

# Time and Effort Certification Reports

## ~ Quick Reference Guide ~

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### Purpose

Time & Effort reporting is the process which documents and certifies, with reasonable assurance, the recording of personal compensation charged to federal awards with the intent to comply with federal mandates (per 2 CFR 200.430) requiring adequate internal controls over compensation charged to sponsored awards. As a recipient of federal funds, Mississippi State University is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are accurate, allowable and reasonable, and properly allocable to those projects.

### Type of Funds on Report

Employees that are required to certify their effort will be charged to the following funds in their payroll redistribution:

- All sponsored restricted funds (funds that start with 3) and cost share funds (funds that start with 8)
- MAFES funds that start with 16 and has a federal criss (activity) code
- FWRC funds that start with 17 and has a federal criss (activity) code
- MSU-Extension funds that start with 18 and use program codes starting with 032, 033, 034, 037 and 038.

### Frequency

Time and Effort Certification Reports must be generated three times a year for 9 month employees and twice a year for 12 month employees.

#### 9 Month Employees

- Fall semester (August 16<sup>th</sup> through December 31<sup>th</sup>) – Reports Due March 31<sup>st</sup>
- Spring semester (January 1<sup>st</sup> through May 15<sup>th</sup>) – Reports Due August 13<sup>th</sup>
- Summer semester (May 16<sup>th</sup> through August 15<sup>th</sup>) – Reports Due November 13<sup>th</sup>

#### 12 Month Employees

- July 1<sup>st</sup> through December 31<sup>st</sup> – Reports Due March 31<sup>st</sup>
- January 1<sup>st</sup> through June 30<sup>th</sup> – Reports Due September 28<sup>th</sup>

### Time and Effort Procedures

- Sponsored Programs Accounting will send an email advising departments when to run the report.
- The Departmental Time and Effort Coordinator will run reports for their organization codes and distribute the reports to each employee.
- The employee, Principle Investigator or responsible official with **first-hand knowledge** of the work performed, will review the report; make any needed corrections, sign and return their report to the Departmental Time and Effort Coordinator.
- The Departmental Time and Effort Coordinator will gather all reports for their organization codes and send a scanned pdf version to Sponsored Program Accounting, [spaccounting@controller.msstate.edu](mailto:spaccounting@controller.msstate.edu), by the due date(s) referenced above.

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### How to Run the Reports

- Go to the Process Submission Controls form (GJAPCTL)
- Enter PWRA21R as the Process
- Enter your printer information
- Provide appropriate parameters
  1. *Calendar Year* – Enter the calendar year (YYYY)
  2. *Report Choice*
    - 1 12mthFall (July 1<sup>st</sup> through December 31<sup>st</sup>)
    - 2 12mthSpring (January 1<sup>st</sup> through June 30<sup>th</sup>)
    - 3 9mthFall (August 16<sup>th</sup> through December 31<sup>th</sup>)
    - 4 9mthSpring (January 1<sup>st</sup> through May 15<sup>th</sup>)
    - 5 9mthSummer (May 16<sup>th</sup> through August 15<sup>th</sup>)
  3. *Individual Fund Certification* – Enter the fund code for an individual fund certification. Only enter this value if you need to review the activity on a specific fund.
  4. *Individual Org Certification* – Enter the organization code for departmental certification. This will print reports for all employees in your department.
  5. *Individual ID Certification* – Enter the MSU ID number for individual certification. Only enter this value if you need a time and effort report for a single employee.
- Once the parameters are entered, save the report.
- **IMPORTANT – only enter one parameter for fund, org or ID. Do not enter more than one.**

### Frequently Asked Questions

1. What if the effort displayed is not correct?  
**Answer:** A payroll redistribution (JLRF) should be submitted promptly to the appropriate office. Once the employee's effort is correct, the department should re-generate the updated Time and Effort Report for certification and include with the department's report within the 90 day period.
2. If I do not have access to run a Time and Effort report, who do I contact?  
**Answer:** Submit a Banner Access Request Form (BARF) to ITS requesting access to the Time and Effort report (Banner form PWRA21R).
3. If an employee is on my departmental report, but is no longer an employee of the university, what should I do?  
**Answer:** The Principle Investigator or responsible official with **first-hand knowledge** of the work performed for the fund(s) verify the effort and sign.
4. If a time and effort report is not created for an individual employee, but I know they worked on restricted funds during the reporting period, what should I do?  
**Answer:** This is most likely due to the fact that the paperwork (i.e. a JLRF) to distribute the employee's salary to the restricted fund was not submitted or has not yet been processed. If this is the case, follow up with SPA and/or the Payroll Department to report this issue. Once corrected, re-generate the updated Time and

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Effort Report for certification and include with the department's report within the 90 day period.