



**San Francisco
State University**

Office of Research and Sponsored Programs

Time and Effort Reporting Procedures

Issued: January, 2007

Implemented: March, 2007

POLICY BACKGROUND

San Francisco State University (SFSU) requires that all salaries and wages charged to sponsored projects be certified consistent with federal requirements. As a condition of receiving federal funding, SFSU is required to maintain and certify the percentage of time that employees devote to federally-funded sponsored projects. Time and effort reporting is conducted six times per year: spring semester, spring break, summer intersession, fall semester, Thanksgiving break, and winter intersession.

ORSP PRE-AWARD

A. Proposal Budget Preparation

1. PI identifies Reimbursed Release Time (RRT) or salaried staff time that will be either directly charged or cost-shared in the proposal budget.
2. Proposal Specialist includes current salary information in the budget.

B. Approval of cost-shared labor commitments

- PI obtains appropriate signatures authorizing release time of cost-shared labor.

ORSP POST-AWARD

A. RRT and salary direct charges to project

1. Staff salaries are charged to the project.
2. RRT for faculty is charged to the project.

B. Cost-shared labor

2. Staff salaries are charged to the cost-share project.
3. RRT for faculty is charged to the cost-share project.
4. "In-kind" labor cost-share contributions for RRT are identified.

ORSP COMPLIANCE

A. Appointment Data Entry

1. Compliance Officer (CO) obtains ORSP appointment data for faculty, salaried staff, and research fellows from the ORSP Personnel Database.
2. CO imports or enters ORSP appointment data into the ORSP Effort Reporting Database.

B. Identification of in-kind cost-share

1. CO creates appointment records for Personnel in-kind cost-share in the ORSP Effort Reporting Database.

C. RRT Transfer Confirmation

1. CO generates a General Ledger report of all RRT transactions in the Financial Management System.
2. CO confirms and records all applicable RRT transactions.

D. Salary Data Entry

1. CO identifies employees that need salary data for a time and effort reporting period.
2. CO obtains salary data for an employee for a specific time period.
3. CO enters the relevant salary data into the ORSP Effort Reporting Database.

E. Salary Journal Entry Adjustments

1. CO identifies discrepancies in salary distribution.
2. CO processes Journal Entries or cost transfers within a time and effort reporting period.

F. Creating Manual Time and Effort Reports

1. CO identifies Time and Effort Reports that need to be created manually for each reporting period.

G. Time and Effort Scope Verification

1. CO obtains and organizes the applicable ORSP Warrant Data Report queried from the California State pay system.
2. CO verifies that all direct payroll employees requiring a Time and Effort Report have been entered into the ORSP Effort Reporting Database and will receive a Time and Effort Report.

H. Distribution and Follow-up

1. CO identifies and groups all employees requiring a Time and Effort Report for a specified time and effort reporting period.
2. CO builds and distributes Time and Effort Report packets for each faculty member and affiliated staff.
3. CO identifies all outstanding Time and Effort Reports.
4. CO follows up on outstanding Time and Effort Reports.
5. CO addresses non-compliance by holding all transactions on affected projects until Time and Effort Reports are received.

I. Finalization

1. CO reviews and finalizes Time and Effort Reports.

EXAMPLE

SAN FRANCISCO STATE UNIVERSITY
Office of Research and Sponsored Programs
TIME AND EFFORT REPORT

Faculty Information	Effort Information
Faculty Name: Jane Smith College: Science and Engineering Department: Mathematics	Effort Reporting Period: Fall 2005 8/22/2005 to 1/3/2006 Compensation for Period: \$30,000.00

Sponsored Projects Detail:

Project Information		Salary Charged		Actual Effort
Project Title	Project ID	Dollars	% Salary	
Mathematics for Everyone	12345678	\$6,000.00	40.0%	
Cost Share/ Match:		\$6,000.00		
			0.0%	
Cost Share/ Match:				

Non-Sponsored Detail:

Other SFSU Functions	\$18,000.00	60.0%	
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Total Distributions:

	\$30,000.00	100%	100%
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I certify to the best of my knowledge that this accurately represents my work effort during the Fall 2005 period.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Total salary charged to the grant for RRT

Total amount of cost-share by the College

Other SFSU Functions= All other faculty responsibilities to SFSU (i.e. Administrative time, teaching, mentoring)
 Compensation for Period = Total amount of salary earned by faculty member during this time period