

William Paterson University

Effort Reporting Policy and Procedures for Federal- or State-Funded Sponsored Projects

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ALWAYS USE CURRENT FORMS ON OSP WEBPAGE: WWW.WPUNJ.EDU/OSP

1. Background and Regulatory Requirements

Effort Reporting is required by federal regulations [2 CFR Part 220](#) Appendix A.J.10, Compensation for personnel services (aka [OMB Circular A-21, J.10](#)) to insure that recipient institutions compensate project staff for work completed on funded projects consistently and appropriately.

a. General:

“Compensation for personal services covers all amounts paid currently or accrued by the institution for services of employees rendered during the period of performance under sponsored agreements. Such amounts include salaries, wages, and fringe benefits (see subsection J.10.f of this Appendix). These costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements and for other work allocable as F&A costs [Facilities & Administrative or Indirect costs] are determined and supported as provided below. Charges to sponsored agreements may include reasonable amounts for activities contributing and intimately related to work under the agreements, such as delivering special lectures about specific aspects of the ongoing activity, writing reports and articles, participating in appropriate seminars, consulting with colleagues and graduate students, and attending meetings and conferences. Incidental work (that in excess of normal for the individual), for which supplemental compensation is paid by an institution under institutional policy, need not be included in the payroll distribution systems described below, provided such work and compensation are separately identified and documented in the financial management system of the institution.”

Effort Reporting

William Paterson University uses a **plan-confirmation system** insures that the distribution of salaries and wages of professorial and professional staff applicable to sponsored agreements is based on budgeted, planned or assigned work activity, updated to reflect any significant changes in the distribution of work. This process requires (a) that each covered employee to complete a log showing the percentage distribution of all their activities, (b) that each log is certified by a supervisor reasonable knowledgeable of the employee’s activities, and (c) is compared against and certified that it reflects the approved budget, planned or assigned work activity. Every Federal Agency’s internal grant management regulations are aligned the requirements of [2 CFR Part 220](#) Appendix A.J.10 (aka [OMB Circular A-21, J.10](#)) to insure that recipient organizations can comply without having several different systems.

The processes required for each class of employee is described below.

Covered Employees

A. Full Time Faculty and Professional Staff: 2 CRF 220 Appendix A.J.10.d.1 specifically defines who, how and when a professor or professional staff is affected. In each case where 2 CRF 220 refers to “faculty members” it also includes professional staff and assumes full-time employment status for both.

“d. Salary rates for faculty members.

(1) Salary rates for academic year.

Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member’s regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his salary.

Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate.

In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period. This principle applies to all members of the faculty at an institution. Since intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary, the principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member of the same institution.

However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load, any charges for such work representing extra compensation above the base salary are allowable provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

(2) Periods outside the academic year.

(a) Except as otherwise specified for teaching activity in subsection J.10.d.(2)(b) of this Appendix, charges for work performed by faculty members on sponsored agreements during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates, and will be limited to charges made in accordance with other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic year appointment.

(b) Charges for teaching activities performed by faculty members on sponsored agreements during the summer months or other periods not included in the base salary period will be based on the normal policy of the institution governing compensation to faculty members for teaching assignments during such periods."

An employee's institutional base salary (IBS) and the time expectations related to that salary defines the parameters of that employee's level of effort for the project. Along with the time commitments related to an employee's "regular assignment," work done as overload (for faculty and professional staff) or overtime (for classified staff) would be included in the IBS as these are for either extended periods of time (a semester) or directly related to day-to-day responsibilities (overtime). Bonuses, compensation for attending a workshop, and other "incidental" compensation would not be included in the IBS. Example: A professional staff employee's regular work week is 35 hours but also teaches one 3-hour class both semesters during the academic year. For September through May, the employee's regular work week is 38 hours and the IBS equals the total of their salary plus the compensation for teaching.

The percentage of effort is based on the estimated amount of time an individual employee works, and then the percentage is averaged over the grant period to determine the level of effort committed to the project. Additionally, the amount of effort reported does not need to be absolutely precise, it is an estimate, but the level of precision of this estimate must ultimately be within 5-percentage points of the level required for the award. Example: The University's standard work week is 35 hours and an employee is budgeted to work 50% of their time on the project. If the employee worked 17.5 hours on the project the

first week, then their level of effort for that week was 50%. If the employee worked 50 hours the second week, but only spent 17.5 hours on the project, then their level of effort for that week is only 35%. If the employee worked 35 hours the third week, but spent 25 hours on the project, then their level of effort for that week is 70%. If the project period encompassed only these three weeks, then the average estimated level of effort would be 52% and would meet the 50% expectation.

If a professor or professional staff assigned to a sponsored project is expected to work 100% of their time on the project, then no activity except work on this project is allowed because (a) all effort is to be directed toward this project, and (b) additional activity that they may be paid for (i.e.: an adjunct assignment) increases their hours but not change the percentage of effort that they are providing to the University.

Excess compensation, that is additional salary and wages paid to an employee who is affiliated with a sponsored project, can only be paid in certain circumstances (see above, "Covered Employees"). Ideally, these situations should be identified during the development of a proposal. If they are identified after the award has been received or the project has been started, then a specific request to the funding agency would be required to change their official percentage of effort on the project.

B. Part-time faculty, administrative or research support staff, undergraduate or graduate student assistants, and limited commitment full time employees:

These University employees are not covered by the previous section. These positions must be paid in accordance with the approved proposal and any modifications that may have been implemented; their compensation must conform to Federal, State and University policy governing the employment and compensation of each of the types of employee and the sources of the funding for each individual position, and union agreements as applicable. Part-Time Staff: In most cases, the "Timesheet for Part Time Employees" is sufficient to document a part-time employee's work on a project AS LONG AS ONLY ONE PROJECT IS RECORDED ON THE TIMESHEET. (This is available on the WP Payroll and Employee Benefits webpage. Overtime: To pay one of these individuals overtime for their work on a funded project, overtime would have to be approved by the funding agency. Undergraduate and Graduate Students: Special rules apply for undergraduate students who are also work in a Federal Work Study-funded position, for Graduate Assistants, and may be related to other forms of financial-aid and tuition assistance. Limited Commitment employees: For faculty or other full time University employees whose effort commitment is 5 percent (5%) or less, a Certification of Limited Effort will be sufficient to document their effort on a project.

2. Summary of process and requirements when Effort Reporting is required.

2 CFR Part 220 requires that the actual effort performed by an employee be compared to the estimated effort that was included in the award and any subsequent modifications. This requires that each employee who is compensated by a Federal award complete a log that tracks the percentage of effort applied to any and all sources of their compensation, that this log be certified by a knowledgeable supervisor, and that the log be compared periodically against the approved allocation. To enable this: (a) Employees will complete an Effort Log that the employee and the Project Director/Supervisor will sign and keep, (b) the Supervisor Summary and Certification will be signed by the employee and the Project Director/Supervisor will and submitted to the Office of Sponsored Programs, (c) the Office of Sponsored Programs will maintain a database on certified Certifications of Effort, and (d) the Project Director will certify whether or not the amount of effort is appropriate for each employee on a the project.

Any significant discrepancies from the planned effort percentage must be reported to the OSP and a plan developed to enable the employee to adjust their time to meet their time requirement. If this cannot be accomplished, then the funding agency must be notified and a budget adjustment must be submitted for approval.

Effort Logs must be:

- Completed on a regular ***basis not more than bi-weekly or less than once a semester*** and signed by the employee.
- Reviewed and signed by an immediate supervisor, the project director, or other responsible official who has knowledge of the actual work performed within a reasonable period.
- Submitted to the project director to file with other project records.

Supervisor Summary and Certification of Effort must be:

- Completed, signed and submitted to the Office of Sponsored Programs by the 15th of the month following the end of the Fall, Spring or Summer I/II Semesters with a complete copy of the Effort Logs (Fall Semester = January 15, Spring Semester = June 15, Summer Semesters = September 15).
- Depending on the award and reporting dates of a project, Certifications may be required at other times during the year.

Project Director Certification of Effort must be:

- Supervisor Summary and Certification of Efforts must be reviewed, signed and returned to the OSP within 30 days of their receipt.
- Are not required if the Project Director signed as the supervisor.
- Maintained with other records related to the project by the Project Director and the OSP.

3. Step-by-step description of hiring, payroll and effort reporting for direct and matching effort for all types of employees.

For all employees, the University's policies and processes for creating a position, hiring a new employee, or re-assigning a current employee to a new function, department or funding source must be followed. Every project director, department chair or director, dean or associate vice president, or vice president associated with a project is expected to comply with the policies and processes established by Human Resources, Payroll and Benefits, Employment Equity and Diversity, their administrative units, and other William Paterson University units as related to the hiring and assignment of employees.

For employees who will be compensated from multiple sources, the Human Resources Action Form (HRAF) should indicate all the sources of their compensation and the percentage of effort that will be paid from each source. For example, if the employee will be paid 50% from a sponsored project and 50% from their department, the HRAF would indicate the project name, FOP and 50% for the funded project AND the department name, FOP and 50% for the department. Multiple sources would be handled in the same way. No employee's cumulative percentage of effort may exceed 100%.

The following sections below refer variously to "Project Directors" and "Supervisors" while the forms consistently use only "Supervisor." A Project Director may or may not be the regular supervisor for everyone working on a sponsored project and cannot be their own supervisor, so it is each employee's supervisor that certifies their effort log. (Examples: A sponsored project's full time staff person's regular supervisor is the project director, a faculty person's regular supervisor is their department chair, a project

director's regular supervisor may be a Dean, and a Dean's regular supervisor is the Provost's Office). The Project Director, on the other hand, does prepare and sign the *Supervisor Certification of Employee Effort* for everyone except him/herself as this form is to certify the cumulative accuracy of previously certified logs. It is the Project Director's supervisor who signs this form for the Project Director. The Project Director may send all of the *Supervisor Summary and Certification of Effort* forms to the Office of Sponsored Programs even though he/she may not be the signatory on the memo.

Employees whose effort is reportable to a funding agency are encouraged to maintain an "Activity Detail Diary." Activity Detail Diaries would provide additional documentation or detail on activities undertaken and related to an Effort Log for Sponsored Projects or an Additional Compensation Memorandum, and would allow the employee to summarize their time and activities on these forms rather than detailed information.

A. As a Direct Grant Expense by Any Employee Compensated by a Sponsored Project (including Regular Full-Time and Part-Time employees who are employed prior to the start of a project, Regular Full-Time, Part-Time and Temporary employees who are hired to work exclusively on the project, and Regular Full-Time, Part-Time and Temporary employees who are hired to share their time between the project and other activities).

1. Each employee completes and submits bi-weekly timesheets that are certified by an appropriate supervisor and submitted to Payroll as required and directed.
2. Each covered employee initiates a Consolidated Effort Reporting Workbook (MS Excel) for each new semester (Fall, Spring, Summer I/II) by downloading the Workbook from the Office of Sponsored Programs' website: www.wpunj.edu and then providing the requested information on the "Instructions and Set-Up" tab.
3. Each covered employee completes and signs an "Effort Log for Sponsored Projects" and submits it to their supervisor summarizing or documenting **ALL** of their activity that is paid by William Paterson University (this includes all sources and purposes of that funding except the one-time payment, such as is paid for attending a WPUNJ-sponsored workshop) for each source of compensation. The supervisor signs the log to certify that it is accurate and sends the Log to the Project Director. The Project Director maintains a file for each employee.
4. Each covered employee prints the "Supervisor Certification of Effort on Sponsored Projects" from the Consolidated Workbook and submits it to her/his Project Director or other Supervisor related to the sponsored project to review and sign at the end of the Fall, Spring and Summer I and II Semesters. The Project Director or other Supervisor submits it by the 15 day of January, June and September to the Office of Sponsored Programs for inclusion in the University's official file on the project. All of the "Effort Logs" are kept by the Project Director or other Supervisor.
5. For part-time employees who use the University's "Part Time Timesheet," the Project Director or other Supervisor keeps copies of submitted timesheets in their project files.
6. For limited effort employees, the employee completes the Certification of Limited Effort form, submits it to the Project Director for certification, and then the Project Director submits it to the Office of Sponsored Programs.
7. Certifications may be required at different times based on the period of an award.
8. Go to [Effort Database and Confirmation](#)

B. Matching or Cost-Share Expense by Any Employee Identified in 3.A.

1. Instructions are the same as in 3A **EXCEPT** that when the source of funding is identified, it is clearly marked as MATCH, WPUNJ or other as determined by the source of funds.

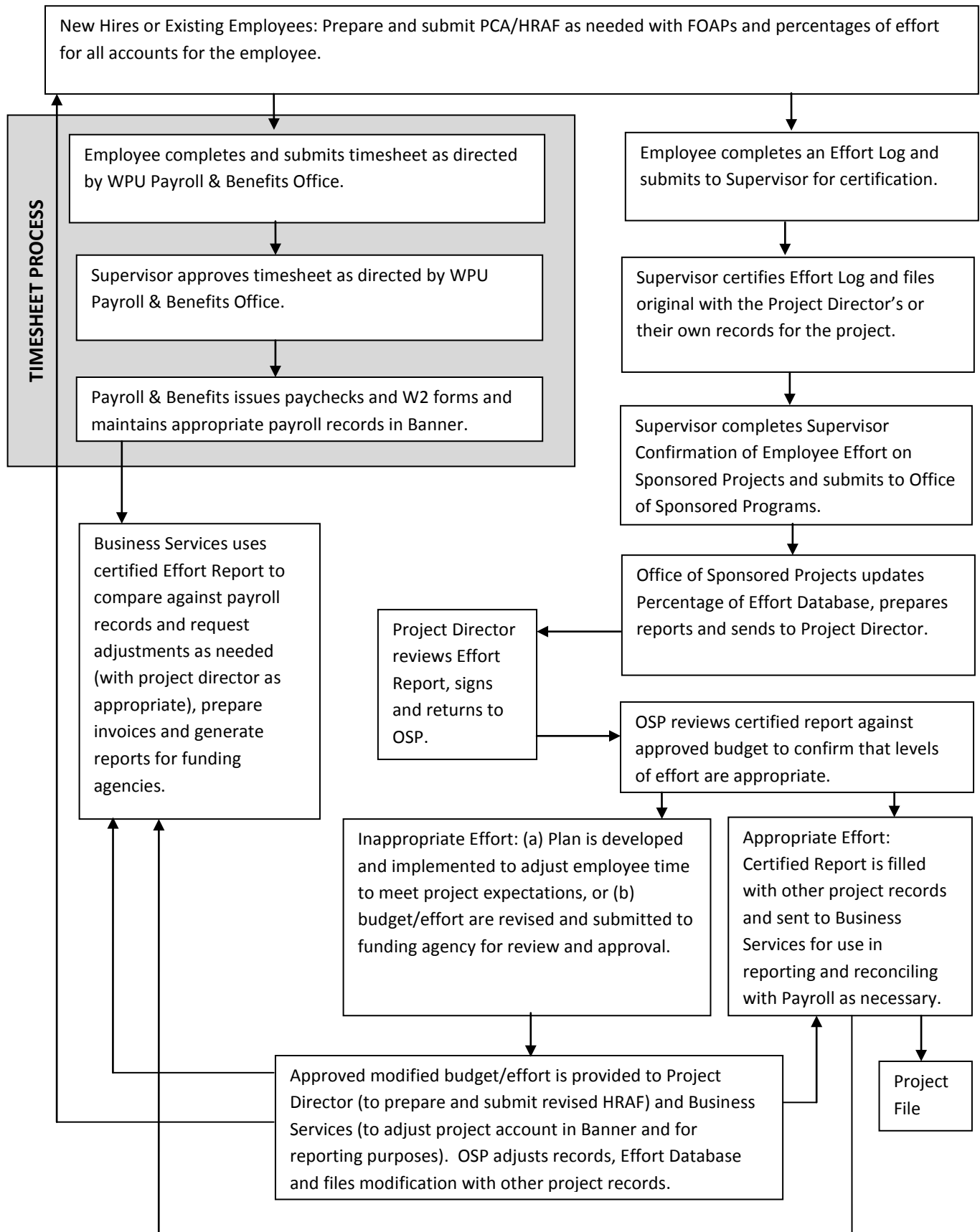
C. Effort Database and Confirmation

1. The Office of Sponsored Program receives Summary Certifications, Additional Compensation memorandum, and Certification of Limited Effort forms, to enter the information into the Effort Database.
2. The Office of Sponsored Program generates a report for each sponsored project for both direct and matching effort provided to a sponsored project and sends it to the Project Director.
3. The Project Director compares the report against the approved award and any subsequent modifications. This must be completed within 30 days of receipt.
 - a. If the percentage of effort is appropriate, the Project Director certifies the accuracy of the report and returns it to the Office of Sponsored Programs.
 - b. If the percentage of effort is not appropriate for the entire project, but may be for the period covered in the report, the Project Director certifies the accuracy of the report and that the percentage of effort will be correct for the entire project period because of activity in other periods, and returns it to the Office of Sponsored Programs.
 - c. If the percentage of effort is not appropriate for this period or the entire project, The Project Director meets with the employee to develop a plan to rectify the situation.
 - (1) If a plan can be agreed to, both the employee and Project Director the plan and submit that with the Report to the Office of Sponsored Programs.
 - (2) If a plan cannot be agreed to, the Project Director contacts that Office of Sponsored Programs. If an alternative cannot be developed to rectify the imbalance, the Project Director and the Office of Sponsored Programs prepare and submit a modification to the funding agency.
4. A copy of the fully certified and compliant effort reports are forwarded to the Grant Accountant in the Office of Business for use in preparing and submitting reports to funding agencies.
5. The original report is filed in the Office of Sponsored Programs.

D. Additional (or Excess) Compensation

1. In those unusual circumstances where an employee may receive excess or additional compensation related to a sponsored project, the employee who performs the work and the Project Director or another Supervisor prepare an "Additional Compensation" memorandum for the employee to sign and forward to the Dean or Assistant Vice President for the College or Unit. Documentation that the task or activity was undertaken and completed must be maintained by the Project Director with a copy of the "Additional Compensation" memorandum. If the compensation is not related to an externally funded sponsored project, the Dean will maintain the documentation.
2. The Dean or Assistant Vice President reviews the memorandum, signs and forwards it to the Associate Provost. The Associate Provost processes the request and forwards it to Payroll.

4. Effort Reporting Flowchart



Appendix A.1: Consolidated Effort Reporting Workbook, Instructions and Setup Tab

USE CURRENT VERSIONS ON OSP WEBPAGE

William Paterson University
Office of Sponsored Programs

Effort Reporting Workbook

Instructions

Workbook Set-Up Instructions:

1. Save the workbook onto your computer. Complete the set-up information:
2. General Instructions
 - a. Text can only be entered into shaded cells.
 - b. Enter dates as month/day/year: mm/dd/yyyy.
 - c. If information is requested that you cannot or should not complete, delete the text so that there is no information in that cell.
3. Employee Information: enter your personal information as requested.
4. Reporting Semester: enter the semester that this workbook covers (fall, spring or summer) and the calendar year (ie: 2011, 2012, 2013).
3. Activities and Projects:
 - a. Regular Assignment for WPUNJ: If you are paid by WPUNJ from University funds or funds received by the University for which effort reporting is not required, enter your department name here. If not, delete text in the box. The Percent of Effort is automatically computed and will be reduced to zero percent (0%) when you complete information on your projects.
 - b. For each project, enter the requested information.
 1. Enter the formal title of the project.
 2. Enter the name of the sponsor/funder of the project
 3. Enter the Account Number, this is more often referred to as the Banner FOP or FOAP. If your time has been committed to be paid by WPUNJ, enter "Match" for the Project Account Number.
 4. Enter the Annual Award Period.
 - a. For single-period awards, enter the dates as mm/dd/yyyy to mm/dd/yyyy.
 - b. For multi-year awards when the period changes during the semester, enter the "current year" as one project and the "next year" as a separate project. Enter an effort percentage for the first period and leave the second period at zero. When the period changes, return to the set-up page and change the first to zero and the second to the level of effort commitment.
 5. Percent Effort Commitment: Enter the amount of your time that is committed to the project in the approved proposal/contract.

Employee Information

Employee Name:
Employee 855-Number:
Employee Department:
Supervisor:

Enter Your Name
Enter 855-number
Enter Department
Enter Supervisor/Certifier of Effort

Reporting Semester
Semester
Calendar Year

Enter Fall, Spring or Summer
Enter Calendar Year

Activities and Projects

Regular Assignment for WPUNJ
Department
Percent of Effort Remaining for WPUNJ

Enter Department Name
100%

Project 1 Title
Project 1 Sponsor
Project 1 Account Number
Project 1 Annual Award Period
Percent Effort Commitment
Project Director/Principal Investigator

Enter Project 1 title
Enter Project 1 Sponsor
Enter Project 1 FOP or "Match"
Enter Project 1 Award Period
0%
Enter Project 1 PD/PI

Project 2 Title
Project 2 Sponsor
Project 2 Account Number
Project 2 Annual Award Period
Percent Effort Commitment
Project Director/Principal Investigator

Enter Project 2 title
Enter Project 2 Sponsor
Enter Project 2 FOP or "Match"
Enter Project 2 Award Period
0%
Enter Project 2 PD/PI

Project 3 Title
Project 3 Sponsor
Project 3 Account Number
Project 3 Annual Award Period
Percent Effort Commitment
Project Director/Principal Investigator

Enter Project 3 title
Enter Project 3 Sponsor
Enter Project 3 FOP or "Match"
Enter Project 3 Award Period
0%
Enter Project 3 PD/PI

Project 4 Title
Project 4 Sponsor
Project 4 Account Number
Project 4 Annual Award Period
Percent Effort Commitment
Project Director/Principal Investigator

Enter Project 4 title
Enter Project 4 Sponsor
Enter Project 4 FOP or "Match"
Enter Award 4 Award Period
0%
Enter Project 4 PD/PI

Period Worksheet Instructions:

(a) The Employee enters information in shaded cells, this includes dates, description of the activities for each day worked (including vacation, sick, etc.) and the approximate number of hours for that activity. Do not reduce time to less than 30-minute increments. The percentage of time (that is, the percentage of their effort on that day) spent on the activity will be automatically calculated.

(b) When the Employee has completed a Period Worksheet, she/he prints and signs the Worksheet, gives it to their Supervisor to sign (certifying the employee's statements concerning their activities and their effort are accurate) and keeps it in the employee's file.

Supervisor Certification of Effort Summary:

In January, June and September, the Employee prints and signs the Effort Summary, gives it to their supervisor to sign, and then the Summary is forwarded to the Office of Sponsored Programs (OSP).

Project Director Certification of Effort

(a) The OSP distributes copies of Certified Effort Summaries to Project Directors for certification that employees on their projects are expending the appropriate percentage of effort.

(b) If the employee is working the appropriate number of hours, the Project Director signs the Effort Summary to certify this and returns it to the OSP.

(c) If someone is working too much or too little on a project, the Project Director determines with the employee if their effort can be managed in future periods to more closely meet the committed percentage of effort. If it cannot, the Project Director will develop a management plan with the OSP for submission to the funding agency as needed.

Effort Reports and WPUNJ's Timesheets

Effort Reports and timesheets serve very different purposes. Effort Reports record activities and the percentage of an employees' effort (total time on the job) expended on a project while Timesheets documents the total number of hours worked for computing payroll, vacation and sick-time accruals and usage, and other salary or fringe benefit concerns. The actual amount of effort expended on all work-related tasks in a day is not limited to 7 hours, nor is a workweek limited to 35 hours. This amount of time can vary from day to day and week to week. This is why time working on a project must be expressed as a percentage rather than just the number of hours.

If you have any questions, please contact Martin Williams, Director, Office of Sponsored Programs at either WilliamsM@wpunj.edu or 973-720-2852.

**Thank you.
Office of Sponsored Programs
William Paterson University**

Office of Sponsored Programs, Consolidated Effort Reporting Workbook 4.2, May 10, 2012.

Appendix A.3: Activity Detail Diary: Instructions and Sample

Employees whose effort is reportable to a funding agency are encouraged to maintain a “Activity Detail Diary.” Activity Detail Diaries would provide additional documentation or detail on activities undertaken and related to a **Effort Log for Sponsored Projects** or an **Additional Compensation Memorandum**, and would allow the employee to summarize their effort and activities on these forms rather than detailed information.

The format of the diary is not explicitly defined. The following information must be recorded and the diary must be easily related to the *Effort Log for Sponsored Projects* or an *Additional Compensation Memorandum* that it supports. That is, for work that is reported on a *Effort Log for Sponsored Projects* for a specific period of time (such as October 1 to October 14), work detailed in the diary must be for this specific period of time as well (the same October 1 to October 14). The Diary must be consistent for the entire grant award period, it must be prepared at about the time that the activities occur, and it must be available for inspection at any time. The employee may either hand-write or type/word process entries.

If the Diary documents time for which the employee is compensated using both a **Effort Log for Sponsored Projects** and an **Additional Compensation Memorandum**, separate diaries must be kept for the work performed related to the different forms.

Example

Activity Detail Diary for Effort Log

Employee: Key Staffer 855-99-xxxx
 Department: Academic Dept #1

Date	Activity	Project	Beginning Time	Ending Time	Direct or Match
Oct 1	Project related paperwork. Refined assessment survey and drafted cover letter.	ABC Project	7:00 pm	10:30 pm	Direct
Oct 2	Continued refining assessment survey and cover letter, sent drafts to Max, Mary and Mark.	XYZ Project	7:00 pm	8:30 pm	Match
Oct 4	Integrated comments into drafts and resent. Contacted other partners about locations for committee meetings and programs. Contacted Student Center about booking rooms, approving posters for campus. Spoke with Dept Chair about finding assistance to design poster; then made calls and left messages.	ABC Project	1:00 pm	5:00 pm	Direct
Oct 5	Began interim report of project activities by collecting papers, reviewing emails, reviewing objectives /timeline, Banner account, and making outline of what I want to include, emphasize or explain.	ABC Project	6:30 am	10:30 am	Direct
Oct 8	Taught	Regular WP duties	2:00 pm	4:30 pm	WPU

Appendix B: Supervisor Summary and Certification of Effort Form

USE CURRENT VERSIONS ON OSP WEBPAGE

Effort Log Summary

Office of Sponsored Program
William Paterson University

Supervisor Certification of Effort Summary		Employee		Enter Your Name		Semester		Enter Fall, Spring or Summer		Calendar Year		Enter Calendar Year			
Employee Number		Enter SSN number		Regular Assignment for WPU/U		Project 1		Project 2		Project 3		Project 4			
Sponsor		Enter Department Name		Enter Project 1 title		Enter Project 2 title		Enter Project 3 title		Enter Project 4 title		Total for Period			
Account Number		William Paterson University		Enter Project 1 Sponsor		Enter Project 2 Sponsor		Enter Project 3 Sponsor		Enter Project 4 Sponsor					
Project Period				Enter Project 1 FOP or "Match"		Enter Project 2 FOP or "Match"		Enter Project 3 FOP or "Match"		Enter Project 4 FOP or "Match"					
PD/PI				Enter Project 1 Award Period		Enter Project 2 Award Period		Enter Project 3 Award Period		Enter Project 4 Award Period					
				Enter Project 1 PD/PI		Enter Project 2 PD/PI		Enter Project 3 PD/PI		Enter Project 4 PD/PI					
		100%		0%		0%		0%		0%		100%			
Period	Beginning Date	Ending Date	Hours	Percent of Effort	Hours	Percent of Effort	Hours	Percent of Effort	Hours	Percent of Effort	Hours	Percent of Effort	Hours	Percent of Effort	
Period 1	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 2	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 3	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 4	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 5	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 6	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 7	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 8	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 9	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 10	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 11	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 12	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 13	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 14	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 15	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 16	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 17	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Period 18	x	x	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
Total			0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	
certify that this is an accurate estimation of my effort in support of these activities.															
certify that this employee has worked as planned on these projects. I have their effort logs and will make them available for inspection or reporting as needed for the duration of the project and as required after the end of the project.															
Enter Your Name				Date				Enter Supervisor/Certifier of Effort				Date			

William Paterson University

Certification of Limited Effort

Employee: _____
 Title: _____
 Department: _____

RE: Title of Project: _____
 Sponsor: _____
 Award Period: _____
 Period Covered by this Certification: _____

1. Employee Certification

I certify that I have undertake activities to advance and support of this project for less than 5 percent of my effort for William Paterson University, that I can document my efforts on behalf of the project, and that I can produce this documentation if needed.

These activities included, but were not necessarily limited to, general activities such as the following:

 Printed Name Signature Date

2. Project Director Certification

I certify that this employee undertook activities to advance and support this project as planned, that I also have documentation of their efforts on behalf of the project, and that the award was not charged for this effort. **I approve the use of this Certification of Effort for reporting as a cost share or matching expense for William Paterson University.**

 Name, Title Signature Date

Instructions: (1) The employee who works to support a project completes and signs this form at the end of Fall, Spring or Summer reporting periods and then forwards it to the Project Director. (2) The Project Director reviews, signs and forwards to the Office of Sponsored Programs. (3) The Office of Sponsored Programs provides a copy to Business Services.

Documentation: Appropriate records documenting this effort must be maintained by the employee and the Project Director. This documentation can include such items as a diary, calendar, email, meeting attendance lists, copies of work or reports prepared for the project, and other items as appropriate.

Appendix D: Additional Compensation Memorandum USE CURRENT VERSIONS ON OSP WEBPAGE

William Paterson University

Additional Compensation Memorandum

Date: _____
From: _____
To: _____

RE: Compensation to be paid to: _____
Recipient's 855-number: _____

Provide a description, the date(s) and other details as needed of the activities for which employee will be compensated.

PROJECT TITLE: _____
FUND: _____ ORGANIZATION: _____ PROGRAM: _____
AMOUNT TO BE PAID: _____

1. Employee Certification: I certify that this is a true and accurate record of my time and activities.

Printed Name Signature Date

2. Supervisor or Project Director Certification and Approval for Payment

I certify that the time and effort required to complete these activities by the person named above were undertaken and completed separately and apart from their regular duties as an employee of William Paterson University as well as separately from any other funded project. Documentation of this activity is on file and available for inspection. **I approve payment as indicated.**

Name, Title Signature Date

3. Dean/AVP: I approve payment as indicated.

Name, Title Signature Date

4. Provost's Office: I approve payment as indicated.

Name, Title Signature Date

Instructions: (1) The employee who performs the work prepares this memorandum, signs and forwards to supervisor. (2) The Supervisor or Project Director reviews, signs and forwards to the Dean for the College or AVP for the unit. (3) The Dean or AVP reviews, signs and forwards it to the Associate Provost. (4) The Associate Provost reviews, signs and forwards it to Payroll.

Documentation: Appropriate records documenting that the task or activity was undertaken and completed must be maintained by the Supervisor or Project Director.

Appendix E: Part-Time Employee Timesheet:

Use Current Version on Payroll and Employee Benefits Webpage

Employee's Name: _____
 Employee's Banner Id #: _____
 Employees Position Control Number: _____
 Budget FOAP: F _____ O _____ A _____ P _____
 Pay Period Start Date: _____ Pay Period End Date: _____



Part Time Employee Timesheet										
Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Total Hours - Week 1										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Total Hours - Week 2										
Total Hours to be Paid for the Pay Period										
Employee Certification: I certify that this is a true and accurate report of my attendance for this pay period.										
Employee's Signature _____ Date _____										Supervisor's Signature _____ Date _____