

North Dakota State University

Policy Manual

SECTION 821

EFFORT REPORTING/PERSONNEL ACTIVITY CONFIRMATION

SOURCE: NDSU PRESIDENT

1. Personnel Activity Confirmation forms are distributed after the end of each semester to all employees who are paid from sponsored agreements or contributing effort on sponsored agreements. This is a requirement of the federal government and care must be given to insure that the form clearly reflects the actual effort for each individual.
2. The reports are an after-the-fact reporting of the percentage of activity of each employee. Estimates may be made before the services are performed, but effort percentages must be adjusted promptly if differences exist from the actual effort expended on each project. When working on a Federal project the effort contributed to the project must equal or exceed the payment received from the project.
3. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, each report will be signed by the employee or by a responsible official having first-hand knowledge of the work performed. Departmental administrative assistants do not have signature authority. The responsible official should be the Department Chair or the Principal Investigator of the project for whom the employee is working.
4. The Personnel Activity Confirmation is also used to reflect cost share on sponsored agreements. The Office of Grant and Contract Accounting may preset the effort allocation to projects where cost sharing is involved. However, if the pre-set percentages are not an accurate reflection of the effort of the employee, corrections should be made to reflect the actual effort. See Section 814 for an explanation of the calculation.
5. The Personnel Activity Confirmation forms are distributed after the end of each semester to each responsible department along with a checklist of all individuals receiving forms for that department. The department should distribute the forms for certification. The signed forms should be returned promptly to the Office of Grant and Contract Accounting.

HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	August 2007
Amended	October 2007
Amended	January 27, 2011