

Time & Effort Policies and Procedures

TT and NTT faculty in College of EHHD



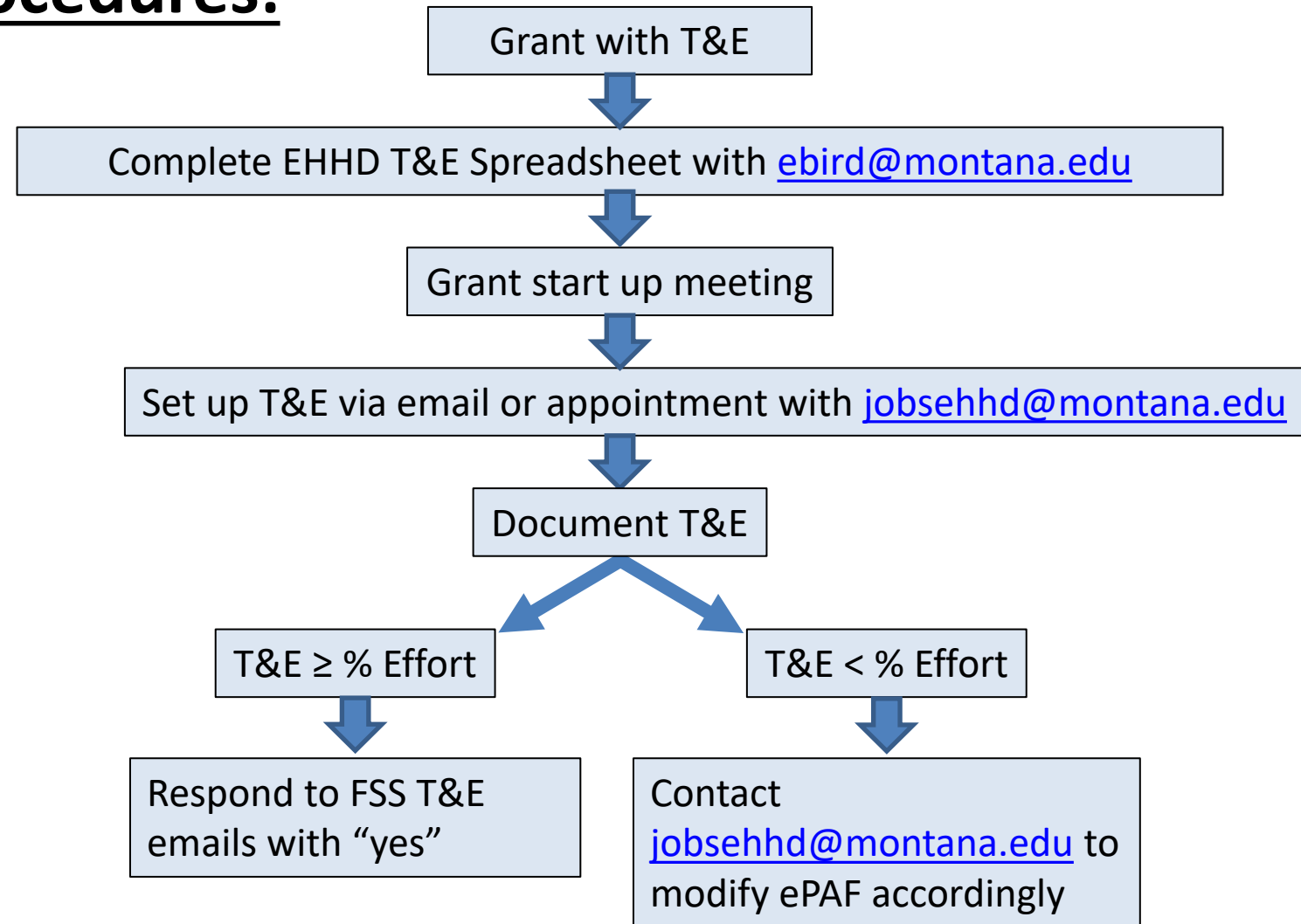
Objective

- Help faculty conducting research:
 - Augment their salaries
 - Comply with federal regulations and funder requirements

Policies

- MSU responsible for commitments made to funders
- Actual T&E must be at or above committed T&E
 - Paid
 - Unpaid
- EHHD faculty must follow new procedures (summary slides)

Paid T&E Procedures:



Grant with T&E

- Incentive program for researchers (IPR) and or summer salary
 - Up to 25% of AY salary can be earned through IPR if funder allows
 - [not allowed by INBRE, AI/AN CTR, CAIRHE, and others]
- Up to 3/9 of AY salary can be earned as summer salary*
 - **3/9 = 100% = no other work = no vacation or time off without reducing compensation*
 - *Attestation form from Provost Office required*
- Unpaid time = % effort or months committed to a funded project that is not compensated with IPR or summer salary
 - Faculty responsible for documenting time and being 'audit ready'

Complete EHHD T&E Spreadsheet with ebird@montana.edu

- Demo

Set up paid T&E (from the T&E worksheet)

- IPR – Elizabeth will complete paperwork
- Summer salary – form sent out in spring semester

Documenting T&E

- Federal regulations section 200.430(c) states “It is recognized that teaching, research, service and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for IHEs [Institutions of Higher Education] a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected.”

However, you still need to document your time:

- Many options
 - Log on a spreadsheet
 - Log on Outlook Calendar
 - Paper calendar or notebook
 - Note intermingled activities, e.g. meetings with students working on projects, lab meetings, working on budgets, attending events relevant to the research, etc.
- Keep documentation up to 10 y following grant completion

FSS Email Verification of T&E

Occurs periodically
and there is a lag
before FSS gets
payroll info

% effort reflects
information from
the ePAF set up by
faculty

Fiscal Shared Services, Academic Team 1 (academicFSS1@ montana.edu)

Kristen McCrae is
our current FSS
Team Lead

I am working on verifying Time & Effort reporting for HHD for August 28-September 24, 2021. This splits of time periods are due to bi-weekly payroll

You are receiving this email because you were paid from private or federal funds during this time.

When MSU receives external funding, the Office of Sponsored Programs (OSP) must ensure that an employee who is paid (time) from a grant is indeed working (effort) of the grant. Fiscal Shared Services coordinates Time & Effort (T&E) reporting for this department. Please review your payroll distribution below to determine if this matches the effort (% of your time worked on the grant noted) for the month indicated. Effort shown on the below table is calculated as a percentage of your total monthly salary, this should reflect the percentage of effort that you worked on your grant(s).

FsYr	Work Period	Paychecks	Employee	Index Description	Index	Salary \$	Effort
2022	Aug28-Sep24	Pay 19 & 20	NAME HERE	Grant Title 1 2022	4W****	\$2325.60	85%
2022	Aug28-Sep24	Pay 19 & 20		Grant Title 2 2022	026***	\$394.40	15%

Reply with "yes" if the % effort shown below aligns with the % effort you *actually worked* on the grant for the month indicated. Please note if you should have cost share!

Reply with "no" if you either did not work on the grant listed above for the month indicated or if you did work on the grant listed, but worked a different % of your time. If you reply with "no" *please provide the correct % of effort you worked on the grant above, or provide the index number and % effort of the grant you did work on.*

Please kindly reply to this email no later than **close of business, (response date here)!**
Please contact me immediately if you have any questions or concerns!

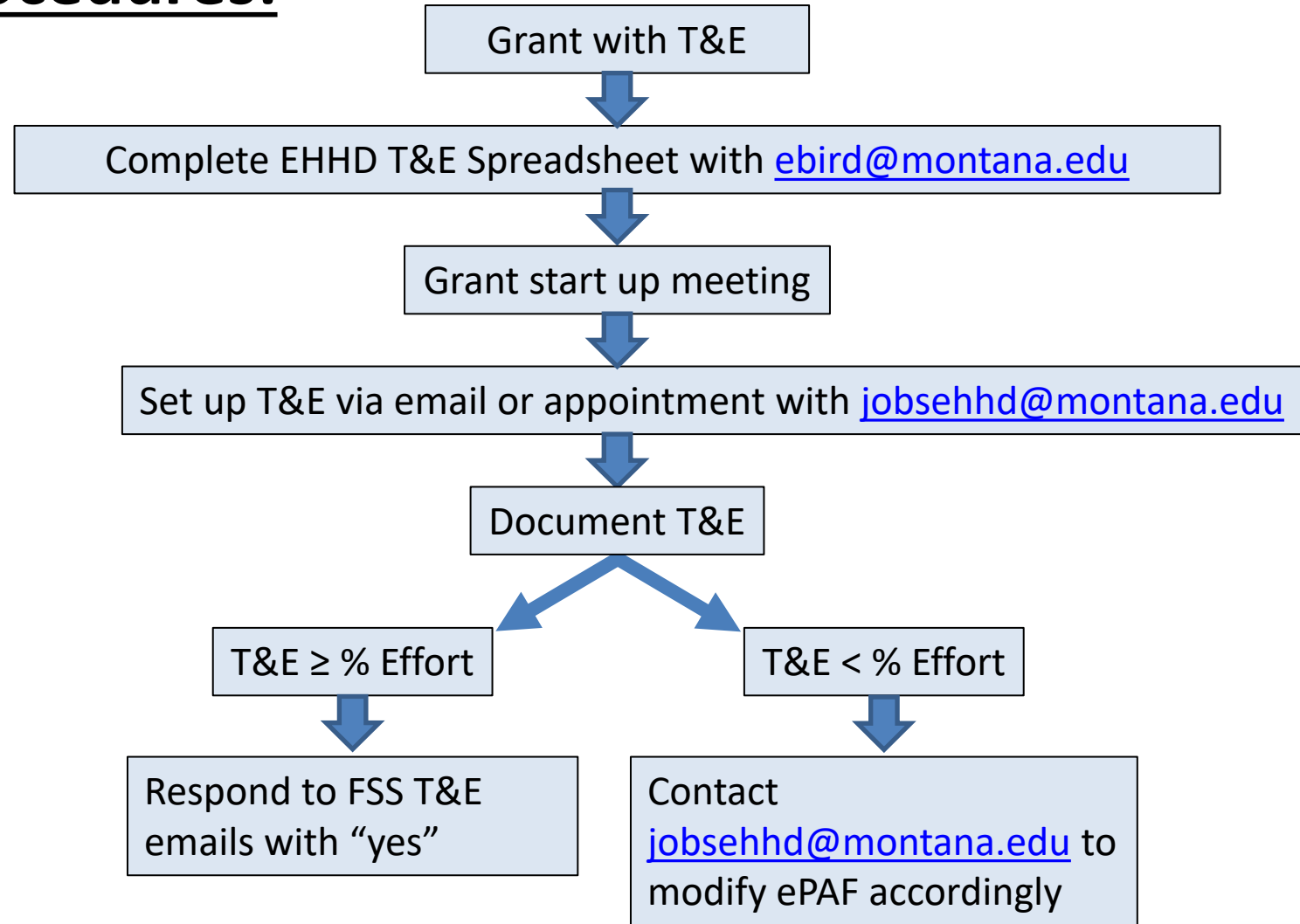
Course Load Reduction

- 10% of salary + benefits should be coming from grant
- Must occur in the same AY as salary received, but does not have to be the same semester
 - 10 % salary for F and S semesters with course buyout for F or S is ok
 - 20% salary for F and 0% for S with course buyout for S is ok

Institutional Research and Development (IRD)

- 15% of IDC collected on graduate student stipends returned to researchers as F&A return
- Use of IRD funds is flexible within rules
 - Student travel
 - Research support for students
- <https://www.montana.edu/research/osp/findingfunding/ird.html>

Paid T&E Procedures:



Unpaid T&E Procedures:

