Time and Effort Documentation

Federal/State guidelines require that personnel who are paid in whole or in part with grant funds must accurately document their time spent working on the grant (2 CFR 200.430(i)). This includes instances when an employee’s time worked on a grant is part of a match or cost share.

RDA and Grants Accounting worked together to create comprehensive procedures for time and effort documentation that meet or exceed these Federal/State guidelines. The procedures are attached to this bulletin and should be followed by all grant managers to ensure compliance.

Additionally, RDA requests that each Program Manager send an electronic version of all time and effort documentation to your Compliance Analyst each month so that we have them readily available should LSC be audited.

If you have any questions about the procedures for time and effort documentation, please feel free to contact your Compliance Analyst.

We hope everyone is having a great summer!!

Please let us know if you have any suggestions for future Compliance Bulletins. We always welcome your feedback!
Time and Effort reporting is a process mandated by the Federal/State government to verify that direct labor charges (salaries and wages) to federally/state sponsored projects are reasonable and reflect actual work performed. As a recipient of Federal/State funds, Lone Star College is subject to financial accounting and reporting obligations designed/certified to ensure that the charges to its federally sponsored projects are allowable and properly allocable to those projects.

Compensation for personnel services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under Federal/State awards, including but not necessarily limited to wages, salaries, and fringe benefits.

**Time and effort documentation does not replace any other form of required documentation, i.e., PMR, ePar, MOA & MOAA.**

### Periodic Certification

Periodic Certifications are commonly known as Semiannual or Biannual Certifications. They are required to be completed at least every six-months. The only personnel that may utilize this method are employees who dedicate 100% of their time during a fiscal year to one Federal/State program, cost objective, or job function. The Certifications must be:

- Prepared at least semiannually,
- Signed/certified by the employee and supervisory official having firsthand knowledge of the work performed by the employee, and
- A statement that the employees worked solely on that program for the period covered by the certification.

What does this mean?

- The employee and his/her supervisor must sign/certify the periodic certification according to grant requirements after the work was performed.
- The periodic certifications must be dated on the date they are signed/certified by the employee and the employee's supervisor.
- The periodic certifications cannot be prepared and signed/certified before the work has been completed.
- The periodic certifications cannot be completed by employees who are also paid from any other fund (i.e., Operating Fund).

The LSC Time and Effort procedures contained in this document meet or exceed §200.430 of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
Personnel Activity Reports

Personnel Activity Reports, also referred to as Time and Effort Logs or Monthly Logs, are required to be completed monthly. Personnel that must utilize this method are employees who dedicate their time to:

- One award at less than 100% time,
- More than one federal award,
- An indirect cost activity and a direct cost activity,
- Two or more indirect activities which are allocated using different allocation bases,
- An unallowable activity and a direct or indirect cost activity, or
- More than one job function within the same grant.

The following elements should be addressed in a Personnel Activity Report:

- They must reflect an after the fact distribution of the actual activity of each employee, i.e., cannot be based on planned, forecasted, or projected activity,
- They must identify for the total activity for which each employee is compensated,
- They must be prepared monthly and must coincide with one or more pay periods, and
- They must be signed/certified by the employee and his/her supervisor.

What does this mean?

- The employee must sign/certify the report in a timely manner after the work was performed.
- These reports must be dated on the date they are signed/certified by the employee and the employee’s supervisor.
- These reports cannot be prepared and signed/certified before the work has been completed.
- Even the non grant time must be accounted for on this report, 100% of the employee’s paid time must be accounted for.
- If an employee works nine months during a fiscal year, there must be nine reports. If the employee works all 12 months of the fiscal year, there must be 12 reports. If an employee works 9.5 months, there must be 10 reports.

Frequently Asked Questions:

1. What about stipends? Are time distribution records (time and effort) required for stipends? **No**
   - Documentation of completion of stipend task(s) is needed. Time distribution records are not needed.

2. What about faculty release time? Are time distribution records (time and effort) required for faculty release time? **Yes**
   - See Personnel Activity Reports’ bullets above

The LSC Time and Effort procedures contained in this document meet or exceed §200.430 of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.