



## Arecibo Observatory

Office of the Director

SUBJECT: Arecibo Observatory Time and Effort Reporting and Training	Effective Date: 04-30-2020	Policy Number: AO-POGM0201
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	Responsible Authority: Director of the Arecibo Observatory	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

### Time and Effort Reporting Guidelines

Sponsored Research, Training and Service Projects.

### GENERAL INFORMATION

Employees must document the amount of time required to conduct research or services on a sponsored project (Committed Time and Effort) through the university's payroll system. Salary and wage charges to a sponsored project must be reviewed and affirmed by the Principal Investigator and/or the employee using the university's time and effort reporting system (ECC). Incomplete or late salary and wage affirmations will result in the transfer of the salary cost assignment to a non-sponsored department account.

Time and effort certifications must be completed by the certifier and reviewed and processed by the Department Effort Coordinator within the 30 day certification period. If effort is not certified, salary charges must be removed from the sponsored project and applied to the department of origination at the discretion of the Office of Research. All employees who are involved in allocating salaries to sponsored projects or completing Effort Certifications are responsible for

understand that inaccurate, incomplete or untimely effort reporting may lead to penalties and funding disallowances.

## PROCEDURES

Employee salary and wage cost assignments (to include cost share assignments, when applicable) in support of work conducted on a sponsored project must be entered into the university official records by using an Electronic Personnel Action Form (e-PAF) upon activation of the sponsored project. Employee salary and wage cost assignments should reflect the percentage of the employee's FTE (total university activity) annotated in the original proposal or a changed FTE as required by the employee or sponsor. The employee's FTE percentage on a sponsored project must support their distribution of salary or wages among the employee's total assigned activities not to exceed one hundred percent (100%).

Principal Investigators are responsible for properly assigning salary and wage cost assignments to a sponsored project, monitoring their employees salary and wage cost assignments to a sponsored project, tracking changes to their employees sponsored project cost assignments, and for insuring their employees complete and affirm their salary or wage cost assignments in the university's time and effort reporting system (ECC).

Academic and Research Unit Leadership (FSI) is responsible for insuring Principal Investigators and their employee's complete time and effort reports accurately and timely. Academic and Research Unit Leadership will provide financial and administrative resources to departmental and office personnel to process university system (e-PAF, payroll and tuition cost transfers, time & effort report monitoring) transactions.

Office of Research is responsible for issuing university time and effort policies, procedures, and guidelines; provide a time and effort reporting system to monitor, track and account for employee time and effort report affirmations; and deliver a time and effort training program.

How is effort certified?

For all personnel who receive compensation from UCF, effort is certified via the Web-based Employee Compensation Compliance (ECC) system. For UCF personnel who have zero-dollar, zero-percent appointments and therefore receive no compensation from the University, effort is not required to be certified. This is because the Web-based ECC system can only be used to certify effort for individuals who receive compensation from the University. A PI with a

zero-dollar, zero-percent appointment can still log into ECC to certify the effort for the graduate students, university staff, and postdoctoral trainees who work on his or her sponsored projects.

The ECC application can be accessed at <https://ecrt.research.ucf.edu> or via [apps.research.ucf.edu](https://apps.research.ucf.edu) and selecting the ECC application.

Time and effort certifications must be completed by the certifier and reviewed and processed by the Department Effort Coordinator within the 30 day certification period.

To be considered timely, effort statements must be completed within the 30-day certification period. The certification process requires two steps. The effort statement must be:

1. Certified by the principal investigator, non-PI faculty or academic staff member, and
2. Reviewed and processed by the effort coordinator.

Only after both steps are accomplished is the effort statement regarded as complete, making it an official record of the university.

Additional information regarding Time and Effort Reporting can be found at the following links:

\*PDF link for University T&E Policy

\*PDF link for University T&E Guidelines

INITIATING AUTHORITY

Director of the Arecibo Observatory

**POLICY APPROVAL**

**(For use by the Office of the Director)**

**Policy Number:** AO-POGM0201 Arecibo Observatory Time and Effort Training and Reporting

**Initiating Authority:** \_\_\_\_\_

\_\_\_\_\_

**Date:**

**Principal Investigator:** \_\_\_\_\_

\_\_\_\_\_

**Date:**