



Policy Number: 543
Policy: Time and Effort
Effective Date: 4/2013
Revision Date:
Approved by: Director of Financial Services

POLICY STATEMENT:

A report of time and effort is required by Circular A-21 for employees paid from grants. The requirements for an effort reporting system involve an after the fact certification of the percentage of effort directly devoted to grants, including contributed time and verification that employees are not charging more than 100% of their time to grants.