

Adopted: May 12, 2020

TIME & EFFORT POLICY

PURPOSE

Time and effort reports are required to show that federal funds are charged only for time actually spent on allowable costs.

POLICY

Time and effort reports should be prepared by all certified staff with salary and benefits that are charged directly to a federal award or any combination of a federal award and other federal, state, or local fund sources.

Documentation shall include:

- the employee's time,
- the actual (not budgeted) time spent by the employee on activities of the federal programs being charged,
- the period covered by the documentation,
- all of the employee's time for the period covered,
- any other documentation required for the federal funding.