

## **Time and Effort Certification**

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Time and Effort reporting is a federally mandated process that confirms that the salaries and benefits charged to, or pledged as a cost share to, grant funded projects are reasonable and reflect the actual work performed. 2 CFR Part 220, "Cost Principles for Education Institutions," Section J.10 c (2) "After-the-fact Activity Records," (soon 2 CFR Part §200.430), describes the requirements MDC must follow in ensuring a compliant Time and Effort reporting system.

### Who must complete Time and Effort Certification Forms?

1. Employees with any portion of their salary charged directly to grants; and
2. Employees whose efforts are used to satisfy a required or voluntary cost share on grants.

Employees must consider their level of effort committed to grant programs and their ability to meet those commitments in light of any other College obligations they may have.

NOTE: Payroll Timesheets and time and effort certifications are not the same thing. Thus, time and effort certification is documented on a separate form.

What is percent effort? Effort is measured as a percent of the employee's total employment obligation. Percent effort represents the portion of time an employee spends on each employment activity and is expressed as a percent of the employee's total activity, including non-grant funded activities. Total activity equals 100% effort and may not exceed 100%.

The percent effort is not based on a typical 37.5-hour work week. Total College Effort is 100% of time regardless of the number of hours worked (for example, a typical work week may be 20 hours for one individual and 60 hours for another).

### Directions for completing the MDC Grant Project Time and Effort Certification Form

1. List the College Processing Number (CPN), Project Title, and Qual Number for each grant funded project.
2. Put the corresponding amount of effort in the box titled Percent of Time and Effort. Employees must refer to grant documents to ensure they are devoting the specified amount of effort to each grant. If you are expected to provide 100% effort on one grant, then only include that grant program and put 100% in the Percent of Time and Effort box. If your time is divided between multiple grants or if you work a portion of your time on a grant funded activity and a portion on non-grant funded activities, enter the percent for each. (Non-grant funded activities need not be documented in detail and may simply be the lump-sum balance of non-grant funded time).
3. Make sure that the Total Percentage of Time and Effort equals 100%.
4. Place a checkmark in the box titled in-kind match if your effort is used to satisfy a required or voluntary cost share.
5. The form must be signed by the employee and the Project Director or a supervising administrator when a Project Director is certifying their own time and effort.
6. Completed forms are sent to the RAM department for reconciliation with actual payroll records on a monthly basis.



Miami Dade College  
Resource Development

### Grant Project Time and Effort Certification Form

Employee Name and Title: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

Report for Month/Year: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

During the month shown above, my responsibilities were divided between the following activities in the percentage shown.

CPN	Project Title	Qual Number	Percent of Time and Effort	Check if Cost Share or Match
N/A	Non grant-funded activities			
<b>TOTAL PERCENTAGE OF TIME AND EFFORT</b>		<b>(Must equal 100 %)</b>		

I certify that the information provided above is correct.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Project Director or Supervising Administrator Signature and Title Date

Please send the completed form for the previous month to the Project Director of each grant by the 5<sup>th</sup> day of every month.

If you have any questions, you may contact the Grant Compliance Officer at 307-237-7040. Additionally, detailed instructions are found in the MDC Grants Quick Reference Guide.

NOTE: Individual campuses or grant programs may have more specific time and effort forms which can be completed in concert with the MDC Grant Project Time and Effort Certification Form.