

	Steps	When	Follow Through
1.	Download and save a new Effort Reporting Workbook onto your computer from the OSP Website: www.wpunj.edu/osp/managing-awards.dot	September, January and June	Go to step 2
2.	Complete the information on the set-up sheet	Immediately after the Workbook is downloaded	Go to step 3
3.	Complete worksheets periodically throughout the reporting period	Bi-weekly is best but not less than monthly	Go to step 4
4.	Print and sign period worksheet, give to supervisor to sign	Whenever a period worksheet is completed	Store in an planned location accessible to both employee and supervisor
5.	Print and sign summary , give to supervisor to sign	January, June and September	Photocopy, keep with period worksheets. Go to step 6
6.	Submit summary to Office of Sponsored Programs	January, June and September	Repeat all steps

Things to Remember

- 1. The Effort Reporting Workbook includes completed samples of the Set-Up, Effort Log 1, Effort Log 2, and Summary and Certification tabs.**
- This is to document your activities on project when your time has been promised to that project. The amount of effort (that is, the percentage of the total time you spend working for the University) cannot be less than the amount promised to the funding agency.
- Record **ALL** of your time for the **University**. In addition to your activities for this project, include **ALL** of your regular duties or responsibilities, special projects, overtime/overload, evenings and weekends.
- All of your time = 100% of your time. No one can work more than 100% of their time even though the number of hours worked can vary greatly from day to day and could include overtime.
- The sections for sponsored projects can be used to track time for other than a sponsored project for which your time has been promised.
- Only record your time commitment on a sponsored project for the period of time for which it was committed. If your time was committed for a whole year, that is the period recorded. If your time was committed for 8 weeks, that is the period recorded.
- Your time should be recorded in half-hour increments and expressed as a decimal. Round your time down if it is 0-14 minutes, round your time up if it is 15-29 minutes. Examples: 2 hours-20 minutes would become 2.5 hours, 2 hours-10 minutes becomes 2.0 hours, 2 hours-35 minutes becomes 2.30 hours, and 2 hours-45 minutes = 3.0 hours.
- All activity for one day goes on one line. If you are recording for a longer period on a line (like a week), all the activity for that week goes on one line.