

## **York School District One Procedures for Time and Effort**

York School District One (YSD1) requires that all salaries and wages charged to sponsored projects are consistent with federal requirements. As a condition to receiving federal funding, YSD1 is required to maintain and certify the percentage of time that employees devote to federally funded sponsored projects.

YSD1's time and effort certification process provides verification of salaries and wages as well as the time and effort charged to these projects. Adherence to this procedure is necessary to prevent cost disallowances and penalties by the federal government and other sponsoring agencies.

### **SCOPE**

OMB Circular A-21, *Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions* outlines the regulations governing time and effort reporting and the verification of salary distributions. Specifically, OMB Circular A-21, Section (J)(10)(c)(2)(b) requires Time and Effort Reports be completed to provide after the fact verification of the salary charged to sponsored projects: "[effort] report[s] will reflect after the fact reporting of the percentage distribution of activity of employees." OMB Circular A-21 requires that this verification be completed for all "professorial and professional" staff. At YSD1, professorial staff includes all faculty members and professional staff includes all salaried staff and hourly employees.

OMB Circular A-21, Section (J)(10)(b)(1)(c): "recognize[s] that in an academic setting, teaching, research, service and administration are often inextricably intermingled. A precise assessment of factors that contribute to costs is not always feasible, nor is it expected. Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate."

Employees whose salary is charged in whole or in part to a cost objective must complete either the monthly personnel activity report (PAR) or the semi-annual certification. Certifications are required for employee who works on a single cost objective. The PAR is required for any employee who works on multiple cost objectives.

### **Semi-Annual Certifications will include the following periods:**

- Time and Effort Reports will be collected every 6 months for the periods of January 1 to June 30 and July 1 to December 31.

### **Time and Effort Reports**

- Each Time and Effort report indicates the distribution of the employee's total period compensation across all YSD1 functions, including work on sponsored and non-sponsored projects, instruction, administration, committee work, etc.
- Sponsored projects are itemized and all other categories (e.g. teaching, administration, etc.) are grouped as "Other YSD1 Functions" for the purposes of time and effort reporting.
- Employees with dual appointments in a given time period will certify professional time and effort based on each individual appointment.
- All Time and Effort Reports will account for 100% time and effort.
- All individuals will certify their own Time and Effort Reports. The supervisor also certifies the Time and Effort Reports for all professional staff working on sponsored projects under his or her supervision.
- If an individual is no longer employed at YSD1, the employee's supervisor will certify the employee's Time and Effort Reports.

- The signature on the Time and Effort Report is an endorsement by the employee that, to the best of their knowledge, the salary charges accurately reflect the effort distribution across all activities.

## **PROCEDURES**

The following procedures shall be followed for Time and Effort Reporting:

- The Accounting Manager is responsible for identifying employees who require semi-annual and PAR certifications.
- The employee's percentage of allocable time must be documented in writing. Effort is calculated on total effort rendered, not on a 40-hour work week. Total effort rendered must equal 100 percent.
- The confirmation reflects actual time spent working on the federal award in which salaries were charged. The Plan Confirmation method must be adjusted as effort commitments change, requiring a change in salary distribution.
- The confirmation must include all of the employee's salary for the time period covered (including non-federal sources).
- Someone with firsthand knowledge of the effort performed must sign certifications. If someone other than the principal investigator signs the certification, the signer must be able to demonstrate suitable means of verification of the work performed.
- A certification of work effort is required for all YSD1 employees paid in part by Federal Funds: Title I, Title II, Title III, IDEA, ROTC, etc.
- Certifications must be signed in ink.
- Signed certification forms are sent to the Accounting Manager and are filed in the corresponding federal grant folder in the Accounting Manager's office.
- If the salary distribution differs from the effort reported during the same Effort Certification period by more than 5 percent, the person certifying the effort shall contact their department to modify the salary distribution.