

VINCENNES UNIVERSITY

Time Distribution Report Instructions

Explanation of Reporting Requirements:

All employees charged to federal grants must maintain time and effort reporting that records the time they spend working on a grant's objectives. Grant funding can have "multiple funding sources; multiple cost objective" categories. This means that our employees have a primary source of funding for salary, and are receiving grant funding in addition/or in place of.

An employee working in a multiple source/multiple cost objective situation needs to report his/her TOTAL WORK TIME, which includes both Grant and Non-Grant activities on Time Distribution reports (TDRs).

In other words, TDRs document the following information:

- (1) Total work time per week in hours
- (2) Total work time spent on Federal Grant Activities
- (3) Total work time spent on Non-Grant Activities
- (4) Total Vacation/Sick Leave taken in hours
- (5) % distribution of time for items 1-4

Then, the employee working in a multiple source/multiple cost objective situation needs to provide his/her % OF TIME ON GRANT ACTIVITIES out of the 100% of total time worked performing both Grant and Non-Grant activities on the TDR. Note that there may be time that can't be associated directly with a cost objective (ex: answering emails), that you will need to track in a separate category which would then be allocated to the specific cost objectives. Please work with the accounting office to determine the best approach to your specific job functions.

The scenario below explains the multiple source/multiple cost objective and Time Distribution Report:

Jane Doe has federal funding to serve a specific segment of the population of students at her school; however, she also must serve other students (without federal funding). During the pay period ending 7/2/13, she took one day of annual leave. To complete her time and effort reporting, she will report her total work hours for the two weeks and then break down by tasks (both federal and non-federal) by the amount of hours spent completing each one. She will also need to make sure to account for her vacation days. Her report for these two weeks will show that out of 100% of time worked which totals 75 hours (10 work days x 7.5 hrs/day), she completed 29.5 hours of federal work (which she must itemize and describe), completed 38 hours of non-federal work, performing her regular duties, and took 7.5 hours of leave. This translates to 39% of her time on the federal project for these two weeks. This number is what she will certify through a formal certification statement. In addition, all of the evidence that supports the claim must also be submitted for record.

The Time Distribution Report Excel Blank Template and Example used in this document can be found (create a common place for access)

Instructions for Completing Time Distribution Reports:

Please refer to the document titled “Time Distribution Report – Example” for guidance on these steps:

- 1) Record your name, position, title, and the pay period ending fields. **Please note that this report must be completed according to the payroll schedule found on the Controller’s website under Payroll Schedules.**
- 2) **SECTION A**
 - a. Line 11: Specify the Grant Activity Number and Title. In this example, the TAACCCT Grant is listed. Note that the totals for the grant are automatically calculated on line 11.
 - b. Lines 13-17: Enter all activities performed that related to the grant. Provide a specific description of the activities performed. This will help the accounting department determine the classification of these costs as administrative or programmatic.
 - c. Lines 19- You will need to fill this out if you have time worked on other grants. Follow steps a & b above.
 - d. Line 23: This is automatically calculated based on what was entered in steps a-c. If lines were added in the preceding steps, make sure the formula in this line is correct.
- 3) **Section B**
 - a. Lines 26-30: Record the hours of Non-Grant work for the week. All duties not related to grant funding, any sick leave, vacation days, holidays, or other leave of absences should be recorded here.
 - b. Line 32: This is automatically calculated based on what was entered in step a.
- 4) Once all hours have been entered you will need to review the Total line (line 34 in this example) to ensure that the percentage of distribution is 100%. If it is not and you need help in correcting it, please ask your designated accountant in the Accounting Department for assistance.
- 5) **Section C**
 - a. The Certification statement is next. Using the % Distribution of Time, listed in S11 in this example, fill in the % of “my time on the xxxx Grant” statement found at the bottom of the Monthly Activity Report. In this example, it is 39%.
 - b. If you have time spent on other grant/contract activities, you will need to add a separate certification statement for that specific grant. In this example, only the TAACCCT grant had activity.
 - c. The following signatures with dates are required: YOURS and your direct supervisor.
- 6) Finally, once all hours are entered correctly, the Total Number of Hours of Time (Column R should automatically calculate and reveal the % Distributions of time (Column S).

TDRs Submission Schedule:

Please submit your Time Distribution Report no later than the Friday following the last reported week. Reports are to be sent to the designated accountant for your grant.

