

**College of Journalism and Communications
Faculty Assignment and Effort Reporting Procedures
User Guide 2.0**



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College of Journalism and Communications (CJC)
Faculty Assignment Report and Effort Reporting Certification Procedures
User-Guide

1.0 Introduction

Because the most significant cost to sponsored programs is salaries, wages, and related fringe benefits, ensuring proper management of these funds is a priority of the University of Florida. To ensure compliance with the Federal government's effort management requirements, the University of Florida established an [Effort Reporting Policy](#) and related [Directives and Procedures](#). For more information about the University's management of effort, visit the [Effort Certification webpage](#). Guidance for and information regarding the entry of effort commitments in UFIRST and myUFL is available using the [UF Commitment Entry Guidelines \(pdf\)](#).

This User-Guide provides descriptions for the use of each functional area of the college and outlines the roles and responsibilities, training, security roles, monitoring, and other important concepts and processes associated with effort reporting.

An effort report is a representation of your time spent each academic term for which you are compensated by the University of Florida. All faculty and anyone that teaches or works on a grant, needs to complete this report certification per the University Policies and Procedures.

The effort report should accurately reflect your time spent as a whole to 100% of your UF activities. You need to report the time spent on the various components as a percent of the whole. The best way to explain it is to visualize a pie and how you cut that pie into pieces reflects the time spent for UF. The % is then calculated based on the size of the piece.

2.0 Training

Training in effort management and certification is required by University faculty and support staff engaged in sponsored activities. Additionally, effort reporting must reflect all compensated activities, including those not federally funded, such as: Instruction, Other Research, and Administration, for which you received compensation from the University of Florida.

The following trainings are required for Effort Management:

- **RSH200 Effort Reporting** is a comprehensive overview of Effort Reporting and its related business processes. It also provides step-by-step guidance for using the online FAR and managing sponsored research commitments. RSH200 Effort Reporting is now included as part of the third track ([Academic Department Support](#)) of the Pro3Series.
- **RSH220 Effort Fundamentals** is required of all faculty members with sponsored projects, all department chairs, deans and center/institute directors, and all grant management staff. This interactive session discusses the most essential concepts related to effort, including Total University Effort, committed effort and cost sharing. It also covers the activities that are allowable and unallowable on sponsored projects.
- **RSH230 Effort Management** is required of all grant management staff. This session discusses the importance of managing effort throughout the sponsored research life cycle – from proposing effort to managing commitments to certifying effort.

To register for online courses in myTraining, navigate to mytraining.hr.ufl.edu. From the myTraining Dashboard, you can search for courses using the Activity Search field in the upper left-hand corner. Just type the course name, course ID or a keyword and then click Search.

You can also access myTraining from myUFL using the following navigation:

Main Menu > My Self Service > Training and Development > myTraining

2.1 Security Roles

Security roles determine what menu items or task lists users see when they sign onto the myUFL portal, and what functions they can perform.

The following security roles are required for Faculty Assignment Reporting (FAR) and Effort Management.

- FAR Coordinators: **UF_ET_FAR_INITIATOR**
- FAR Approvers: **UF_ET_FAR_APPROVER**
- FAR Approvers for Deans or Chairs: **UF_ET_FAR_ADMIN_APPROVER**
- Effort Coordinators: **UF_ET_EFFORT_COORDINATOR**
- For printing the Effort Master List: **UF_ER_HRPR_EffortTrack**

- View only Access: **UF_ET_VIEW_ONLY**

Completion of **RSH200**, **RSH220** and **RSH230** is required in order to obtain the **UF_ET_EFFORT_COORDINATOR** role.

3.0 The AAR System, <https://ir.aa.ufl.edu/data-applications/academicactivitiesreporting/>

The Academic Activities Reporting (AAR) System is used for the identification of course instructors, the assignment of contact hours allocated to that course to the instructor(s) who taught it, and the correct employee record.

AAR Coordinators are individuals whose responsibility it is to complete the AAR for their respective department each term. AAR Coordinators are able to enter or modify instructors assigned to a course and distribute contact hours to among the section's instructors, as required. AAR Coordinators are responsible for identifying errors where they exist and making changes to AAR to ensure the data is accurate.

AAR Coordinators must have completed online [training](#), PST270 Academic Activities Reporting available through myTraining and be granted the security [role](#) necessary to access the system.

Security Role(s) Required:

- **UF_SA_AAR_COORDINATOR**

View only access is available to select Department administrators, faculty, and others on a case-by-case basis. FERPA training is needed for view-only access, and Institutional Planning and Research (IPR) must approve the role.

CJC AAR Coordinators

- Advertising – Lyndsey Harris
- Journalism – Martha Collada
- Public Relations – Isabella Ryan
- Telecommunications – Olga Tripp
- Graduate Division – Jody Hedge
- Distance Learning – Tiffany Robbert

For Academic or Instruction Effort:

Office of Institutional Planning and Research
392.0456
Armando Ramirez
aramire@ufl.edu

Reference: <https://ir.aa.ufl.edu/data-applications/academicactivitiesreporting/aar-overview/>

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4.0. Faculty Assignment Report

The Semester Faculty Assignment Report (FAR) is the assignment provided by the Department Chair for each faculty member in the department. The following workload and criteria guidelines should be filled out by the Chair as part of the annual assignment of faculty duties and responsibilities.

It is important to note that you can generate a FAR without knowing the AAR courses or the AAR being updated. An AAR is not required to complete the plan.

The Principal Investigator (PI) is required to commit some effort on all sponsored projects. This is a reasonable expectation as the PI has responsibility for the scientific, administrative and financial management of a sponsored project; fulfilling these responsibilities requires effort. For all types of sponsored projects except clinical trials, it is expected that the PI has a minimum commitment of effort (1-2%) to the project during each reporting period. For a faculty member who serves as the PI on more than one clinical trial, the sum of the commitments for all of the trials should reflect a reasonable level of effort.

Each CJC Department will have a designated Administrator to assist with this process.

CJC Administrators assigned to each Department

- Advertising – Lyndsey Harris
- Journalism – Martha Collada
- Public Relations – Isabella Ryan
- Telecommunications – Olga Tripp
- Graduate Division – Jody Hedge
- Distance Learning – Tiffany Robbert

4.1 Entering FARs

Percentages may vary with faculty/staff assigned to grants. Dr. Spiro Kiouisis, must approve any FAR or Effort with more than a 5% deviation.

Chairs will develop goals/activities for faculty each semester based on the following CJC criteria:

Tenure-track/Tenured -

- Instructional Activity=60% (25% per class and 10% advising/other)
- Research/Other Sponsored Activities (30% research)
- Administration and Service (10% service)
- Other
- Sabbatical/Leave of Absence

Non-Tenure-track

- Instructional Activity=75% (25% per class)
- Research/Other Sponsored Activities=0%
- Administration and Service (25% service)
- Other
- Sabbatical/Leave of Absence

(percentages may vary with faculty/staff assigned to grants)

The chair is responsible for assigning the percentages in consultation with the faculty. After gathering the correct criteria for faculty, the FAR Administrator will enter the information into the system. Once entered, FAR Administrators will email appropriate Chair to approve. Once Chair approves FARs, faculty members will receive a system email with the subject line "Your FAR is Ready for Your Review." Faculty should follow the link in the email to proceed with acknowledgement of the FAR.

- Faculty will have 14 days to acknowledge FAR
- If faculty fails to acknowledge, the FAR is certified

Reference: <https://www.fa.ufl.edu/directives/faculty-assignment-reports/>

4.2 Amending FARs

If during the semester (**no later than mid-semester**) there are significant changes in faculty assignment, the FAR Administrator will work with faculty to update FAR accordingly. If the assignment change is near the end of the semester, CJC Human Resources Director should be contacted prior to any modifications.

How to Amend a FAR

After faculty reports a significant change in FAR criteria, the FAR Administrator will enter the information into the system. Once entered, the FAR Administrator will email Chair to approve. Once Chair approves, faculty member will receive a system email with the subject line "Your FAR is Ready for Your Review." Faculty should follow the link in the email to proceed with acknowledgement of the FAR.

- Faculty will have 14 days to acknowledge FAR
- If faculty fails to acknowledge, the FAR is certified

5.0 Effort Reporting and Certification Procedures

The purpose of effort is to confirm the actual work activities that were done since there are no timecards to do so. Effort is also used to assist with the Space Allocation review. The space allocation is then used for the F&A agreement, not necessarily effort reporting. Effort is intended to be the internal control that is required by 2 CFR 200 Uniform Guidance, as well as state statutes regarding the 12-hour law, and any sponsored agency that requires a pledge of time worked.

Effort for all employees will be certified each semester (fall, spring and summer). Effort for an individual who works on one or more sponsored projects must be certified every term during which the individual charges salary or devotes effort to the project.

5.1 Effort Certification

Near the conclusion of every semester, Brenda Harrell, Assistant Controller, will email University Effort Administrators notifying them that effort certification is about to begin. It is so they get input from the faculty on how to allocate their 100% effort for that term. When a report is submitted to a faculty member to certify, the effort system sends them an email to certify. Once CJC Department Administrators receive this email, they are to email all faculty to inform them when their effort is open for certification. The instruction [link](http://www.jou.ufl.edu/wp-content/uploads/2020/05/Faculty-Guidance-on-How-to-Certify-or-where-the-check-box-is.pdf) should be included in the certification email: <http://www.jou.ufl.edu/wp-content/uploads/2020/05/Faculty-Guidance-on-How-to-Certify-or-where-the-check-box-is.pdf>,

Once effort certification is open - in general, effort should be certified within 30 days of the date on which the electronic statement becomes available.

Department administrators must confirm that the effort is correct, and Only the employee's themselves or the PI's certify. The effort coordinator (department admin) Submits the record to them to do this step.

In theory, the effort and FAR should match. Once the effort is certified, the faculty recipient will receive a notification via email indicating that their effort is ready for certification.

Faculty should review the effort record for accuracy, make any corrections and submit record. ***All faculty members are responsible for certifying their own efforts. Additionally, if a Graduate Assistant, or TEAMS staff has an effort record they can approve their own, unless there is no payroll or commitment to sponsored projects.***

5.2 Effort Certification for Principal Investigators (PI)

All CJC Grants will be managed by Jodi Harrison, jlharrison@ufl.edu and Kim Holloway, klhollow@ufl.edu.

As the PI you will be automatically added to the effort report to approve your projects, and the projects that you are able to certify for will show on the bottom of the certification screen. When faculty members or PIs review their effort reports, they can make corrections to their actual effort, but cannot make corrections to an effort record that is not your own. You can also request changes to your Department Administrator for any employees for who they will certify. PI's can deny the effort if incorrect and request changes to the department administrator for corrections.

5.3 Effort Errors and Warning Messages

When attempting to certify your effort record you may experience the following warning messages:

- The course from IWF was not taught by faculty certifying the record. It simply means that on the electronic plan, or Faculty Assignment Report (FAR), for the specific course ID and section was not planned. This is actually ok, as you are now certifying actual effort and that you did work on the course.
- Effort exceeds state maximum as Other Instructional Activity
These warning messages are only informational purposes.

When attempting to certify your effort record you may experience the following errors:

- No actual effort was recorded for the project you are a PI for
- Error message for changing effort percentages on projects
- Total Effort adds to more than or less than 100%

Reference: https://training.hr.ufl.edu/resources/resolving_discrepancies/index.html

5.4 Signing and Certifying Effort

By signing and certifying your effort record, you will certify that it is true, complete, and accurate to the best of your knowledge. You are aware that any false, fictitious, or fraudulent information may subject you to criminal, civil or administrative penalties." (U.S. Code, Title 18, section 1001) Source: Federal Financial Report

For Effort System or Sponsored Programs, or non-specific course calculated questions

Cost Analysis, Controller's Office
392.5778

Brenda Harrell or Gene Hoskins
effort@admin.ufl.edu

College of Journalism and Communications HR Department
Last Updated: 7/08/2020

6.0 Frequently Asked Questions (FAQ's)

- What is the benefit in a FAR?
 1. The FAR is a state statute requirement. A plan must be made in order to understand the work assignments and expectations from supervisors.
- Why is effort so important?
 1. Effort is used to input the tenure/promotion packets.
 2. Effort is used to report how much it costs UF to teach a course/section
 3. Effort is used to meet requirements from sponsored agreements.
- What is the purpose of Effort Commitments?
 1. Method to provide assurance to sponsors that salary charged to sponsored projects is reasonable in relation to the work performed
 2. Faculty and staff have met their effort promise to sponsors
- Why should I care about Effort?
 1. Required by sponsors including the federal government
 2. Failure to certify correctly could jeopardize funding and result in penalties
- What if the faculty is no longer employed at UF – how do I certify effort?
 1. A Proxy should be entered that has suitable means of verification. That means a supervisor or above that would have a working knowledge of the actual activities that the person worked on. Not, how the payroll was distributed.
- Do I qualify for effort?
 1. Everyone at the University of Florida has an effort record, however, only certain groups are required to have a record allocated and submitted for what activities they work on.
 2. All Faculty Titles
 3. Anyone who receives contact hours in the AAR system for a course
 4. Anyone who is paid on or committed to a sponsored agreement.
- How do I know if my effort is certified?
 1. When certifying, you should receive a pop-up message that indicates that you were successful.
- What if my name is on a grant?
 1. If you are the Principle Investigator of a grant, effort is required for at least 1% if no effort was committed as part of the award.
 2. In addition, if anyone is paid on your project that is not a faculty member title, will route to you for certification of your project activity.
- If I wanted to take training to learn more about Effort Certification, what should I take?
 1. RSH200 Effort Reporting is a comprehensive overview of Effort Reporting and its related business processes. It also provides step-by-step guidance for using the

online FAR and managing sponsored research commitments. RSH200 Effort Reporting is now included as part of the third track (Academic Department Support) of the Pro3Series.

2. RSH220 Effort Fundamentals is required of all faculty members with sponsored projects, all department chairs, deans and center/institute directors, and all grant management staff. This interactive session discusses the most essential concepts related to effort, including Total University Effort, committed effort and cost sharing. It also covers the activities that are allowable and unallowable on sponsored projects.
 3. RSH230 Effort Management is required of all grant management staff. This session discusses the importance of managing effort throughout the sponsored research life cycle – from proposing effort to managing commitments to certifying effort.
- Who do I call to request my security role?
 1. Please contact Julia Seay at jseay@jou.ufl
 - Can PI's can change their effort record and the effort of the members assigned to their sponsored project?
 1. No, they cannot. To make a correction, they will need to deny the record back to the dept admins for adjustments needed.
 - When must effort be certified?
 1. In general, effort should be certified within 30 days of the date on which the electronic statement becomes available. All individuals who are required to certify effort will be notified via email when the statements become available.
 2. Effort is what is used to indicate to the State, how much it costs to teach a course. This relates to State Appropriation dollars
 3. At the University of Florida, an individual will be presented with and required to complete an effort certification if:
 4. The individual's salary is charged in whole or in part directly to a sponsored project, and/or
 5. The individual expends committed effort on a sponsored project, even if no part of the individual's salary is charged to the project.
 - Who Do I Contact for Questions, Training, or Assistance
 1. For general inquiries regarding effort: Cost Analysis – effort@admin.ufl.edu;
 2. For Grants: Contact Jodi Harrison, jlharrison@ufl.edu or Kim Holloway, klhollow@ufl.edu.

7.0 Quick Tips for Effort Reporting

- 1) Effort reporting must reflect all compensated activities, including those not federally funded, such as: Instruction, Other Research, and Administration, for which you received compensation from the University of Florida.
- 2) Effort is NOT based on a 40-hour work week. It is the proportion of time spent on an activity, expressed as a percentage, as it relates to the time spent on all activities.
- 3) Effort must be a reasonable estimate; a degree of tolerance is acceptable.
- 4) Certifying effort is not the same as certifying payroll.
- 5) Effort must equal 100%, regardless of FTE.
- 6) Effort must be certified by someone with suitable means of verification, with first-hand knowledge and can validate the effort allocation.
- 7) Effort Reporting is the way Federal Agencies verify that salary dollars were charged properly, either direct charged or cost-shared.
- 8) Erroneously certifying effort can be viewed as Fraud.
- 9) Fines can be levied against the University for missing or inaccurate effort reports.
- 10) Commitments entered into on award agreements should be recorded in the commitment module in PeopleSoft for reporting and documentation.
- 11) A reduction in effort, paid or cost-shared by 25% or more usually requires prior approval by the sponsor.
- 12) If you are paid 100% from a sponsored project, you must only work on that project and nothing else during that time.
- 13) The project(s) that you have the authority to certify for will display on the certification screen at the bottom. You will not necessarily be approving all projects shown and you are not approving any of the other activity listed as the PI.
- 14) FAR vs Effort – The Faculty Activity Report (FAR) is a plan of work at the beginning of an effort term. The Effort Certification is how your time is actually spent and certified after an effort term ends.

References:

CJC PowerPoint Training: https://www.jou.ufl.edu/wp-content/uploads/2020/07/Faculty-Effort-Presentation_Journalism.pdf

Faculty Assignment Reports

<https://www.fa.ufl.edu/directives/faculty-assignment-reports/>

Effort Reporting Glossary

http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortGlossary.pdf

Effort Reporting Activity Categories

http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortReportingActivityCategories.pdf

[UF Effort Reporting Policy](#)

[UF Commitment Entry Guidelines](#)

[UF Effort Reporting Directives](#)

[2 CFR 200.430](#)

<file:///C:/Users/kejones2/Downloads/Top-Ten-Things-You-Should-Know-About-Effort.pdf>