



Bergen Community College

Time and Effort Reporting Background and Instructions

Background. Institutions of Higher Education are expected to comply with Cost Principles in OMB Circular A-21 which includes the expectation that awardees of federally funded grants, contracts, and other agreements will maintain time and effort records for organizational employees working on federally funded projects so that salary charges to an award can be adequately supported. An adequate time and effort record contains the following information: (1) the name and signature of the employee, (2) the hours, or percentage of effort, an employee worked each day during a given pay period, (3) the activities of the employee during the pay period (i.e., project, general & administrative, vacation, sick, leave without pay, etc.), and (4) the name and signature of the employee's supervisor.

The Office of Grants Administration will initiate this activity semi-annually and will maintain the time and effort records.

Instructions. Please complete the Time and Effort Certification Report (see next page) for the most recently completed 6-month Reporting Period, obtain your supervisor's signature, attach the appropriate time record (see NOTE below), and forward the documentation to the Office of Grants Administration (400 Paramus Road, Room A-335).

Should you need to make corrections to an already submitted Time and Effort Report, please visit the Grants Office as these changes need to be made in ink and initialed by the employee.

NOTE. Full-time BCC employees, not paid on timesheets, are expected to attach their Time Activity report that is consistent with this Time and Effort period. Full-time employees, paid on timesheets, are expected to attach a copy of the Daily Attendance Reports consistent with this Time and Effort Report.

Part-time BCC employees, including students, are expected to attach a copy of the timesheets consistent with this Time and Effort Report.

Reference:

http://www.whitehouse.gov/omb/rewrite/circulars/a021/a21_2004.html



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GRANT PROJECT PERSONNEL
Time and Effort Certification Report

NAME: _____ Title/Position: _____ Project: _____

Funding Source: _____ Contract #: _____ SS#: _____

Reporting Period: July 1 – December 31, _____
Enter Reporting Year

January 1 – June 30, _____
Enter Reporting Year

PROJECT WORK SCHEDULE

| TIME PERIOD | PERCENT OF TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------|-----------------|--------|---------|-----------|----------|--------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Project Personnel Signature

Date

Project Director Signature

Date

Director of Grants Signature

Date