



TIME & EFFORT REPORTING Policies and Procedures

University of Puerto Rico
Vice-Presidency of Research & Innovation
Office for Research Compliance & Integrity

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I. Legal Basis

Federal Office for Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, ([2CFR200](#)).

II. Definitions

In the application of these rules and procedures, the following terms are defined as follows:

- A. Faculty – University employee with an academic appointment.
- B. Professional Personnel – Employees that require specialized academic preparation, and in some cases, a license or permit, to practice their profession.
- C. Non-Professional Personnel – Employees that do not require specialized academic preparation to carry out their job functions, acquiring the necessary training and experience through their service.
- D. Effort - Effort is expressed as a percentage of the total amount (100%) of professional effort expended on University activities for which an institutional base salary is paid.
- E. Institutional Base Salary - For Faculty Personnel dedicated to academic instruction, who also conduct research, creative activity, teaching improvement, training, and/or services, is defined to be their annual permanent salary as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease plus any supplemental compensation of one full year or more. This annual permanent salary constitutes the base pay for the individual's total professional effort (100%), independent if his/her time is devoted to teaching, research, administration, creative activity, service, clinical activities, other activities and/or a combination of these, and in conformity with the provisions contained in Articles 49 and 66 of the General Rules of the University of Puerto Rico.
- F. Cost Sharing – cost sharing occurs when a portion of the total costs of a sponsored project are borne by the University, not the sponsor. Cost sharing/matching requirements may be in the form of an actual cash expenditure of funds, or may be an “in-kind” match, which is the value of non-cash contributions to the project (for example, a faculty or personnel percent effort commitment to a sponsored project/program).

III. General Rules

Compliant with the 2CFR200, the University of Puerto Rico is using payroll estimates, before the fact, and Time & Effort Reporting, after the fact, to fulfill the Standards for Documentation of Personnel Expenses established in section 200.430 of the 2CFR200. The payment estimates for effort under sponsored agreements will be based on approved levels of commitment in grant agreements and a forecast of the individual's total University workload in relation to the individual's defined institutional base salary. These payroll estimates will be collected and routed for approvals using the LT-002 form and will be entered in the payroll and Labor Distribution systems (see [Manual](#)). Subsequent changes that are considered significant such as the addition or reduction of sponsored agreements to an individual's workload are made to reflect the best estimate of expected actual results.

At the end of each semester or semi-annual period, time and effort report drafts are generated in the Time & Effort Reporting System (see [TERS Manual](#)) depicting the initial effort expended for an individual having charged labor and/or cost shared on a sponsored project for the period. The effort profile presented is based on the payroll charges related to the individual's institutional base salary for the period and should represent by account 100% of the individual's sponsored and non-sponsored activities.

Each report is reviewed, when appropriate changes are incorporated to the official accounting records to reflect a reasonable estimate of the actual effort expended in relation to the charges for the period, and approved by the employee or an appropriate official having suitable means of verification. Before a time and effort report is certified, labor cost transfers should be made to ensure payroll charged is aligned with the effort to be certified. The following procedures are provided for accomplishing the charging, reporting and certification of effort for faculty, professional and non-professional employees.

A. Required Personnel, Frequency and Process

1. **Faculty and professional personnel** charged and/or cost shared to federally sponsored projects, including research, training or any other sponsored agreement.

a) Initially, the individual's institutional base salary (IBS) is defined to be their annual permanent salary as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease plus any supplemental compensation. When there is a change in the IBS, supplemental pay, and/or account distribution, a Human Resources ORH-T002 Personnel Transaction Form is required to be completed by the department initiating the change that includes the base salary, status of the individual (part/full time) and the account to charge where a subsequent change is made. This document is the vehicle recognized by the Payroll Department to pay an individual and charge final cost objectives.

(1) Additionally, Form 125A – Report for Establishing Payroll Distribution (refer to Attachment I) must be completed summarizing all commitments the covered individual has as well as the accounts and pay listed on the LD-T002 - Notification Of Change And Personnel Transaction With Salary Distribution. Form 125A is used to present the individual's new 100% account profile and total pay. Form 125A is also used to obtain all necessary approvals. Both documents together when sent to the appropriate office (see [Manual del Usuario - HRMS: LABOR DISTRIBUTION](#) for routing of documents) in each campus establish the amount that will be charged to applicable projects prospectively based on estimates to reflect devoted effort. These forms are required to be completed within a reasonable time (no more than 60 days) from the beginning of the academic year, when an individual is newly appointed and/or when significant changes such as the addition or reduction of sponsored agreements to reflect a reasonable estimate of expected effort actual results. Estimates are based on factors of an individual's effort commitment to sponsored agreements and the forecast of the individual's total University workload in relation to the individual's

defined institutional base salary. Compensation that is non-effort related may not be included in the institutional base salary for determining estimates chargeable to federally sponsored awards unless prior approval has been obtained from the sponsor. According to §200.430 Compensation—personal services in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the faculty member is in addition to his or her regular responsibilities, any charges for such work representing additional compensation above IBS are allowable provided that such consulting arrangements are specifically provided for in the Federal award or approved in writing by the Federal awarding agency.

(2) Form 125A must be accompanied with the supporting details using the LD-T002 Form and submitted to the corresponding office at each campus where they will review Form 125A to ensure the accounts and amounts to charge are appropriate. Additionally, they will review the NSF requirement for faculty not to exceed 2/9 of salary for nine month contracts, unless approved by the agency. If the intended Form 125A for the faculty and/or professional personnel is not in accordance to the grant award, the completed Form 125A will be returned to the individual and their supervisor for correction before labor charges are initiated. Otherwise charges must be initiated by registering the corresponding distribution into the Labor Distribution system.

b) Effort Reports – Must be generated every six month for all employees under a 12 month appointment schedule and at the end of each academic and summer term for all employees under a 9 or 10 month appointment schedule, following the certification schedule. The University’s Effort Reporting Central Administrator will generate the reports under the Time & Effort Reporting System (see [TERS Manual](#) for details) using payroll charged percentages for the period to depict the actual effort expended. The T&E report must represent 100% of an individual’s effort profile (sponsored and non-sponsored activities across all campuses) based on labor charges related to the institutional base salary and/or commitments by funding source for the period reviewed. The distribution of time and effort dedicated to distinct projects and programs for sponsored and non-sponsored activities will be on a percentage basis and must sum to 100%. The reports will be made available to the campuses reviewers for approval and update reports, if necessary, by entering adjustments into the LD system. The certifier should review T&E report to ensure it represents the effort devoted for each activity for the period. Before certifying a T&E report, labor cost transfers must be finalized to appropriately align payroll charges with the actual effort expended. T&E reports should be completed, that is certified and applicable labor cost transfers executed within the first sixty (60) days after the forms are available according to the following schedule:

Certification Schedule		
Period Covered	Forms Availability Date	Certification Deadline
Fall	January, 15 th	March 15 th
Spring	July 15 th	September 15 th
Summer	August 30 th	October 30 th

If the Certification deadline is a weekend day or a Holiday the deadline will be the next working day.

(1) Certification. The T&E report will be electronically certified by the covered named individual or an official(s) having suitable means of verification that is personally familiar with the activities and work done by the covered named individual for the period reported, and that possess sufficient technical knowledge that they can identify the covered named individual's effort in each project or program.

(2) The directors of departments, offices and/or programs and deans, each one at their respective level of responsibility, will ensure that the personnel under their supervision submit timely reports; reports are properly completed and signed by officials having suitable means of verification; and will apply disciplinary measures, consistent with the situation, when there is a lack of compliance.

(3) Once certified, the TERS will maintain the copy of the T&E certification. The Finance Office and/or Sponsored Program Office at each campus are encouraged to maintain an offline copy for their project(s) records. Additionally, the Finance Office at each campus will maintain control of all financial accounts of federal funds under their jurisdiction.

2. **Non-professional personnel** will use time sheets to record actual time on projects and submit monthly for payroll and charge to University activities. Timesheets are maintained at each Human Resources campus office. However, where time sheets are not available or do not identify time to specific federal projects, a T&E report will be required for certification.

IV. Special rules for personnel that receive funds from multiple awards from more than one University of Puerto Rico campus

The University of Puerto Rico has faculty and professional personnel that can and may receive federal salary support from sponsored agreements located at campuses other than his/her home campus or from multi-campus proposals. For these cases, the following additional rules apply:

A. **The initiating Campus Department (Supra-Campus).** Initiating a change for an individual outside of their campus requires an authorization from the Chancellor's Office of the home campus department of the individual to determine if the individual can devote effort and be paid from the sponsored agreement as released time of the individual academic period effort or as summer salary. Therefore, Form 125A must be completed by the requesting campus with the assistance of the covered named individual and the corresponding home campus official that lists 100% of the individual's new account distribution. To accommodate the new sponsored project, a corresponding drop in effort and pay must be made to maintain the base salary. Form 125A is signed in the section Approval from Supra-Campus Projects Directors. The original completed Form 125A is sent to the home campus Human Resources Office of the covered named individual for the LD-T002 preparation.

B. **The Home Campus Department of the Covered Named Individual.** The home campus department must review to ensure the distribution completed by the initiating campus is completed appropriately and accounts for 100% of the individual's distribution. Once approved in the section entitled "Approval", the home campus department should complete LD-T002 – Personnel Transaction Form to reduce the covered named individual's pay to the appropriate account(s) to offset the requested campus department's sponsored project. The LD-T002 completed by the home campus department is sent to the home campus Finance or Sponsored Research Office to enter the corresponding salary distribution. A copy of the signed Form 125A along with a copy of the campus home department's LD-T002 should be sent to the requesting campus department or Sponsored Research Office and copies sent to the home campus department's Sponsored Research Office or equivalent. The original Form 125A and the ORH-T002 completed by the home campus department is sent to the home campus department's Human Resource Office for recordkeeping.

V. Instructions for preparing and processing 125A and Time & Effort Reports

A. **Form 125A – Report for Establishing Payroll Distribution:** The following procedures will be followed with respect to establishing estimates to initially charge sponsored and non-sponsored projects:

1. Faculty and Professional Personnel with the assistance of Department Administrators and their respective Finance Office will complete the form to charge payroll as needed to appropriate projects/accounts.
2. An original shall be forwarded to each of the projects or programs to which the employee or official has rendered services and to the Chairperson, Dean or other official of the appropriate institution to which the employee is ascribed.
3. The spaces and columns will be completed as follows:
4. The upper part shall indicate the name of the campus or institutional unit. The remaining spaces are provided for the following information
 - a) Employee Name – indicate the name of the employee or official.
 - b) Social Security – fill in the social security number of the employee or official, showing only the last four digits.

- c) Department/Faulty – indicate the department/faculty of the employee.
- d) Position – refers to the title or position that the employee or official holds.
- e) Base Salary – Indicate the individual’s Base Salary considered as their IBS.
- f) Indicate if the employee is faculty, professional, non-professional or clerical.
- g) Effective Date of Payroll Distribution – indicate the begin date of the distribution.
- h) Indicate if the employee has multi-campus and/or projects funded by other campuses of the UPR (Yes or No)
- i) Campus of the Account – campus that owns the account of the project.
- j) Account Number – 32 digit account number from where a payment will be received.
- k) Cost category/Major function and Project Title –cost category or major function, and title of the project or program on which the employee or official will work and be paid.
- l) Level of Effort % - the commitment or estimated effort that is expected to resemble actual effort devoted.
- m) Amount to be charged to Account – according to the committed level of effort % and the period in which effort will be devoted and based on the institutional base salary. Non-IBS labor charges are not allowed to be charged to federally sponsored accounts.
- n) Total Compensation – total the amount that will be charged to Sponsored and University Funds.
- o) Comments – indicate comments related to the information that is included in the form.
- p) Approval Section: In the spaces provided, the following personnel must sign the form: the employee or official that completed the form, the Home Department Approver if applicable, and the Project Director(s) of the home campus of the covered named individual. All signatures must be dated as well.
- q) Approval From Supra-Campus Projects Directors: Provide the Employee’s signature and date, the campus of the Project Director(s), the signature of the Supra-Campus Project Director(s) from which the covered named individual receives compensation and the date.
- r) Finance Office Use Only - A finance Office official should verify the information and sign and date the form.

B. Time & Effort Report – The time & effort report is under an electronic system. This report will use a required two-step verification process described below. Please refer to the [Time & Effort Reporting system manual](#) for instructions on how to approve Time & Effort reporting.

1. Reviewer Approval – All UPR units must have a reviewer. This person should ensure that the charges presented in the T&E report drafts are correct and in accordance with the budget estimates and that the information presented is correct. If errors are found the reviewer should procure to correct those errors by generating the corresponding labor distribution adjustments. Once the reviewer deems the report as correct he/she should approve it. The employees cannot approve their reports unless they have the approval of the reviewer.
2. Employee Approval – The covered name individual should certify its own T&E report. It is important that the employee takes the time to review the form and verify if the charges presented reflect the reality. If the employee detects errors in a report he/she should reject the report and communicate to the reviewer the changes required. If the employee understand that the report reasonably reflects how effort was spent, then the T&E report should be approve.

VI. Related Information

- A. [Circular R-1112-21](#) – Norms for the Promotion and Development and of Research and Effort Reporting Policies Stated In Certifications 14 and 15 (2011-12) of the Board of Trustees for Faculty
- B. [Certification Number 14](#) – Policy for the Promotion and Development of Research at the University of Puerto Rico
- C. [Certification Number 15](#) – Effort Reporting Policies and Procedures at the University of Puerto Rico
- D. [Certification Number 16](#) – Cost Sharing/Matching Funds Policies and procedures at the University of Puerto Rico



Report for Establishing Payroll Distribution

Employee Name: (Last name, Name)	Social Security:
Department/Faculty:	Position:
Faculty () Professional () Non-Professional () Appointment Type: 9 months () 10 months () 12 months ()	Institutional Base Salary (Annual):
EFFORT REPORT PERIOD: Fall ___ Spring ___ Summer ___ Academic Year ___ - ___	() Amended / Amendment Num: ()
Multi-campus and/or Projects funded by campuses other than the home campus of the professor Yes ___ No ___ <small>If the answer is "Yes" the form will require the signature of the supra-campus projects Directors. See section below.</small>	

SPONSORED ACCOUNTS

CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE	PERIOD OF PERFORMANCE BEGIN – END		LEVEL OF EFFORT %	AMOUNT TO BE CHARGED TO ACCOUNT
			MM/DD/YYYY	MM/DD/YYYY		

COST SHARING

UNIVERSITY FUNDS

CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE	PERIOD OF PERFORMANCE BEGIN – END			
			MM/DD/YYYY	MM/DD/YYYY		

TOTAL COMPENSATION

	100%	
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PAYMENTS PAID FOR OTHER WORK NOT INCLUDED IN THE BASE SALARY

Account Numbers	Type of work performed	AMT. Paid

COMMENTS

APPROVALS

_____ Employee Signature	_____ Date (mm/dd/year)	_____ _____	_____ Date (mm/dd/year)
_____ Home Department Approver	_____ Date (mm/dd/year)	_____ _____	_____ Date (mm/dd/year)
_____ Home Deanship Dean	_____ Date (mm/dd/year)	_____ _____	_____ Date (mm/dd/year)
_____ Home Campus Chancellor	_____ Date (mm/dd/year)	_____ Project Director of the Home campus of the faculty member	_____ Date (mm/dd/year)

APPROVAL FROM SUPRA-CAMPUS PROJECT DIRECTORS

_____ Campus of Project Director	_____ Supra-Campus Project Director(s) from which the faculty receives compensation	_____ Date (mm/dd/year)	_____ Campus of Project Director	_____ Supra-Campus Project Director(s) from which the faculty receives compensation	_____ Date (mm/dd/year)
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FINANCE OFFICE OR ITS EQUIVALENT USE ONLY

Revised by: _____ Date (mm/dd/year): _____

The information included, certified and revised on Form 125A is an estimate of proposed effort and compensation for the applicable period