Policy Name: Time and Effort Reporting (TER) Policy

Policy Number	441.01.01	**Custodian**	Provost
Approved Date	2/13/2024		
Effective Date	2/13/2024	**Review Date**	1/10/2024
References:			

1. Purpose

1.1. The purpose of the Time and Effort Reporting (TER) system is to confirm that the employee's actual workload distribution is certified on the **Time & Effort Form(PDF)** and that the employee's actual salary and related fringe benefits are charged to a grant versus the budgeted allocation in effect at the time of the initiation of a grant funded project.

2. Persons Affected

WETCC employees who are paid by the sponsored research/grant in part or in full.

3. Policy

This policy is to ensure the following:

3.1. Each WETCC employee employed on a grant funded project must report and certify the distribution of all grant and non-grant funded activity on a quarterly basis. Employees certify their pay effort and work distribution by submitting a quarterly TER Form documenting time spent during the previous quarter conducting grant-funded activities. In completing the TER form, the employee must account for 100% of their effort on all activities during that quarter.

3.2. The Principal Investigator (PI) certifies the effort of all employees paid on a grant funded project. In addition, the PI documents any kind of cost sharing activities that are included in the employee's effort. If an employee is paid from more than one source, the other project PIs and/or administrators should also certify that quarter's effort.

3.3. The Finance Department adjusts the time charged to a grant to match the effort certified by the employee and PI as expended on the grant funded project.

3.4. As per federal law, thorough review and care must be given to ensure that the TER form clearly reflects the actual effort of each employee.

4. Definitions

4.1. Time and Effort. The effort (in time) given to a project in relation to the total time worked. Time and Effort is a proportion of time spent on any activity for which an

individual is compensated by the project and/or a grant in proportion to the total time an individual worked during that period, regardless of part-time or full-time status.

4.2. Time and Effort Report (TER) Form. Written documents that support personnel costs charged to a grant and/or a project. TERs confirm the amount of time and effort an individual devotes to fulfilling their job responsibilities on a particular grant and/or project.

5. Procedures

5.1. TER forms will be distributed on a quarterly basis by the Finance Department to all employees paid from a federal grant and/or sponsored project contributing effort agreement required by the Federal Government.

5.2. Employees working on a grant funded project must record all the contributed hours on the TER form. The employee should fill out the TER forms with 100% of hours worked during the quarter regardless of funding source.

5.3. All PIs and administrators must certify the employee's hours.

5.4. Signed forms are returned to the Finance Department within two weeks of distribution. The Finance Department makes the final adjustments to all funding sources to ensure all contributed hours of work, including any extended hours, are counted for each project. The Finance Department retains the forms after all adjustments are accurately completed and recorded.

Revision History

Rev. Date	Rev. No.	Revision
2/13/2024	New #1	Establishing WETCC's formal time and effort reporting process