently, the Utah Valley University's certification process will be quarterly.

- Quarter 1 - July 1 to Sept 30
- Quarter 2 - October 1 to Dec 31
- Quarter 3 - Jan 1 to March 31
- Quarter 4 - April 1 to June 30

Who is required to review the Time and Effort report?

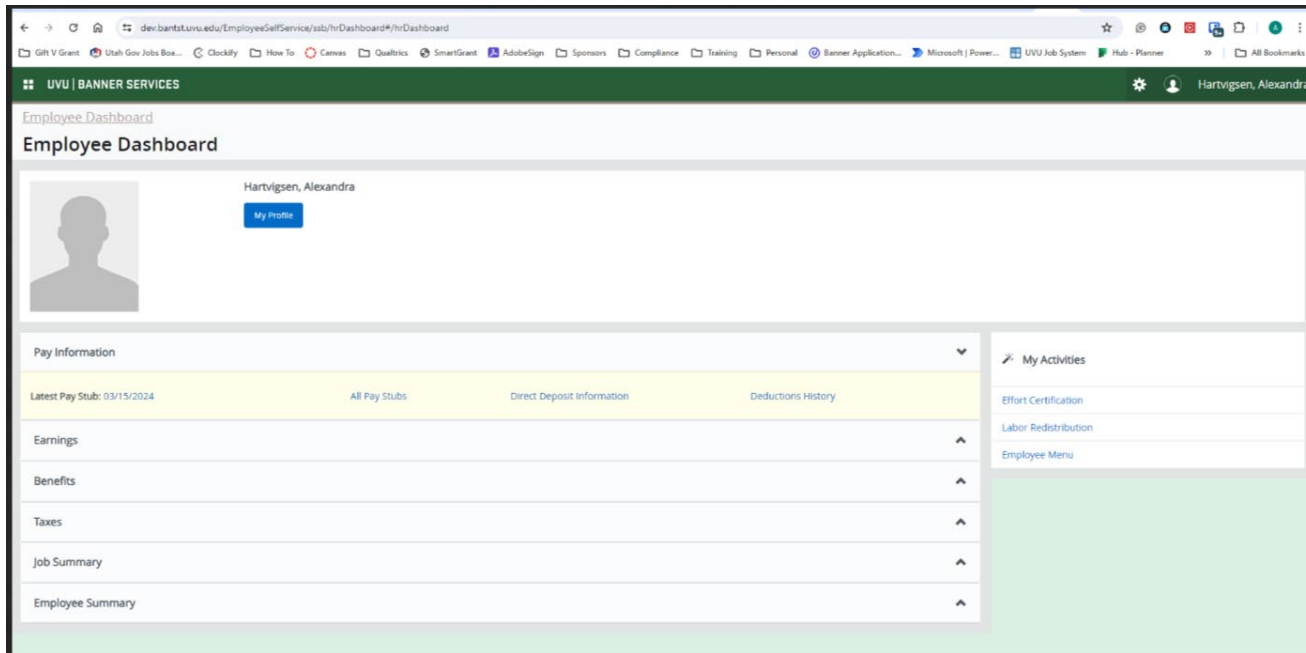
Certifier

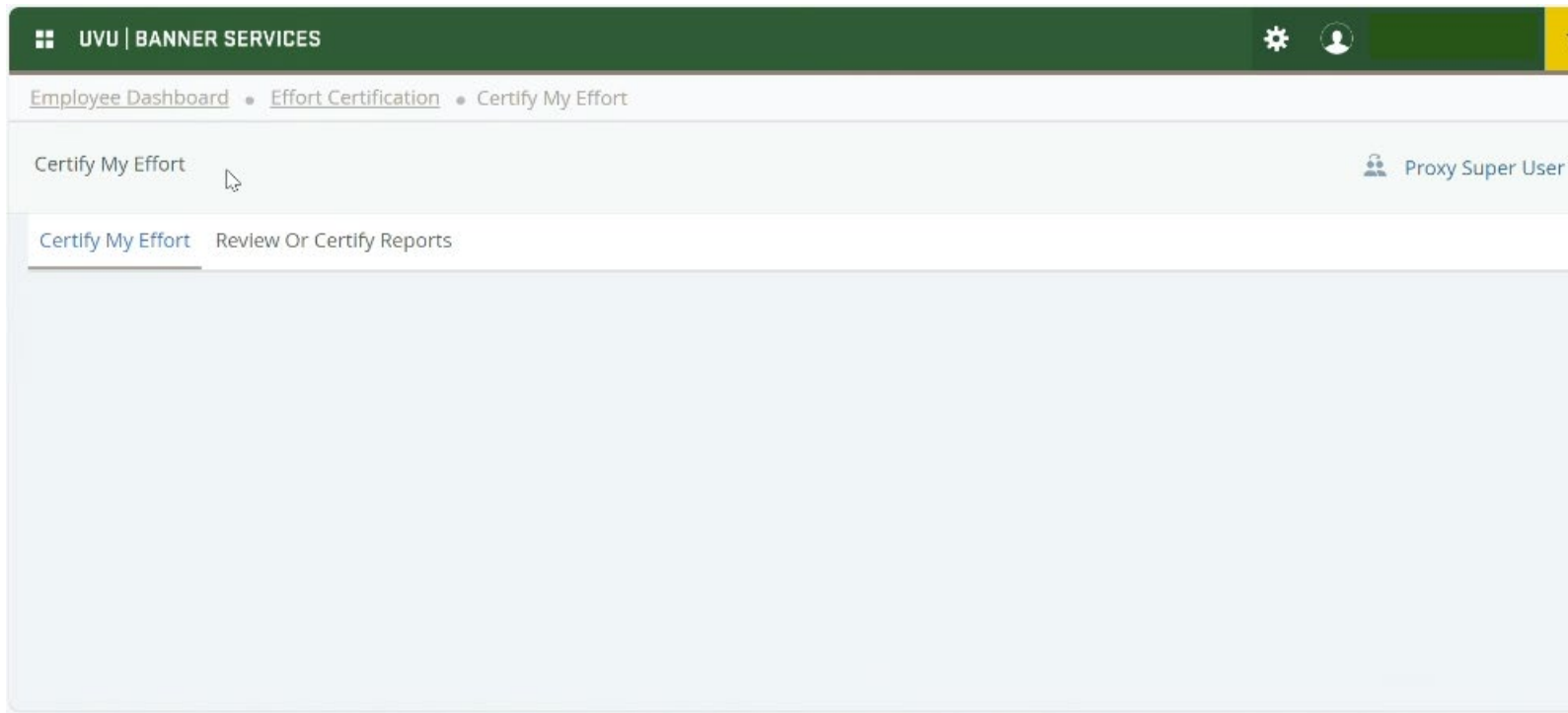
For most projects at UVU, the PI will serve as the certifier for all employees who work on a sponsored project. In some instances, when required by the sponsor, the actual employee working on the sponsored project will be the certifier, and the PI will serve as an alternate. Please reach out to Alex Hartvigsen (alex.hartvigsen@uvu.edu) for any questions.

In addition, a certifier may reject a time and effort report and request changes by submitting a salary reallocation request to Grant and Contract Accounting (troy.james@uvu.edu).

ACCESSING THE BANNER SELF-SERVICE TIME AND EFFORT SYSTEM

1. Login into the UVU Banner Self-Service
2. Click on the “Employee Services”
3. Click on Employee Dashboard
4. **Please use the following link if you are having difficulty logging into your Effort Certification page through UVU Banner Self-Service:** <https://userve.uvu.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>
5. Click on “Effort Certification” under the “My Activities column.





CERTIFYING

If you are certifying effort for yourself, your available certifications will appear in the “Certify My Effort Tab” If you are a Principal Investigator/ Project Director (PI/PD) certifying for another employee on your grant, you will need to click on the “Review or Certify Reports Tab. This will open the “Advanced Search” menu option.

Search for All Awards Awaiting Certification

Please note that if you wish to query the system to view a list of all reports that are currently awaiting certification in your queue for those individuals that you oversee, you will need to utilize the “Advanced Search” lookup. Click the dropdown arrow and select “Status”, use the dropdown menu to select “Awaiting Certification”. Click “Go” to run the current listing. This will provide you with a list of all individuals charged to your projects who currently have effort reports that are awaiting certification.

Advanced Search

ID	Last Name	First Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/> x	<input type="text" value="Enter Last Name"/> x	<input type="text" value="Enter First Name"/> x	<input type="text" value="Select COA code"/> ▾	<input type="text" value="Select Period Code"/> ▾
State	Status	Grant		
<input type="text"/> ▾	<input type="text"/> ▾	<input type="text" value="Select Grant Code"/> ▾		

Optional Additional Fields for Advanced Search. You can use these fields to search for specific employees.

- ID- UVID
- Last Name-Last Name of Employee Needing Certification
- First Name- First Name of Employee Needing Certification
- Chart of Account Code- U

Once the list of all individuals charged to your projects is generated, you can click on an individual report to open it, review it for accuracy, and if appropriate, select the “Certify” button at the bottom of the screen to approve it.

When you click on the effort report, the report will be opened and you will be able to view the percentage of effort for the selected period by grant ID and fund number.

Employee Dashboard • Effort Certification • Effort Report

Thomas, Wesley - 10972768 Print x

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Grant	Fund	Effort Category	Charge Type	Effort
G00000284 Vocational Education - Basic Grants to States Carl D Perkins - Formula	220532 USOE Perkins Formula FY24	EFFORT Effort	DIRECT	100.00

Total Sponsored Activity 100.00%

Total : 100.00%

Effort Report Overview

Report Status

2024Q1
July 2023 - September 2023
October 16,2023 - June 01,2024

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
October 16,2023
Certification Period
October 16,2023 to June 01,2024
Post-Review End

UVU | BANNER SERVICES Settings User

Employee Dashboard • Effort Certification • Effort Report

SP - 18 September 01,2023-
September 15,2023
SP - 19 September 16,2023-
September 30,2023

Funding Chart

100%
G00000284,
Vocational
Education

Review the effort report for accuracy.

If correct, click on “Certify”.

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Employee Dashboard • Effort Certification • Effort Report

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Grant	Fund	Effort Category	Charge Type	Effort
G00000284 Vocational Education - Basic Grants to States Carl D Perkins - Formula	220532 USOE Perkins Formula FY24	EFFORT Effort	DIRECT	100.00

Total Sponsored Activity 100.00%

Please click on **CERTIFY** if all information is correct
Total : 100.00%

Request Changes Certify Add New Funding Save

Report Status

2024Q1
July 2023 - September 2023
October 16,2023 - June 01,2024

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
October 16,2023
Certification Period
October 16,2023 to June 01,2024
Post Review End
June 01,2024

Pay Dates

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Employee Dashboard • Effort Certification • Effort Report

G00000284 Vocational Education - Basic Grants to States
Carl D Perkins - Formula

I certify, that, to the best of my knowledge, the above distribution of effort represents a reasonable account of all work performed by me during the performance period.

Cancel I Agree

Total : 100.00%

Request Changes Certify Add New Funding Save

October 16,2023 - June 01,2024

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
October 16,2023
Certification Period
October 16,2023 to June 01,2024
Post Review End
June 01,2024

Pay Dates

SF - 14 July 01,2023-July 15,2023
SF - 15 July 16,2023-July 31,2023
SF - 16 August 01,2023-August 15,2023
SF - 17 August 16,2023-August 31,2023

If correct, click on “I Agree”.

Once done, the certification will be complete.

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Employee Dashboard • Effort Certification • Effort Report

Successful submission of certification

Category	Type	Value		
G00000284 Vocational Education - Basic Grants to States Carl D Perkins - Formula	220532 USOE Perkins Formula FY24	EFFORT Effort	DIRECT	100.00

Total Sponsored Activity 100.00%

Total : 100.00%

Request Changes Review Add New Funding Save

Certified Successfully

October 16, 2023 - June 01, 2024

Certified - Unlocked

Important Dates

Begin Pre-Review
October 16, 2023
Certification Period
October 16, 2023 to June 01, 2024
Post Review End
June 01, 2024

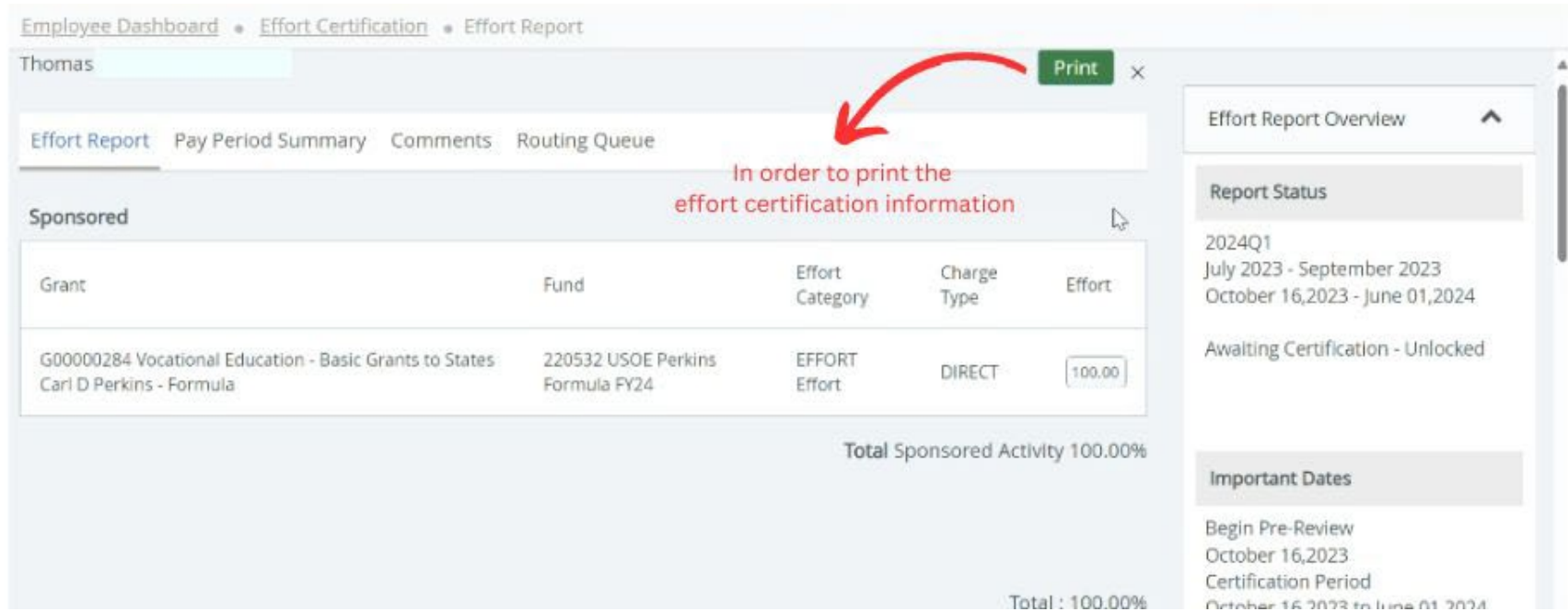
Pay Dates

SF - 14 July 01, 2023-July 15, 2023
SF - 15 July 16, 2023-July 31, 2023

Certification is complete.

PRINTING CERTIFICATION REPORTS

The certification report will be loaded into a PDF file that can be printed for your records.



The screenshot shows a web application interface for an Effort Report. At the top, there are navigation links: [Employee Dashboard](#), [Effort Certification](#), and [Effort Report](#). Below this, the name 'Thomas' is displayed. A red arrow points from the text 'In order to print the effort certification information' to a green 'Print' button in the top right corner. The main content area is titled 'Sponsored' and contains a table with the following data:

Grant	Fund	Effort Category	Charge Type	Effort
G00000284 Vocational Education - Basic Grants to States Carl D Perkins - Formula	220532 USOE Perkins Formula FY24	EFFORT Effort	DIRECT	100.00

Below the table, it says 'Total Sponsored Activity 100.00%'. At the bottom right, it says 'Total : 100.00%'. On the right side of the interface, there is a sidebar with sections: 'Effort Report Overview', 'Report Status' (2024Q1, July 2023 - September 2023, October 16, 2023 - June 01, 2024, Awaiting Certification - Unlocked), and 'Important Dates' (Begin Pre-Review, October 16, 2023, Certification Period, October 16, 2023 to June 01, 2024).

UVU | BANNER SERVICES

Employee Dashboard - Effort Reporting - Review Or Certify Reports

Advanced Search

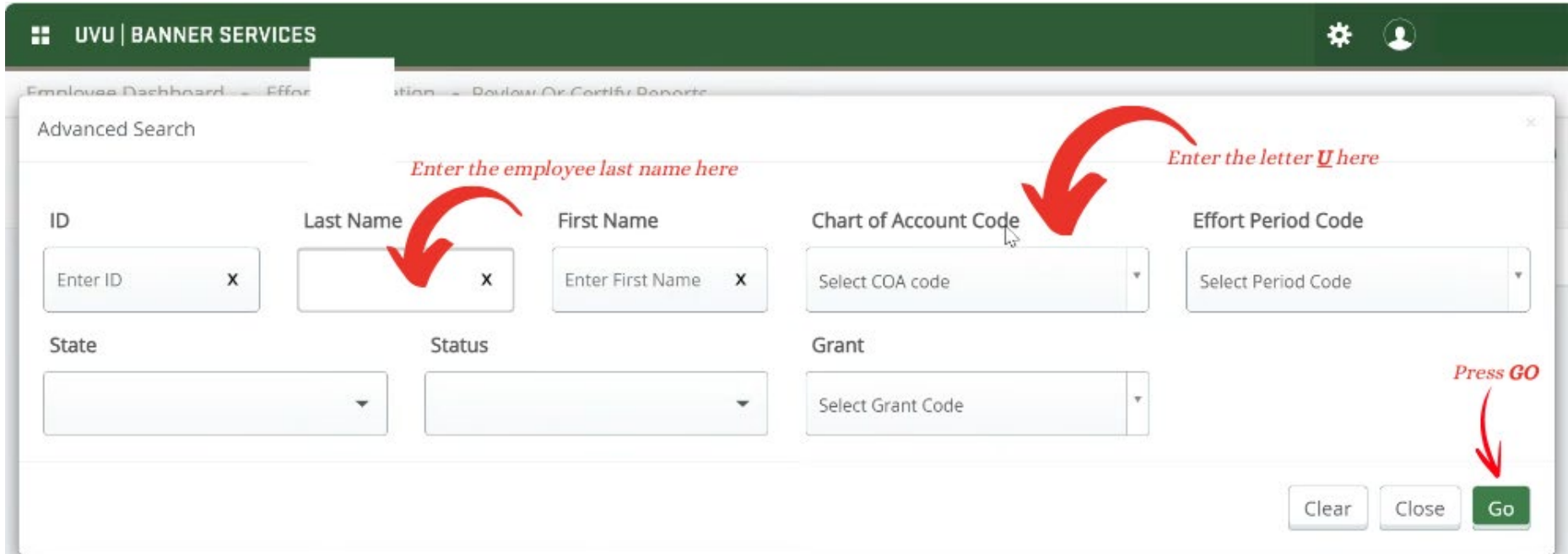
Enter the employee last name here

Enter the letter U here

ID	Last Name	First Name	Chart of Account Code	Effort Period Code
Enter ID <input type="text"/>	<input type="text"/>	Enter First Name <input type="text"/>	Select COA code <input type="text"/>	Select Period Code <input type="text"/>
State	Status	Grant		
<input type="text"/>	<input type="text"/>	Select Grant Code <input type="text"/>		

Clear Close **Go**

Press GO



If you have any questions or comments regarding the Banner Time and Effort Reporting Module, please do not hesitate to contact the UVU Office of Sponsored Programs in the Post Award Department (<https://www.uvu.edu/osp/>) alex.hartvigsen@uvu.edu .

The effort reporting manual has been developed by

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