Introduction

Time & Effort reporting is a process mandated by the federal government to verify that direct labor charges (salaries and wages) to federally sponsored projects are reasonable and reflect actual work performed. As a recipient of federal funds, the Illinois Institute of Technology is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are allowable and allocable to those projects.

Purpose

The purpose of a Time & Effort reporting system is to provide a reasonable basis for verifying the distribution of payroll (salary & wage) charges among direct activities (e.g., sponsored research, instruction, other sponsored activities, and cost sharing) and indirect activities (e.g., general administration, departmental administration, etc.). Effort directly related to sponsored projects must be identified in the effort distribution and reporting process.

Time certifications represent a reasonable assessment of an employee’s effort. As of December 26, 2014, 2 CFR 200.430(i)(1) – (4) states:

“It is recognized that teaching, research, service, and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for IHEs, a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected.” Reliance, therefore, is placed on a reasonable assurance, based on a system of internal controls (i.e., PI review of monthly summary and detailed labor distribution reports, monitoring of project staffing, and review and approval of time and effort reports related to the project), in which a degree of tolerance is appropriate.

As stated above, the Federal Government recognizes that your effort reporting is a “REASONABLE ASSESSMENT”. Generally, a degree of tolerance (up to 5%) is appropriate. In saying that, payroll/labor distributions serve as a reasonable starting point for effort certification. Effort certification serves as an after-the-fact confirmation that the individual expended the promised effort budgeted to the project.

Effort is measured as a percent of the individual’s total IIT employment obligation. Total IIT activity = 100% effort. The percent effort is not based on a typical 40-hour work week. Total effort is 100% whether a typical work week is 10, 60, or even 100 hours. Total effort may not exceed nor can it be less than 100% and should include only those activities for which an individual receives compensation through the university.
Therefore, for summer months, if you are only employed part-time from IIT sources, your total will still be shown as 100%.
During the academic year, one-time expenses and administrative increments may cause the appearance of reduced effort on a grant. In situations where this causes confusion or ambiguity, you or a research administrator may write an explanation of the effort in the notes section of the form.

**When is certification required?**

Currently the Illinois Institute of Technology’s certification process will be every semester or three times per year.

- Summer Semester - June through August; reviewed in September
- Fall Semester - September through December; reviewed in January
- Spring Semester - January through May; reviewed in June

**Who is required to review the Time and Effort report?**

**Certifier**

The certifier is the actual employee who is working on the sponsored project. Faculty, whether they are PI or CO-PI, that work on sponsored projects are required to certify their effort. The certifier may also reject a time and effort report and submit a request for changes by sending a salary reallocation request form to Grant and Contract Accounting for processing. PIs are also alternate certifies in instances where the employee is unavailable to certify.

*PIs are also to certify for students that work on their projects.*
ACCESSING THE BANNER SELF-SERVICE TIME AND EFFORT SYSTEM

1. Login into the MYIIT portal

2. Click on the “Work Tab”

3. Go to Grant Effort Certification Reporting and click on “Grant Effort Certification Reporting”. This will load the Effort Certification module.
CERTIFYING

The Effort Certification system will automatically open to the “Certify My Effort” page. This screen will default to a list of your monthly effort reports.

However, please note that if you wish to query the system to view a list of all reports that are currently awaiting certification in your queue for those individuals that you oversee, you will need to utilize the “Advanced Search” lookup. Click the dropdown arrow and select “Status”, use the dropdown menu to select “Awaiting Certification”. Click “Go” to run the currently listing. This will provide you with a list of all individuals charged to your projects who currently have effort reports that are awaiting certification. These instructions will appear again further down in the instruction manual.
Once the list of all individuals charged to your projects that currently have effort reports that are awaiting certification is generated, you’ll be able to review the effort report for accuracy, and if appropriate, click on the “Certify” button at the bottom of the screen.
If correct, click on “I Agree”.

Banner Self Service Time and Effort Reporting Manual
As the Effort Certification system will automatically open to the “Certify My Effort” page, the screen will default to a list of your monthly and or semester based effort reports. The Status column to the right on this screen will identify the current status of each effort report, indicating “Awaiting Certification, Awaiting Refresh, Completed”, as appropriate. Highlight the report to be reviewed and click on “Open”, or double-click to open the report. *Please note that all electronic effort reports prior to the Summer 2011 semester will appear as monthly effort reports for you to review and certify.*
Once the report is opened you will be able to view the percentage of effort for the selected period by grant id and fund number.

### John Doe

**Sponsored**

<table>
<thead>
<tr>
<th>Effort Category</th>
<th>Grant</th>
<th>Fund</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort</td>
<td>NIH 5R01A12345-01</td>
<td>NIH 5R01A12345-01</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Non Sponsored**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Effort Category</th>
<th>Effort</th>
</tr>
</thead>
</table>

**Total**

- Sponsored Activity 100.00%
- Non Sponsored Activity 0.00%
Review the effort report for accuracy, and if appropriate, click on the “Certify” button at the bottom of the screen.
If correct, click on “I Agree”. Once done, certification will be complete.

Certification is complete.
To view your monthly or semester listings you can either select a particular period from the default listing of your monthly and or semester based reports that will appear when you they effort reporting system automatically opens to the “Certify My Effort” page. You may also access a specific report by utilizing the “Advanced Search” lookup. To use the “Advanced Search” lookup click the dropdown arrow and “Select Attribute”, use the dropdown menu to select the “Effort Period Code” you wish to view (i.e., Summer 2011 – SUM2011).

Click on the ellipsis to the right of the screen to access the Effort Period Code dropdown menu and click “Select”.

![Image of Banner Self Service Time and Effort Reporting Manual](image.png)
To view reports other than your own, but which you may certify or review (such as students that work on your grants), select “Review or Certify Reports” on the menu to the left. Select “Advanced Search.” In the middle of the page will be several drop down menus in which you can filter your results. Select chart of accounts, which will always be “1” for the least filtered result. A typical search will be by period. In the example below, Chart of Accounts 1 and Effort Period Code October 2010 was selected. This will bring up all October reports that user has access to view and/or certify.

To view reports other than your own, but which you may certify or review (such as students that work on your grants), you will need to utilize the “Advanced Search” lookup. Click the dropdown arrow and select “Status”, use the dropdown menu to select “Awaiting Certification”. Click “Go” to run the currently listing. This query will pull all individuals that you oversee on your project(s) that currently have reports that are awaiting certification. This will bring up all reports that user has access to review and/or certify.

You may also use the “Advanced Search” lookup to query by the additional criteria listed below:

- Employee ID (A Number)
- Effort Period Code (i.e., JAN2011)
- Effort Period Description
- Status (i.e., awaiting certification)
- First Name
- Last Name
PRINTING CERTIFICATION REPORTS

To print a certification report, you would select the employee you would like to view. Click on the “more actions” dropdown of the report and click Print.

The certification report will be loaded into a PDF file that can be printed for your records.
Please feel free to contact the following individuals with any questions or comments that may arise while using the Banner Time and Effort Reporting Module.

Sheila Walker-Wilkins, MBA  
Illinois Institute of Technology  
Research Administrator, Armour College of Engineering  
Grant and Contract Accounting  
Tech Central, 4th Floor, 4C8-1  
3424 S. State Street  
Chicago, IL 60616  
Phone: 312-567-3715  
Email: swalkerw@iit.edu

Ann Marie LoPrieno, CRA  
Illinois Institute of Technology  
Research Administrator/Coordinator of Training  
Grant and Contract Accounting  
College of Science and Letters/Psychology  
ENG 1, Room 213  
10 West 32nd Street  
Chicago, IL 60616-4277  
Phone: 312-567-3803  
Email: aloprien@iit.edu

Nancy Ptak  
Director, Grant & Contract Accounting  
Illinois Institute of Technology  
3424 South State Street  
TC-4th Floor, RM 4C8-2  
Chicago, IL 60616  
Phone: 312-567-3311  
Fax: 312-567-3335  
Email: nptak@iit.edu