MISSISSIPPI VALLEY STATE UNIVERSITY
AYERS TIME AND EFFORT CERTIFICATION REPORT

NAME: _____   **EMPLOYEE I.D.:** _____   **PAY PERIOD:** _____

HOME DEPARTMENT: _____   **POSITION TYPE:** _____

EFFORT CHARGED TO AYERS FUNDS

Department/Program	Fund #	Banner Org. #	Effort Code*	Start Date	End Date	Percent Charge

EFFORT CHARGED TO UNIVERSITY FUNDS

Department	Fund #	Banner Org. #	Effort Code*	Start Date	End Date	Percent Charge

TOTAL EFFORT (must equal 100%): _____

I certify that the percentages reported represent a reasonable estimate of the effort devoted during the period covered by this report.

_____   _____
Employee   Date   Department/Unit Head   Date

NOTE: If the employee named above is also the Department/Unit Head, the area VP must sign as the person confirming the employee's time spent on the Ayers Program. The immediate supervisor may sign for all other employees working on the Ayers Program.

*Effort Code (major function of sponsored project or department)

AYERS TIME AND EFFORT CERTIFICATION REPORT
INSTRUCTIONS

Effort Certification is an internal University process that will be used for maintaining records that accurately reflect the work (effort) performed on the Ayers Program. In an effort to comply with the recommendations set forth by the Mississippi State Institutions of Higher Learning (IHL) Office of Internal Audit, this report must be completed by all University employees fully or partially paid from Ayers funding.

Total effort reported must equal 100%. Effort refers only to the institutional base salary (IBS). Additional compensation is accounted for separately and IS NOT included in effort reports.

Employee Name – full name as it appears on Personnel/Budget Action Form(s)
Employee I.D. – University-issued identification number of the employee
Pay Period – the quarter of the reporting period to be certified (e.g., January – March 2016)
Home Department – the primary department or office to which the employee is assigned
Position Type – the primary position or role of the employee (Teaching Faculty, Administrative Faculty, Administrators or Staff)

Effort Charged to Ayers and/or University Funds

Fund Number(s) – the account/fund number(s) for which effort has been charged (1) as a result of work performed on the Ayers program and/or (2) for University activities (if paid by funds other than Ayers).
Banner Org. Number(s) – the Banner org. number(s) for which effort has been charged (1) as a result of work performed on the Ayers program and/or (2) for University activities (if paid by funds other than Ayers).
Effort Code – code used to allocate effort to appropriate activity. The effort code indicates the major function of the department or program; not the position.

1. **Instruction**
   Effort which is related to instructional programs for students. It also includes all scholarly activities that are not separately budgeted and accounted for, such as departmental research, writing, editing and other creative work.

2. **Research**
   Effort related to all research activities that are separately budgeted and accounted for.

3. **Public Service**
   Effort related to all public service activities that are separately budgeted and accounted for.

4. **Academic Support**
   Effort related to the supporting service operation that benefits the instructional programs of the University.

5. **Student Services**
   Effort related to the supporting service operations that benefit students.

6. **Institutional Support**
   Effort not directly related to instruction or research within the University, and includes administrative and supporting services that benefit the University in general.

7. **Other Activities**
   Effort related to other areas not covered above.

Start Date(s) – Indicate the start date of the effort and charge for the Ayers program and/or University activities.
End Date(s) – Indicate the end date of the effort and charge for the Ayers program and/or University activities.
Percent Charge – the default percentage charged based on effort the employee contributes to each department or program.
Total Effort – the total amount charged to all activities included in the institutional base salary (IBS) for the period being reported.
Certification – the signatures of the employee and the immediate supervisor or the department head responsible for managing the Ayers funding.

The Effort Certification Report should be submitted to the area VP on a quarterly basis in line with the calendar year. This report should be completed and returned no later than 15 days after the month ending the quarter (e.g., January – March 2016 submission by April 15).

If the above mentioned are unavailable to certify, another responsible official (i.e., Unit/Division Head) should sign if they have knowledge of the work performed, provided the certifier has written documentation sufficient to support a reasonable estimate of effort by an employee.

Examples of allowable forms of documentation include:

- ✓ Calendar - Detailed
- ✓ Meetings - Agenda, Notes, Minutes, Attendees List
- ✓ Lab books/notes
- ✓ Time and Attendance Sheets/Sign-in Sheets
- ✓ Travel reports
- ✓ Award work products – Presentations, reports or analyses completed, surveys/interviews conducted, events held, log of services performed, published documents
- ✓ Other written documentation – Memos, email

If you have any questions, please contact the area VP.