

AUSTIN PEAY STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Policy Number: 7:008	Supersedes Policy Number: n/a
Date: March 19, 2008	
Subject: Time and Effort Reporting	Mandatory Review Date: March 19, 2013
Initiating Authority: Director, Office of Grants and Sponsored Research	TBR Policy/Guideline Reference:
Approved:	President: signature on file

Overview of Time and Effort Reporting

The Office of Grants and Sponsored Research is responsible for distributing, collecting, reviewing, and maintaining the official file of time and effort reports known as Personnel Activity Reports (PAR) in compliance with the Office of Management and Budget Circular A-21. The reports confirm, on a best-judgment basis, the percentage distribution of effort for the period reported and serve to substantiate salary and wage charges to federal grants and contracts.

Purpose

This policy provides a general guidance for the time and effort reporting of personnel directly paid from federally sponsored grants and contracts which is a process mandated by the federal government to verify that direct labor charges to federally sponsored agreements are reasonable and reflect actual work performed.

Definition

Time and effort reporting of extramural funds: the reporting and certification of a Personnel Activity Report (PAR) which is designed to substantiate effort directly charged to federally sponsored projects as required by the Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions.

Policy

- All personnel paid directly in whole or in part from federal grants and contracts (including federal flow-through subcontracts that the campus receives as second-tier contractor of the federal agency) are required to review, correct, and certify PAR forms on a regular basis.
- A PAR form is required quarterly (fall, winter, spring, and summer) for all federally supported employees (faculty, staff, students).
- For faculty and academic employees, a PAR form must be signed by either the employee or other responsible academic official (i.e., department chair, dean, etc.) who has direct knowledge of the work performed. Non-academic employees are not authorized to certify PAR forms for faculty or academic employees.

- For non-academic employees, a PAR form must be certified by either the employee or other responsible administrative official (i.e., department manager, principal investigator, or supervisor).
- If the certified PAR form indicates changes of percent of effort which result in a significant reduction (significant changes are defined as changes that are more than 5% of an individual's total activities for which [s]he is compensated) of effort in the sponsored projects, a payroll cost transfer is required to accompany the PAR form to decrease the payroll expenditures charged to the affected project. If the change results in an increase of percent of effort devoted to the project, no further action is needed as it is acceptable to reflect "donated" time and effort to such projects without incurring salary expenditures.

PERSONNEL ACTIVITY REPORT
(*quarter*)

Employee Name

Banner ID

Federal Funding Source
(account number)
“ “

Reported Effort

Actual Effort (%)

Non-Federal Funding Source
(account number)
“ “

Reported Effort

Actual Effort (%)

Total _____

_____ must equal 100%

Note: If the percentage effort entered on the form is reduced by more than 5%, a payroll cost transfer is required to accompany the PAR form to decrease the payroll expenditures charged to the affected project. If the change results in an increase of percent of effort devoted to the project, no further action is needed as it is acceptable to reflect “donated” time and effort to such projects without incurring salary expenditures. Refer to APSU policy 7:008.

Employee’s Signature

Title