

To:

From: Doreen Posage
Effort Reporting Coordinator
Office of Sponsored Programs

Date: February 15, 2008

RE: Effort Reports – Due March 28, 2008

Effort Reports for employees in your department are enclosed for distribution and processing. The reports are for employees and students whose effort is paid on grants and contracts. These reports are for the fall semester for professional staff and graduate students.

- The reports include 6 months of salary. Enclosed is the list of the pay period end dates that were included in the reports.

Sometimes, a department name prints on the report, but the person is not in that department. If you receive any effort reports and the person is not in your department, please contact Martha Davis at 6-3823 so she can get them to the right department.

Effort reporting is required by Federal guidelines. The Federal Office of Management and Budget (OMB) Circular A-21 requires Universities to maintain an acceptable effort reporting system. Circular A-21 also requires timely distribution and return of the reports.

Please have the Principal Investigator, employee, or other responsible person¹ review the effort report and fill in the actual percent of effort spent on each activity or project.

- Effort Report Instructions are enclosed to help complete the report.
- Total percent of effort should equal 100%.
- If changes are made to the percents or salaries supporting documentation, such as payroll authorizations or reports, must be attached.
- Reports should be signed and dated on the line requesting a signature.
- If not signing for all the accounts listed on the report, note the ones being certified.

¹**The instructions explain acceptable signatures for certifying effort.**

Please return the completed forms to me at the Office for Sponsored Programs by March 28, 2008.

You can return the forms by fax (860.486.8410), by campus mail (Unit 1133), or scan and attach form(s) to an email.

Please contact me at 860.486.1695 if you have any questions.

Thank you for your timely assistance with this important process.

cc: Stanley Biggs

UNIVERSITY OF CONNECTICUT -- FY 2008 for Professional Payroll

**Effort report for spring semester for work performed during the pay period beginning 12/7/07 and ending 6/5/08,
Paid between 1/01/08 and 6/30/08 for all professionals excluding graduate assistants and student labor work study**

**Employee Name: SMITH, JOHN
Employee Number: 123456
Title: PROFESSOR
Department: AGRI & RESOURCE ECONOMICS**

Account Number	Account subcode	Account Function	Account Description	Responsible Person	Reported Percent Effort	Actual Percent Effort (fill in)	Actual Compensation (fill in)
523	1010	SPON PROG	FOOD MARKETING 05		17		\$1,730.77
527	1010	SPON PROG	2007 MRF FOOD MARK		32		\$3,288.46
527	1960	SPON PROG	2007 MRF FOOD MARK		51		\$5,192.31
					100		\$10,211.54

Please review the reported allocation of effort. Fill in the actual percentages of effort expended on each activity or project. If the actual percentages are different from the reported percentages, then a revised payroll authorization must be attached. Return this signed form to Doreen Posage at OSP, Unit 1133, or fax it to (860) 486-8410 by September 26, 2008. If you have questions, phone Doreen at 6-1695.

I certify that to the best of my knowledge the above information is an accurate reflection of the work performed for spring semester 2008 (Fiscal Year 2008).

Signature of Principal Investigator, employee, or other responsible person: _____ Date: _____

Please print name of person signing: _____ Title: _____
(if signing as other responsible person)