



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

PROCEDURE:

Time and Effort Reporting:

All faculty and staff who have worked on a grant are required to fill out a report of time and effort.

Expenditure account codes include:

- 61123 Contract Faculty
- 61124 Contract Professional
- 61125 Classified Employee
- 61126 Graduate Teaching Assistant
- 61127 Graduate Research Assistant
- 61128 Contract Administrator
- 61130 Contract Faculty - Summer

- A. Reports must be submitted biweekly with the timesheets.
- B. Must be signed by the Project Director.
- C. Must reflect the percentage of time spent on each funding source.

If significant differences between percent of effort reported on the Time or Effort Report and how the actual payroll was charged, the Project Director will be contacted to reconcile differences. If needed, payroll will be adjusted to align dollars with effort spent.

If an employee was not paid from a grant but spends time working on a grant, the department should report that on the Time or Effort Report for cost sharing purposes.

The Time and Effort Forms are on the web at
<http://www.msubillings.edu/technology/forms/Time%20Effort.xls>