Procedures for Time and Effort

- All full-time and hourly employees compensated for work performed on a federal grant need to complete a time and effort form indicating the percent of effort devoted to a federally funded project. This includes salary cost sharing.

- A time and effort form is available on HCC’s website http://www.hccfl.edu/dao/spa-ir-mis/grants/grants-process.aspx

- Leave and holidays should be indicated on the time and effort form.

- Total effort for an employee must be 100%. The form must be certified by someone who has “first-hand” knowledge of 100 percent of the employee’s time.

- Time and effort reports indicate the allocation of an employee’s actual time and effort spent on specific projects, whether or not reimbursed by the sponsor. The effort report should include all of the activities performed by the employee under the terms of their employment.

- Time and effort should be reported monthly.

Principal Investigators (PI) are responsible for saving time and effort reports for all employees working on their federal grant to the “V” drive. The time and effort reports will be saved to the “V” drive, Time and Effort folder.

Under the Time and Effort folder, each PI will establish another folder using the award name of the grant for the title. Within that folder, the PI will establish individual folders in the name of each person working on the grant. The specific time and effort forms will be entered under each individual’s name.