Process Name:	Completion of Time Effort Certification Form
Responsible Position/Department:	Office of Sponsored Programs
Reviewer Name/Department:	Traci Merrill/Assistant Director

Faculty and exempt staff are required to complete a Time Effort Certification (TEC) form three times per year:

- After the Fall Semester (September 1 through December 31)
- After the Spring Semester (January 1 through May 31)
- After the Summer Session (June 1 through August 31)

During the Fall and Spring employees will receive the TEC form splitting their salary between their University Appointment and the project(s) which they are working on. Each project listed will have a percent of effort associated with it. The minimum effort contributed to a project should be approximately 2%.

There are two columns listed on the TEC form, direct effort (i.e. University Appointment; time committed to project which is charged to sponsor) and donated effort (i.e. time committed to project which is paid by University; time donated to project which is unpaid). The sum of the direct effort and donated effort should equal 100%. The figures on the prepared form represent the effort *proposed* by the employee to the sponsor at the time of submission. If the figures provided do not accurately reflect the actual effort, the employee should strike through the figure and correct it.

Summer TEC eliminates the University Appointment unless the employee is teaching during the summer session. The time in the direct column will reflect summer work (i.e. 52 or 53 summer stipend) committed to the project. The donated column will reflect voluntary time committed to the project. The sum of these two columns should not exceed 100%. If the numbers provided do not accurately reflect the actual effort, the employee should strike through the figure and correct it.

During the Summer an employee may work one month (33% effort), two months (66% effort), etc. It is unusual for an employee to have 100% effort in the Summer due to the fact that there are vacation periods, preparation for Fall or other assignments.

When the TEC form is completed, the employee should sign the form and return it to Sponsored Programs in Maher 210 with 15 days of receipt. In the absence or separation of an employee, the PI is authorized to sign on the employees behalf. In the case of 53 stipend, the employee and the supervisor/PI should certify.