

Effort Reporting Training

Presented by the Budget Office &
The Office of Sponsored Programs

Legal Basis for Effort Reporting

- Effort reporting is the mechanism used to confirm that salaries and wages charged to each sponsored agreement are reasonable in relation to the actual work performed.
 - *Policies and Practices: Compensation, Effort Commitments, and Certification*, Council on Government Relations (March 1, 2007)(https://www.rsp.wisc.edu/effort/COGR_EffortSummary.pdf).
- Effort reporting is required by OMB Circular A-21(J)(10) (relocated to 2CFR, Part 220), and other federal regulations.

Legal Basis for Effort Reporting

- In all contracts with the Government, and agencies dealing with the government, a line stating “includes all other FAR clauses” is inserted. Federal Acquisition Regulations holds us responsible for proper documentation of effort as stated in OMB Circular A-21 (relocated to 2CFR, Part 220.)
- Why do we do this?
 - It is the law. We have no choice, if we want to continue to receive awards from the government.

Effort Reporting Recently

As a result of the Government paying closer attention to Effort Reporting the following University's have incurred fines for not being in compliance.

- University of Alabama-Birmingham - \$3.4m
- Florida International University - \$11.5m
- Yale University - \$7.6m
- Northwestern University - \$5.5m
- Johns Hopkins University - \$2.6m
- Jackson State University - \$1m
- Harvard University
- California Institute of Technology

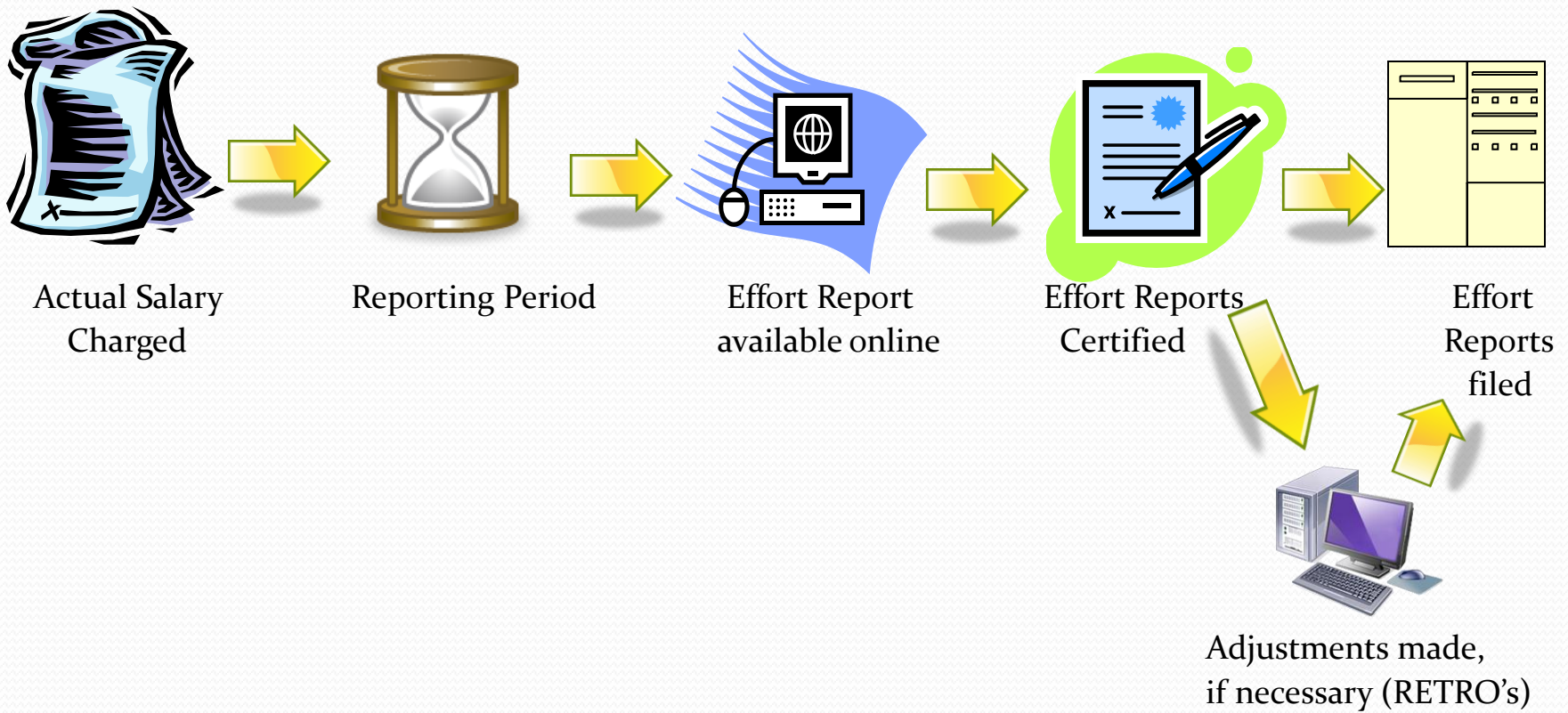
How the University & Individual are held responsible

- The Federal False Claims Act, 31 U.S.C §§ 3729-3733
 - A criminal statute making it punishable by fines or imprisonment for those who submit a false claim.
 - An Effort Report is considered a claim under the False Claims Act.
 - We are required by law to submit an after-the-fact claim, which is your Effort Report.

How the Government Finds Out

- *Qui Tam* Action
 - *Latin saying meaning to sue on behalf of the king.*
 - Commonly known as the **Whistleblower Act**.
 - Someone within the institution notifies the inspector general of a non compliance issue. If it is valid, the whistleblower will receive **10%** of what the government collects in penalties and fines.
 - UAB is a perfect example, as their investigation began because of a *Qui Tam* action by someone in their Office of Sponsored Programs department.

The Effort Reporting Process



The Proposal

- A proposal is submitted to the funding agency. **Committed Effort** for key personnel during the funding period is listed.
- As not all proposals are awarded, you are allowed to over commit your time in the proposal process for an amount over 100%.
 - Example: you currently have 70% of your time committed to other awards and you send out three proposals of 25% for a possible total effort of 145%.
- Once the proposals are awarded, total effort for all awards currently being worked on should equal 100%. Awards may need to be modified so that all of the agreements' effort totals 100%. Please contact your contract administrator for assistance.

Actual Effort

- Actual effort is recorded to the contracts through payroll charges submitted by your bi-weekly BLLR's.
- At the end of each semester, the effort report will be created for individuals who are funded by, or have charged to, a research or cost share account for that timeframe. The Effort Report presents the actual commitment (charged payroll).
- When you certify your Effort, you are certifying the actual effort worked. You are making a claim for funds for your work.

The Effort Report

- The effort report will be available for review and certification through Banner Self-Service for the certification period. You will review the information and certify it with an electronic signature.
- You will have the ability to compare against past Effort Reports in a read-only format to assist you in ensuring the effort is correct after the first reporting cycle is complete.
- If adjustments are needed to correct your actual effort, a **Retro** must be completed in accordance with established policy.
 - A revised Effort Report will be generated after the Retro is processed, and you will be notified to review and certify the revised effort report.

How to View Your Effort Report

- To View the Report
- Login into Banner Self-Service
 - Go to register.uah.edu
 - Click on “Enter Secure Area”
 - Enter your User ID. This is your full UAH A-number (including the A) that can be located on your pay stub or from the person in your office that handles your PAF.
 - Enter your Pin. This is a unique 6 digit number you established. If you have never used Banner before, the PIN is your birth date in the form mmddyr. Example 061276 for June 12, 1976. If you have changed your pin and no longer remember it, please contact Candy Horch at horchc@uah.edu or at 256-824-2242 for assistance.
 - Select Login

You have now logged into Banner Self-Service

How to Certify Your Effort Report

- Click on the Employee Tab.
- Click on the Effort Certification Link.
- Review the information for accuracy.
 - Discrepancies of greater than 5% variance between how you charged and how you actually worked should be corrected. (See Exhibit C “UAH Retro Policy/Process” of the UAH Effort Reporting Policy.)
 - If the actual effort is correct
 - Click Certify.
 - If the actual effort is incorrect
 - Click Request Changes
 - Please contact the Effort Office with the error and submit a retro in accordance with the established policy.
 - A revised Effort Report will be generated and you will be notified when it is ready.
 - Review the revised Effort Report for accuracy, click submit.
 - **You may only certify once.**

Researcher Certification

- There will be a **10 day** window for the report to be reviewed and approved.
 - If the report is not certified within the 10 day window, follow-ups will be done by the Effort Reporting Office.
 - If the follow-ups are ignored, your immediate supervisor and the division Vice President may be notified.
 - If necessary, the University will take further actions to ensure you certify your Effort Report and are in compliance with Federal Law.
- You should **NOT delegate** this responsibility to anyone else.
 - You are responsible for what is certified, as this is a claim to the government. If you delegate this responsibility and the report is certified when it is wrong, you are responsible. You may be subject to fines and imprisonment, not the person you delegated it to.
- **Individuals who report their time hourly have certified their time when they turn in their BLLR and will not be required to re-certify their effort.**

Exhibit A: Effort Report Certification Form

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification Oracle Fusion Middleware Fo...

Sign Out Help

Effort Certification Labor Redistribution

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Oprah Winfrey

Pay Period Summary

Comments

Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
20001 S/ALDOT/Grade Sk	2345AC S/ALDOT/Grade S	20 Research	Direct	75

Total Sponsored Activity 75.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
15000 O & M General	234100 E & C Engineering		Direct	25

Total Non Sponsored Activity 25.00%

Total 100.00%

Request Changes Certify Add New Funding

Effort Report Overview

Report Status Dates

20120110
Training 2012 pay 1 to 10
Mar 16, 2012 - Aug 31, 2012
Awaiting Certification - Unlocked

Funding Chart

75% 25%

Proxy or Superuser

You are acting as a Superuser

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.5)

Done Internet 100%

Effort Report Certification Form

Detailed Instructions for Effort Certification are available on the Effort Reporting Website.

<http://www.uah.edu/budget/effort-certification>

Frequently Asked Questions

- **Who do I call if I have questions?**

Call Candy Horch with all questions concerning Effort Reporting Certification.

- **Who was involved in creating this policy?**

This policy was drafted by the Offices of Budgets & OSP. The draft was presented to the Vice Presidents, Research Council and Faculty Senate where feedbacks were received and revisions were made and resubmitted for review.

Frequently Asked Questions

- **Are there different guidelines for different types of awards?**
No, all awards must follow this policy.
- **Are we not certifying when we sign our BLLR?**
No, BLLR's do not always represent true after the fact information.
- **Is there a problem with working more on an award than you are charging?**
Yes, if you are working on a contract and not charging to it, who are you charging that time to? This could be a cost share that needs to be set up. (Contact the Office of Sponsored Programs)

Frequently Asked Questions

- **What is the lag time between payroll and the certification report?** There will be about 2-3 weeks in between. Each Effort Report will consist of full pay periods. For example the first report is pay periods 1-10.

Questions

If you have any questions contact:

Candy Horch

Effort Reporting Officer

MDH 221

256-824-2242

horchc@uah.edu