TIME & EFFORT CERTIFICATION

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INTRODUCTION & BACKGROUND

- Uniform Guidance -- 2 CFR 200.430 (i)
  - Governs all federal grant funds
  - USDA is applying to capacity funds
- OSU Policy #3-0321

- Confirmation of monthly salary expenditures
- Reasonable estimate
- 100% of time worked by each personnel
AFFECTED FUNDS

• All Federal funds, including NIFA capacity awards
• All funds designated as sources of matching funds for capacity awards
• All grants
• All cost-share funds associated with a grant
AFFECTED PERSONNEL

- **DDs and CEDs** -- Are considered as PIs for reporting and certification purposes for capacity funds
- **PIs** – primary personnel associated with a grant
- **Co-PIs** – additional personnel with budgetary authority for a secondary fund on a grant
RESPONSIBILITIES

• **DDs and CEDs –**  
  • Review report  
    • If everything appears to be correct, mark “Y” next to the signature.  
    • If anything appears to be incorrect, please contact Extension Finance  
  • Certify via signature  
  • Return via email to dasnreffort@okstate.edu

• District and County Administrative Staff – Assist DDs and CEDs as needed for routing and transmittal

• PIs/Co-PIs for traditional grants – Review report, talk with administrative staff about any corrections/redistributions, certify via signature

• DASNR Sponsored Programs – monitor process to ensure all completeness and compliance

• Extension Finance – Provide initial reports to DD/CEDs/PIs, Assist Sponsored Programs in monitoring and training
REPORT STRUCTURE

• Report generated monthly. Reporting period shown in top left.
  • But records show all activity in that month, even if it was a correction of pay from a prior month.
  • Pay periods shown as JM1 = January; JM12 = December.

Effort Certification Report for December 2018

PI: A10027543 Puffinbarger Thomas
Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll
Job Identification          Grant          Grant
430213 00 FIELD DIRECTOR    3162302       Alfal
430213 00 FIELD DIRECTOR    3162376       Woods
430213 00 FIELD DIRECTOR    3412302       Alfal
430213 00 FIELD DIRECTOR    3412376       Woods

Redistributions Required Y/N COMMENT:
REPORT STRUCTURE

- Separated by CED/DD/PI/Co-PI
REPORT STRUCTURE

- If personnel are paid on funds in multiple counties, or on multiple traditional grants, they will appear on multiple reports.
  - You can mark an “X” for titles/funds you are not responsible for.
REPORT STRUCTURE

• To review accuracy, refer to the Grant Title field, which indicates the description and source of funds.
  • Alfalfa County – State
  • Alfalfa County -- NI17SLBC
  • Title of Competitive Grant (e.g. Teaching Choctaw Youth)
• Corrections show as “Void” and “Redistribution” for a past time period
• Net $$ effect is zero – changes WHERE those funds were paid
RESPONSIBILITIES

• Report for one PI/Co-PI/CED/DD may be multiple pages
• One signature on the last page of the report.
  • If everything appears to be correct, mark “Y”, sign and date.
  • If anything appears to be incorrect, please contact Extension Finance

• **Note: report contains salary information and should be treated as a confidential document**
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[Intranet Link]: intranet.okstate.edu/Fiscal_Affairs/extfinance.htm