Time & Effort Reporting User Manual

Banner Guide to
Grant Effort Certification Reporting

ILLINOIS INSTITUTE
OF TECHNOLOGY

Grant Effort Certification Reporting
Quick Start

ACCESSING THE BANNER TIME & EFFORT REPORTING SYSTEM

1. Login into the MyIIT portal.
2. Click on the "Work" Tab.
3. In the Time Reporting module, click "Grant Effort Certification Reporting."

   The Grant Effort Certification Reporting system module will load.

CERTIFYING YOUR REPORTS

1. After accessing the Grant Effort Certification Reporting system in Banner, select "Review or Certify Reports" in the left navigation menu.
2. Select "Advanced Search."
3. In the first drop down menu labeled "Select Attribute", select "Chart of Account Code."
4. Type "1" in the space provided.
5. In the second drop down menu, select "Status."
6. Select "Awaiting Certification" in the dropdown menu that appears if it does not automatically populate.
7. Select "Go" to run the report.
8. Review the effort report for accuracy.
9. If accurate, click the "Certify" button at the bottom of the screen.
10. If correct, click "I Agree."

   Certification is complete.

QUERYING YOUR REPORTS

1. In the left navigation menu, select "Review or Certify Reports.
2. Select "Advanced Search."
3. In the first drop down labeled "Select Attribute", select the criteria for which you would like to search.
4. Select "Go" to run the report.

REQUESTING CHANGES

If the report is incorrect, click the "Request Changes" button at the bottom of the report to send an email to your department's designated Grant and Contract Accounting (GCA) Research Administrator.

If your department does not have a designated GCA Research Administrator, please address the email to your departments assigned GCA Grant Accountant.

If you are unsure of who your GCA contact is please see the contact list on page 16.

PRINTING CERTIFICATION REPORTS

1. To print a certification report, select the employee.
2. Click "More Actions" from the dropdown menu at the top of the module.
3. Click "Print."

   The certification report will be loaded into a PDF file that can be printed for your records.

Table of Contents

Time & Effort Reporting

About

What is Time & Effort Reporting?

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, Illinois Institute of Technology is subject to financial accounting and reporting obligations to ensure that the charges to its federally sponsored projects are allowable and properly allocable to those projects.

What is the Purpose of Time & Effort Reporting?

Effort directly related to sponsored projects must be identified in the effort distribution and reporting process. 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.).

Why is Time & Effort Reporting Important?

In recent years, universities have faced stiff penalties for failing to properly carry out Time & Effort Reporting:

- Florida International: $11.5M
- Northwestern University: $5.5M, plus costs, attorneys fees and disallowances.
- Harvard University: $3.3M
- John Hopkins University: $2.6M
- Thomas Jefferson University: $2.6M
- University of Chicago: paid a combined $650K to settle charges

TERMINOLOGY

The term "Time & Effort Reporting" can be used interchangeably with "Grant Effort Certification Reporting."

How is Effort Measured?

Effort is measured as a percent of the individual's total IIT employment obligation.

Total IIT activity = 100% effort

Total effort is 100% whether a work week is 10, 60, or even 100 hours. Total effort may not exceed nor 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 Grant and Contract Accounting research administrator may write an explanation of the effort in the notes section of the report.

How Often Is Certification Required?

Illinois Institute of Technology's certification process is every semester, 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 and Certify the Time and Effort Report?

- The Certifier

The Certifier is the IIT employee, usually faculty or designated staff, who is working on the sponsored project. Whether the Certifier is the Principal investigator (PI), Co-Principal Investigator (CO-PI), Budget Manager, Supervisor, etc., they are required to certify their efforts and the efforts of the staff and students who work on their sponsored projects. The certifier may also reject time and submit a request for changes. PIs are also alternates who certify in instances where the Certifier is unavailable to certify.
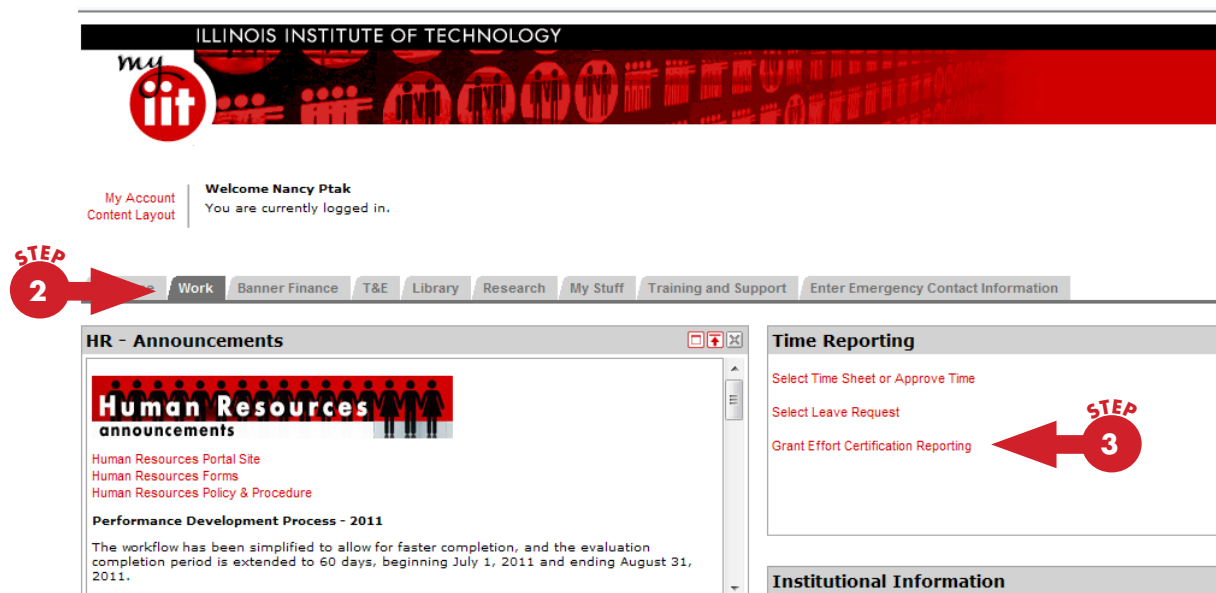
TIME CERTIFICATIONS

Time certifications represent a reasonable estimate of an employee's effort. OMB Circular A-21 (2 CFR Part 220) states:

In the use of any methods for apportioning salaries, it is recognized that, in an academic setting, teaching, research, and administration are often inextricably intermingled. A precise assessment of factors that contribute to costs is not always feasible, nor is it expected. Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate.

Time & Effort Reporting
User Manual

ACCESSING THE BANNER TIME AND EFFORT REPORTING SYSTEM

1. Login into the MyIIT portal.

2. Click on the "Work Tab."

3. In the Time Reporting module, click "Grant Effort Certification Reporting."
   The Grant Effort Certification Reporting module will load.

OFF-CAMPUS ACCESS

The Grant Effort Certification Reporting system cannot be accessed directly if you are not on-campus. If you are trying to access the system from off-campus, use a Remote Desktop Connection. Please contact OTS to assist you with setting up or accessing your Remote Desktop Connection.

ACCESSING THE BANNER TIME AND EFFORT REPORTING SYSTEM

4. The Grant Effort Certification Reporting system will automatically open to the "Certify My Effort" page which will default to a list of your monthly effort reports.

The "Status" column will identify the current status of each effort report:

Awaiting Certification

Awaiting Refresh

Under Review

Completed

COA	Period Code	Report Period	Start Date	End Date	Status	
1	JAN2011	January 2011	February 01, 2011	March 31, 2011	Under Review	Unlocked
1	OCT2010	October 2010	November 01, 2010	November 30, 2010	Awaiting Certification	Unlocked

Screenshot 2   Accessing the Time & Effort Reporting System

PAY ATTENTION

The reports of students and staff that work on your grant are not visible when you initially log into the Grant Effort Certification Reporting system. To view and certify ALL of the reports you must certify, proceed to page 5, CERTIFYING YOUR REPORTS.

CERTIFYING YOUR REPORTS

You must review and certify all time and effort reports for your grant(s) including those of students or staff that work on your grants. These time and effort reports are not visible when you initially log into the Grant Effort Certification Reporting system.

Perform the following steps to review and certify ALL reports you must certify.

1. In the left navigation menu, select "Review or Certify Reports."
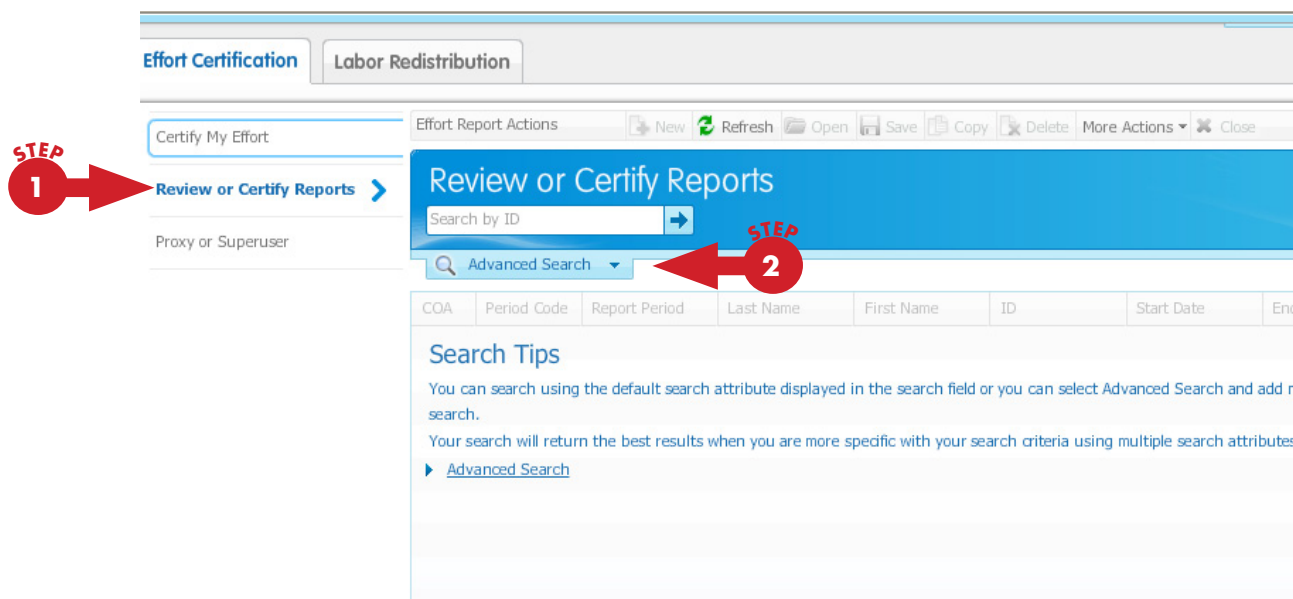
2. Select "Advanced Search."

CERTIFYING YOUR REPORTS

3. In the first drop down menu labeled "Select Attribute", select "Chart of Account Code."
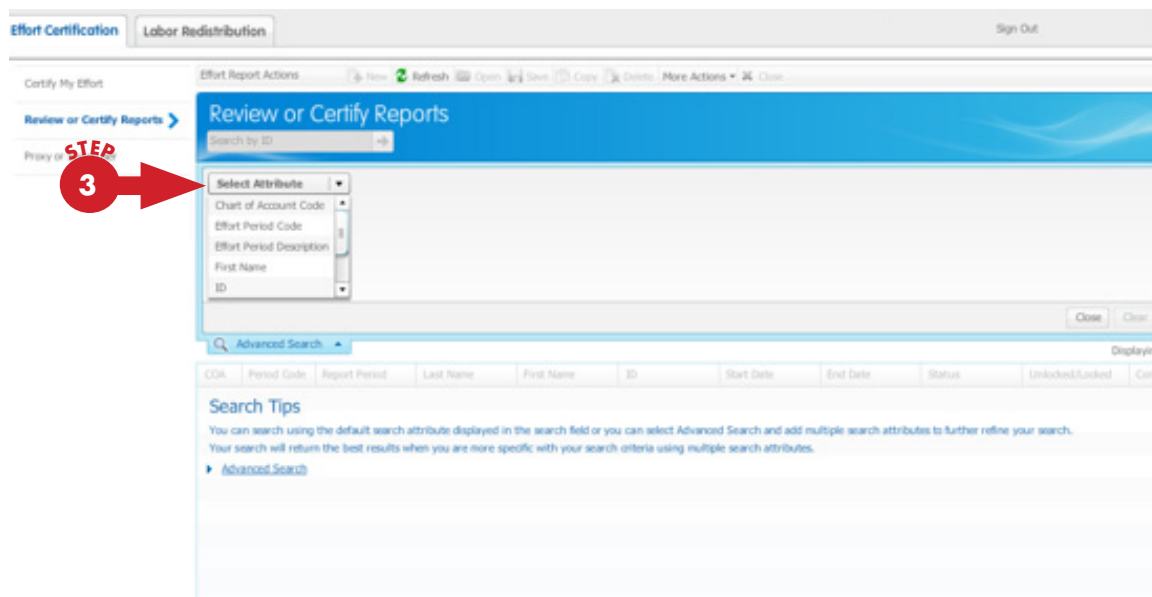
CERTIFYING YOUR REPORTS

4. Type "1" in the space provided.

5. In the second drop down menu, select "Status."

6. Select "Awaiting Certification" in the dropdown menu if it does not automatically populate.

7. Select "Go" to run the report.

MORE ABOUT STEP 4
The Chart of Account Code "1" is part of IIT's internal accounting system and must be inputted to yield results. Always type "1" in the space provided.

Screenshot 3 Certifying Your Reports

CERTIFYING YOUR REPORTS

8. Review the effort report for accuracy.
    You will be able to view the percentage of effort for the selected period by grant id
    and fund number.

9. If the effort report is accurate, click the "Certify" button at the bottom of the screen.

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

Annette Lauderdale

Sponsored

Effort Category	Grant	Fund	Effort
EFFORT Effort	381334 ARRA DOE DE-EE0002979	381334 ARRA DOE DE-EE0002979	37.25
EFFORT Effort	381400 ARRA DOE DE OE0000449	381400 DOE DE OE0000449	33.52

Total   Sponsored Activity 70.77%

STEP 8

Non Sponsored

Fund	Organization	Effort Category	Effort
100000 Unrestricted Fund	2231 Electrical Computer Engineerir		25.51
221022 Bodine Distinguished Profes	2231 Electrical Computer Engineerir		3.72

Total   100.00%

Request Changes   Certify

STEP 9

100% EFFORT

The total effort at the bottom of the screen should show 100.00%.

For more information about how effort is measured see page 2.

CERTIFYING ALL REPORTS

10. If correct, click "I Agree."
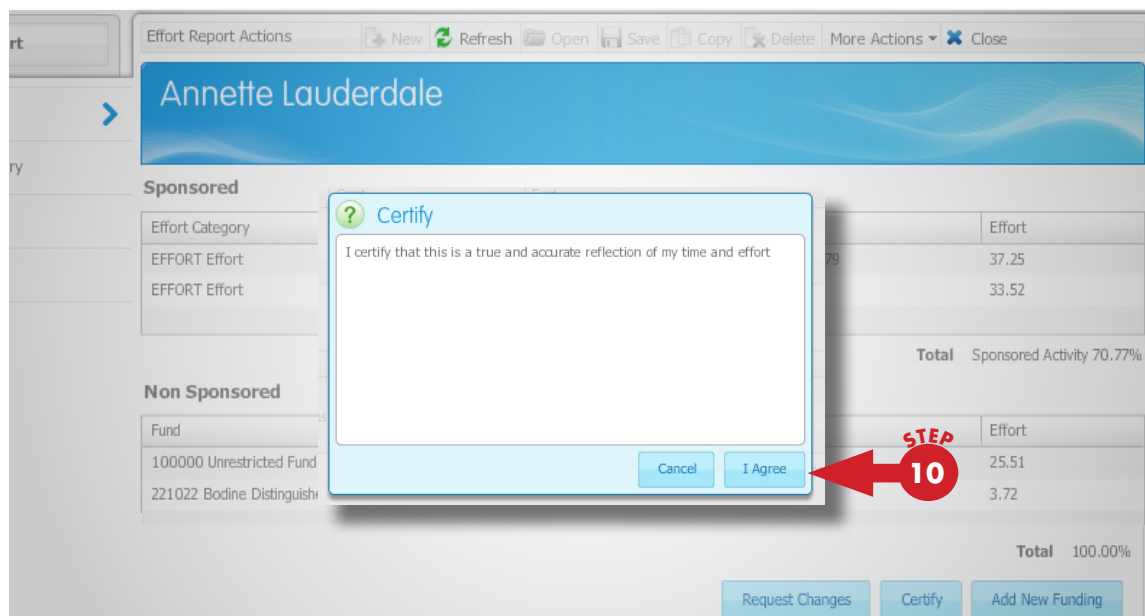
REQUESTING CHANGES

You may be able to make revisions if the effort is incorrect. See page 16, REQUESTING CHANGES.

CERTIFYING ALL REPORTS

Certification is complete.

QUERYING YOUR REPORTS

If desired, you may use the advanced search feature to query a particular report or group of reports.

1. In the left navigation menu, select "Review or Certify Reports."

2. Select "Advanced Search."
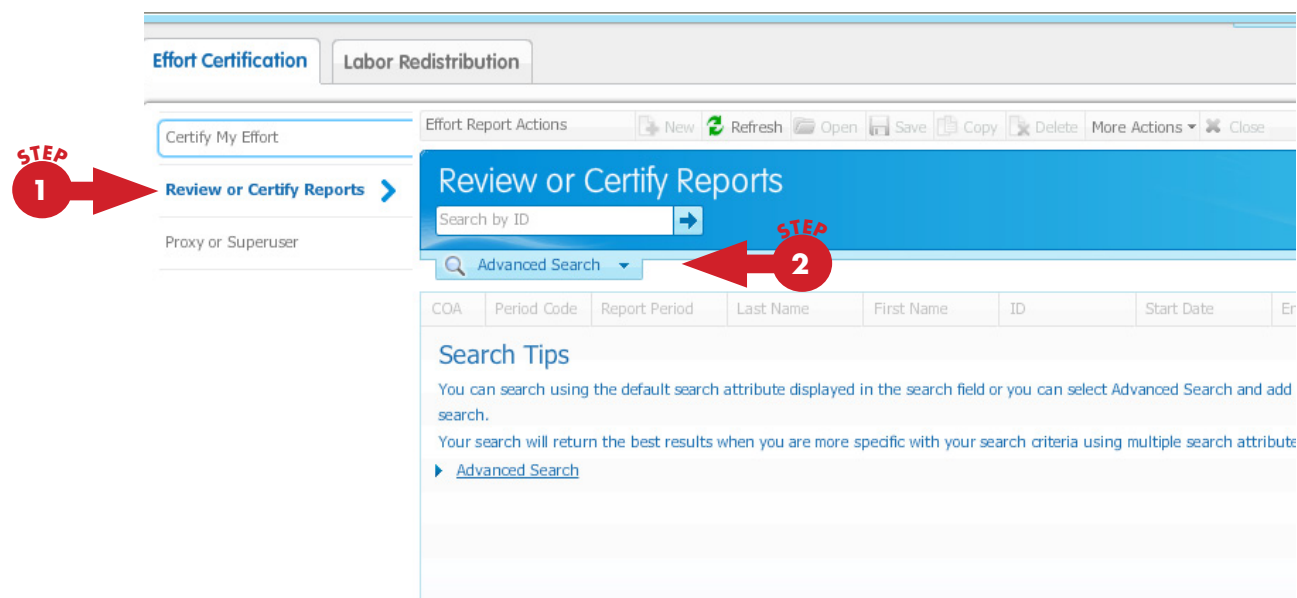
QUERYING YOUR REPORTS

3. In the first drop down labeled "Select Attribute", select the criteria for which you would like to search.
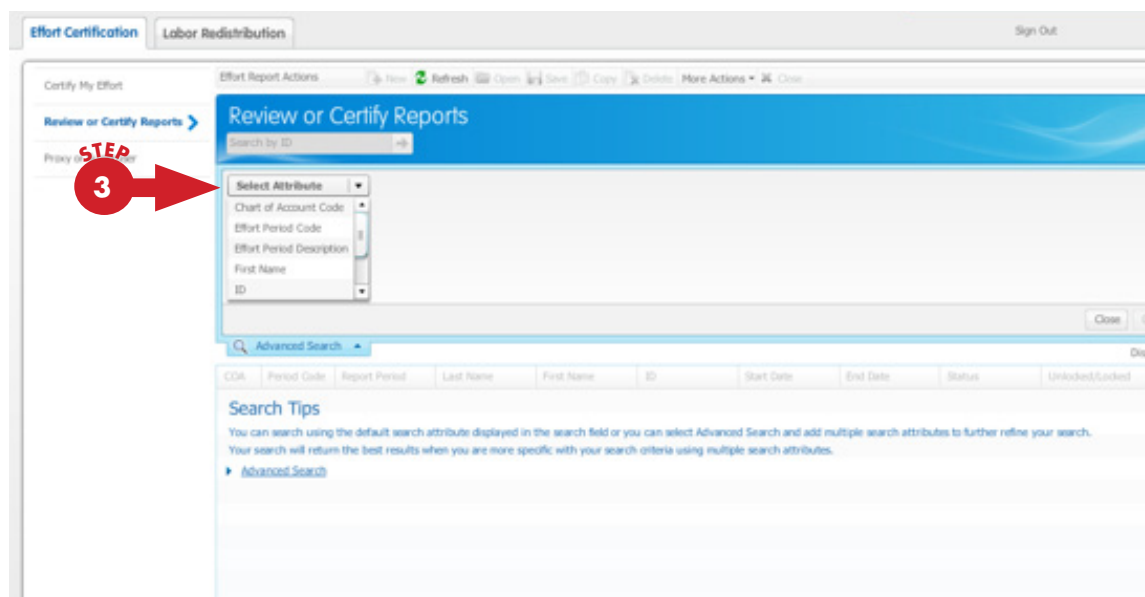
QUERYING CRITERIA

You may query by:
- Employee ID (A Number)
- Effort Period Code (i.e., JAN2011)
- Effort Period Description
- Status (i.e., awaiting certification)
- First Name
- Last Name

Screenshot 2   Querying Your Reports

QUERYING YOUR REPORTS

4. Select "Go" to run the report.

QUERYING TIP

To find the correct Effort Period Code click the ellipsis to the right of the input text box and a selection of available effort periods and their corresponding codes will appear.

Screenshot 3 Querying Your Reports

PRINTING CERTIFICATION REPORTS

You may print certification reports individually by employee.

1. Select the employee.

2. Select the "More Actions" dropdown menu.

3. Click "Print".
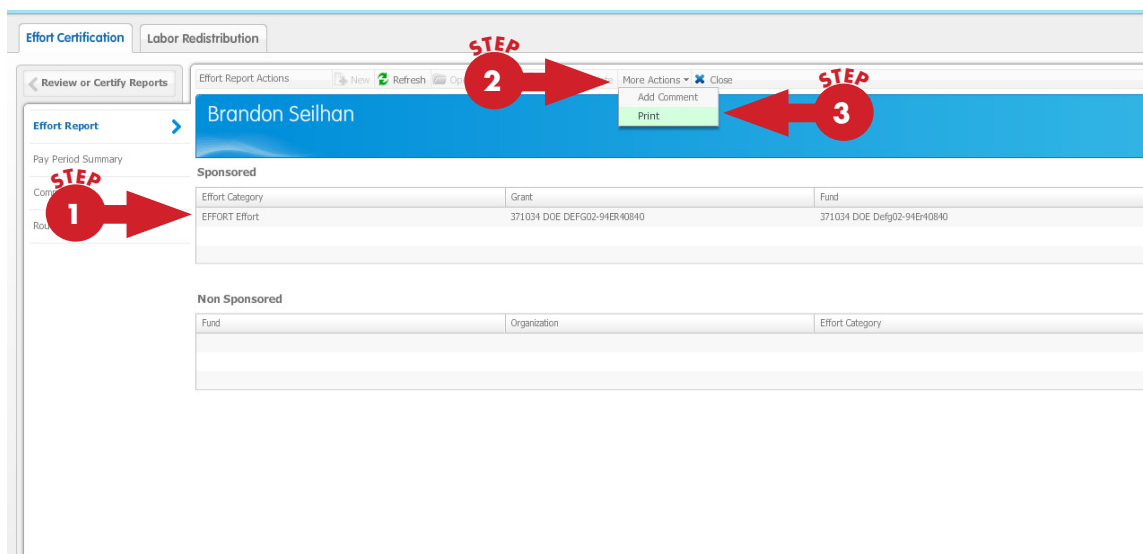
PRINTING CERTIFICATION REPORTS

The certification report will be loaded into a PDF file that can be printed for your records.

Illinois Institute of Tech

Brandon Seilhan, A20009858
January 2011
Awaiting Certification, Unlocked

Sponsored

Effort Category	Grant	Fund	Effort
EFFORT, Effort	371034, DOE DEFG02-94ER40840	371034, DOE Defg02-94Er40840	100%
		Total Sponsored Activity	100%

Non-Sponsored

Fund	Organization	Effort Category	Effort
		Total Non-Sponsored Activity	0%

Allocable

Fund	Organization	Effort
	Total Allocable Activity	0%

Total 100%

12-May-2011   1

Screenshot 2 Printing Certification Reports

REQUESTING CHANGES

If the report is incorrect, click the "Request Changes" button at the bottom of the report to send an email to your department's designated Grant and Contract Accounting (GCA) Research Administrator. If your department does not have a designated GCA Research Administrator, please address the email to your departments assigned GCA Accountant.

Department GCA Research Administrators and Accountants:

Department/School	Contact	Contact Email
College of Science and Letters	Ann LoPrieno	aloprien@iit.edu
School of Psychology	Ann LoPrieno	aloprien@iit.edu
Armour College	Michael Sauer	msauer@iit.edu

(as of April 2012)

Screenshot 1 Requesting Changes