Time & Effort Reporting and Certification

Effort certification is a retrospective confirmation or after-the-fact certification that the allocation of an individual's actual time and effort spent on specific activities is correct. The reports are generated by information entered into our financial system before payroll runs each month. Since payroll is the basis for generating the reports, it is important that the payroll coding and allocation accurately reflects the effort on sponsored awards, including cost sharing. <u>Cost Share of effort must also be tracked and reported using the effort reporting system.</u> **Therefore, it is VERY important that the PI communicates the correct Effort and any Cost Share to the Grants Administration Staff and their HR partner at the time of the award setup.**

- Reports are generated monthly and require review and certification at least quarterly.
- It is the responsibility of the Principal Investigator of an award to certify effort reports for all individuals working on the project.
- If the report does not accurately reflect the actual effort over a given time period, then do not certify. Instead, please contact your department HR partner or Grants Administrator to request the necessary adjustments.

Effort proposed for an award is based on an AVERAGE throughout the grant year or an extended time-period; therefore, the allocation of effort is distributed as percentages dispersed similarly each month throughout the grant year unless the proposed effort was specifically designated as a faculty member's summer month.
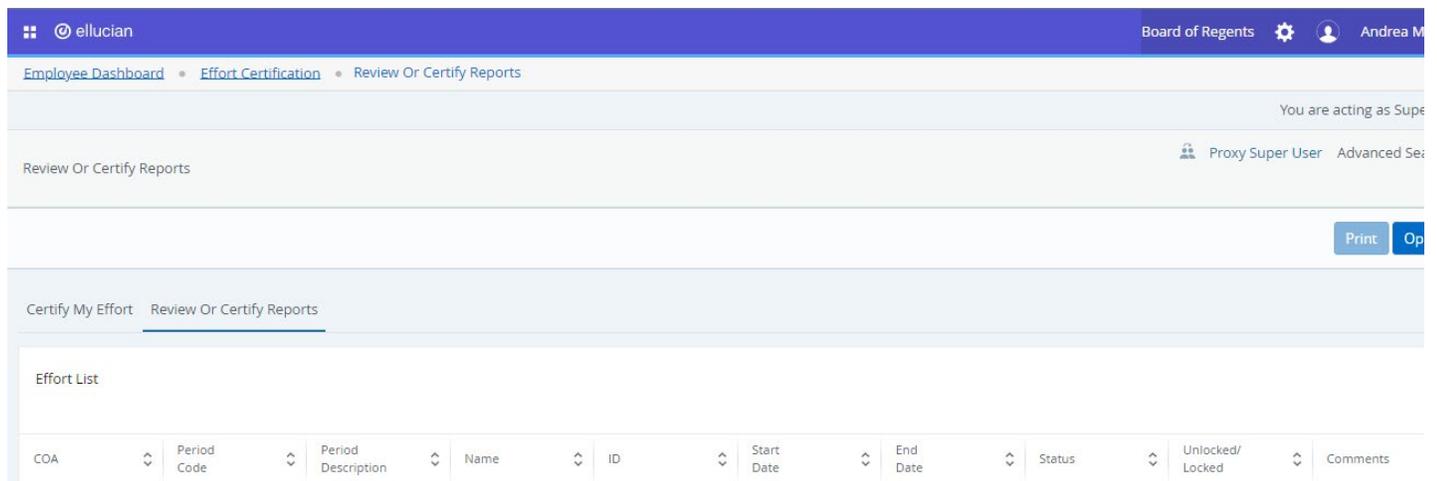
- Changes to effort do NOT need to be done monthly.
- If effort is "on average" misrepresented by an employee's reports, the percentages can be adjusted to correct past or future effort distribution, and new reports will be generated with the corrections. The new reports would replace the previous reports and would, therefore, need to be reviewed and certified again.

Time and Effort reports are strictly internal documents that would only be made available to federal agencies in the case of an audit, site visit, or review of our financial and grant reporting systems. This does happen once or twice a year.

The following is a brief introduction on how to access the Time and Effort Reporting System used by the SDBOR.
To access the Effort Certification System
1. Go to the SNAP Portal, https://portal.sdbor.edu/snap-fac-staff/Pages/default.aspx
2. Employee Tab
3. Effort Certification
4. The PI should see a screen like this with two tabs, one for your own Effort Reports, and another tab for Reviewing and Certifying Reports of other personnel with effort on sponsored awards, including cost share.

5. Click on *Advanced Search* in upper Right Corner
6. Enter the Grant ID and click on the grant name
   a. NOTE: It is best if you search by your grant ID. This way, you are least likely to miss any reports.
7. Filter for the "State" of *UNLOCKED*
8. *GO*

9. Now all the reports that are unlocked will be displayed, and they will have a variety of Statuses.
   a. You can edit the number of *Records per Page* at the bottom of the screen.
   b. You can sort the results by clicking on the column title
   c. Or you can narrow down your search by adding a filter to the "Status".

10. Reports with the "Status" of *Awaiting Refresh, Under Review*, and *Awaiting Certification* need attention
11. Filter by "Status"
12. Double Click to open a report
    a. *Awaiting Refresh* means there may have been a recode of payroll that changed the effort report,
       i. Go into the report and on the right side hit the blue, "Update Report" button
       ii. If you are not allowed or unable to do that, please contact the Grants Administration Office
       iii. After Updating the report, the status changes to *Under Review* and the blue "Review" button is now visible.
    b. There are four tabs for reviewing the fund sources, adding comments, and viewing the routing queue.

    i. The report will show all fund sources that make up 100% of the employee's effort, both *Sponsored* and *Non-sponsored*.

    ii. The "Charge Type" will identify the effort funded *Directly* by an award or if it is *Cost Share* from a non-federal source.

    iii. On the right side of the screen is the "Overview" of the report.

    iv. The "Routing Queue" tab will show the individuals responsible for reviewing and certifying a report, as well as the date of review and certification.

13. The "Review" button is on the "Effort Report" tab with 2 other buttons "Request Changes" & "Add New Funding"

    a. **DO NOT click on either of the latter buttons**, as they don't do anything except lock-up the report.

        i. Instead, please contact your department HR partner or a Grant Administrator to request the necessary adjustments.

    b. If the report looks correct *on average for a given time frame* (that could be on average over a month, quarter, or grant year),

        i. Click "Review"

            1. Note the button now changes to "Certify".

            2. If the button does not change to "Certify", it is because additional PI's in the queue need to "Review" the report.

        ii. Click on "Certify" and another window pops up.

            1. If you do not get the pop-up, make sure that your browser is not blocking it. You may need to allow popups for the website.

        iii. Click "I Agree" to complete the certification.

14. To PRINT or SAVE the report as a PDF, click "Print" and a PDF of the report will be generated.

15. To return to your previous search, click the "back" arrow on the browser.

    a. The report that was just updated, reviewed, or certified is not visible because the list is filtered by status.

    b. Continue through the list of reports.

16. **REMEMBER:**

    a. **To change the "Status" filter to view all reports that need the PI's attention**

    b. **To certify your own effort**

USD employees may send questions to grantsaccounting@usd.edu.

☰ ⊙ ellucian   Board of Regents ⚙ 👤 Andrea Marie Ja

You are acting as Superuser

Andrea Marie Jahn - A00001706

Print ✕

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
241380 CLOSED-NSF DGE-1633213 Burrell	294102 Basic Biomed Sciences	ORRES Organized Research	DIRECT	7.00

Total Sponsored Activity 7.00%

Non Sponsored

Charge Type	Effort	Fund	Organization	Effort Category
210000 General Funds USD	252019 Grants Accounting		DIRECT	53.00
213600 General Funds MED	294102 Basic Biomed Sciences		DIRECT	40.00

Total Non Sponsored Activity 93.00%

Total : 100.00%

Request Changes | **Review** | **Add New Funding** | **Save**

Effort Report Overview ⌃

Report Status

MN0522
Monthly, May 2022
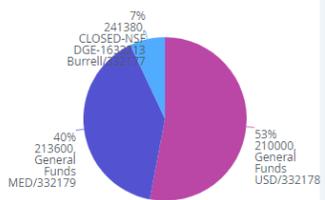May 30,2022 - June 30,2022

Certified - Unlocked

Important Dates

Begin Pre-Review
May 30,2022
Certification Period
May 30,2022 to June 30,2022
Post Review End
July 31,2022

Pay Dates

MN - 5 April 22,2022-May 21,2022

Funding Chart ⌃

Effort Report | **Pay Period Summary** | Comments | Routing Queue

Monthly 5 2022 April 22,2022 - May 21,2022

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
294102 Basic Biomed Sciences	UA1700034 CLOSED-NSF DGE-1633213 Burrell	241380 CLOSED-NSF DGE-1633213 Burrell	ORRES Organized Research	7.1101	7.1101
294102 Basic Biomed Sciences		213600 General Funds MED		40.2902	40.2902
252019 Grants Accounting		210000 General Funds USD		52.5996	52.5996

Effort Report | Pay Period Summary | Comments | **Routing Queue**

Brian D Burrell, Review, Pre-Reviewer
✓ Reviewed
E-mail | Jun 29, 2022 01:51:46 PM by Brian D Burrell

Andrea Marie Jahn, Alternate Certifier
⚠ Pending
E-mail

Brian D Burrell, Alternate Certifier
✓ Certified
E-mail | Jun 29, 2022 01:51:56 PM by Brian D Burrell

Andrea Marie Jahn, Certifier
✓ Certified
E-mail | Jun 29, 2022 01:51:56 PM by Brian D Burrell

Logan Jay Soderling, Review, Post-Reviewer
⚠ Pending
E-mail