



SUBJECT:	Employee Effort Certification
POLICY NO:	VI:18
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	November 1, 2019

I. POLICY

Time and effort reporting for HHRI employees is accomplished when an employee properly completes an Employee Effort Certification (EEC) form and their online timesheet for their HHRI AND HCMC activities.

Each employee must document their percent of effort worked on a semi-monthly basis on the EEC form. Each employee must also complete and approve their online timesheet in the HR/Payroll/Time Reporting System for each pay period. The EEC form should be completely filled out and signed by the employee. The employee's immediate supervisor (or their designee, hereafter referred to as "Approving Individual") will review and approve the EEC form and their online timesheet. The Approving Individual must be in a position to know and certify a reasonable estimate of the time and effort expended for each project worked and hours worked by the employee for the period covered by the EEC and timesheet. Budget estimates (i.e., estimates determined before the services are performed) do not qualify as support for charges to projects. The EEC form must be submitted to HHRI Finance (Effort Compliance) no later than three (3) business days from the last day of the period being certified and must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to HHRI and HCMC. The timesheet must be electronically submitted by the employee and approved by the Approving Individual no later than three (3) business days from the last day of the pay period end date. The employee's EEC is a legal document and must accurately reflect actual activity.

Federal regulations (2 CFR 200.430) require certification of the time and effort expended on a grant or contract. When an employee properly completes an EEC form it contains the following required time and effort information:

- After the fact certification of time and effort reviewed and authorized by the employee and the Approving Individual. Note: No HHRI employee may certify their own time and effort both as an employee and as the Approving Individual.
- The Project number(s) for which the effort was expended or the title of the project(s) if the project number has not been assigned. For HCMC activities please indicate the HCMC cost center #.
- Percentage of effort. (If effort is for more than one account.)
- The period of time being certified.

Certification of the distribution of effort represents a reasonable estimate of the actual work performed by the individual; therefore, an EEC form may not be altered once submitted to Finance. Transfers of employee salary expense documented by an EEC form may occur only to a non-sponsored project, and requires written approval by the Office of Grants and Contracts.

Falsifying information on an EEC form (e.g. falsifying Approving Individual's signature, HHRI/HCMC activities, etc.) may result in disciplinary action including discharge.



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II. CONSEQUENCES

Due to the Federal regulations requiring time and effort reporting, it is imperative that employees accurately complete the EEC form before submitting them to Finance. If an employee continually submits untimely, incomplete, or inaccurate EEC forms and/or online timesheets, the following consequences may occur:

- direct deposit privileges may be revoked; and/or,
- the employee may be required to pick up their paycheck from the HHRI CFO; and/or,
- the employee's pay cycle may change from semi-monthly to monthly; and/or
- disciplinary action, up to and including discharge.

III. RESPONSIBILITY

A. The employee is responsible for accurately completing his/her EEC form and their online timesheet every pay period.

B. The Approving Individual is responsible for thoroughly reviewing the EEC form and online timesheet for accuracy and completeness.

1. Verify time and effort for HHRI and HCMC activity.
2. Verify the accuracy of time and effort calculations.
3. Verify the time submitted on the online timesheet is accurate.