

<b>Section A – Sponsored Project Department Information</b> (To be completed by the Payroll Coordinator)	
(1) Department Name:	(2) Department Number:
(3) Pay Period Ending:	(4) Completed by: / Date:

<b>Section B - Payroll Distribution</b> (To be completed by the Payroll Coordinator)				<b>Section C - Effort Distribution</b> (To be completed by PI)	
(5) Employee Name	(6) Employee ID#	(7) DOS /Object Code	(8) Salary Charges	(9) <sup>1</sup> Effort Percentage	(10) Cost Category (Research, General Administration, Vacation, Sick)
			\$	%	
			\$	%	
			\$	%	
			\$	%	
			\$	%	
			\$	%	

<b>Section D - Notes / Corrections / Explanations</b> (To be completed by the PI)	
If corrections are made in Section C.0 above, provide an explanation for the correction(s) and initial below.	
(11)	
(13) Initial	
(14) Date	

<b>Section E - Certification (REQUIRED)</b> (To be completed by the PI)		
Please certify by signing that all information reported above is correct.		
I certify that this report represents a reasonable estimate of the actual effort expended on each federally sponsored project and each funding source as listed above for the period report.		
(12) Signature	(13) Name and Title (Please Print)	(14) Date

<sup>1</sup> **Effort** is defined as: the amount of time an employee works on a fund reported on the Effort Certification Report. When a responsible official signs the certification section of the ECR, he/she is documenting what percent of the employee’s total effort at Hastings was spent working on each fund.

**INSTRUCTIONS**

<b>Section A - Sponsored Project Department Information (To be completed by the Payroll Coordinator)</b>		
(1)	Department Name	The name of the sponsored project department; this is also known as the “account title” in the BPS.
(2)	Department Number	This is the seven-digit general ledger account number for the sponsored project; this is known as the fund and the account in BPS.
(3)	Pay Period Ending	This is the pay period ending for which the ECR is being completed.
(4)	Completed by / date	This is the date and the name of the person in Payroll who completes Section A and B of the ECR. The report must be completed and issued to the PI within 30-calendar days of the pay period ending date.

<b>Section B – Payroll Distribution (To be completed by the Payroll Coordinator) Attach the Distribution of Payroll Expense Report (PPP5302).</b>		
(5)	Employee Name	The name of the employee whose wages are being charged to the sponsored project.
(6)	Employee ID Number	The employee’s BPS employee id number.
(7)	DOS / Object Code	The DOS Code and the respective object code where the wages are being charged.
(8)	Salary charges	The amount of the employee’s gross salary charged to the sponsored project.

<b>Section C – Effort Distribution (To be completed by the PI)</b>		
(9)	Effort Percentage	The percentage of time the employee actually worked on each project. When you complete this section you are documenting the percent of total effort that the employee spent working on that fund. An employee’s effort may be allocated between two types of cost categories. The effort listed should be consistent with the supporting payroll documents.  The total effort percentage should equal the total percent of pay of the employee’s salary charged to the sponsored project (e.g., if the employee is a half-time (.50 FTE) the total effort percentage should equal 50% but can be allocated as 25% to research and 25% to administrative and general).
(10)	Cost Category	Indicate the type of work the employee is performing for the sponsored project. Types of work include: Research, general administration, vacation, sick. The PI will need to keep records of the employee’s vacation and sick time paid as there is no distinction made for this type of cost in the payroll system.

<b>Section D – Notes / Corrections/ Explanations</b>		
(11)		Use this section to make corrections to Section C in previous reports. An explanation of the correction is required.

<b>Section E – Certification (REQUIRED) (To be completed by the PI)</b>		
(12)	Signature	The PI’s signature is required. The person required to sign the certification report is that employee or person having direct knowledge of the work performed and who will use suitable means of verification that the work was performed and is consistent with the overall distribution of the employee’s compensated activities.
(13)	Name and Title	Print the name and regular title of the PI.
(14)	Date	The certification must be made within 30-day calendar days from the date the report was prepared, as noted in Section A (4).

Office of Fiscal Services - December 2006

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Retention: Department – Subject to contract and grant requirements  
 Fiscal Services – 5 years

ORIGINAL RETAINED BY DEPARTMENT  
 MAIL PHOTOCOPY TO DIRECTOR OF FISCAL SERVICES