



---

**EXTENSION**

# TIME & EFFORT CERTIFICATION

**Suzanne McNatt**  
**Director, DASNR Fiscal Affairs**

**Ginger Gripe**  
**Senior Financial Coordinator, Extension Finance**

**Hollie Schreiber, MBA, CRA**  
**Director, DASNR Sponsored Programs**

# INTRODUCTION & BACKGROUND

- Uniform Guidance -- 2 CFR 200.430 (i)
    - Governs all federal grant funds
    - USDA is applying to capacity funds
  - OSU Policy #3-0321
  - Confirmation of monthly salary expenditures
  - Reasonable estimate
  - 100% of time worked by each personnel
-

# AFFECTED FUNDS

- All Federal funds, including NIFA capacity awards
  - All funds designated as sources of matching funds for capacity awards
  - All grants
  - All cost-share funds associated with a grant
-

# AFFECTED PERSONNEL

- **DDs and CEDs** -- Are considered as PIs for reporting and certification purposes for capacity funds
  - *PIs – primary personnel associated with a grant*
  - *Co-PIs – additional personnel with budgetary authority for a secondary fund on a grant*
-

# RESPONSIBILITIES

- **DDs and CEDs –**
    - Review report
      - If everything appears to be correct, mark “Y” next to the signature.
      - If anything appears to be incorrect, please contact Extension Finance
    - Certify via signature
    - Return via email to [dasnreffort@okstate.edu](mailto:dasnreffort@okstate.edu)
  - District and County Administrative Staff – Assist DDs and CEDs as needed for routing and transmittal
  - PIs/Co-PIs for traditional grants – Review report, talk with administrative staff about any corrections/redistributions, certify via signature
  - DASNR Sponsored Programs – monitor process to ensure all completeness and compliance
  - Extension Finance – Provide initial reports to DD/CEDs/PIs, Assist Sponsored Programs in monitoring and training
-

# REPORT STRUCTURE

- Report generated monthly. Reporting period shown in top left.
  - But records show all activity in that month, even if it was a correction of pay from a prior month.
- Pay periods shown as  
JM1 = January;  
JM12 = December.

Effort Certification Report for December 2018

PI: A10027543 Puffinbarger Thomas

Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll

Job Identification	Grant	Grant
430213 00 FIELD DIRECTOR	3162302	Alfal
430213 00 FIELD DIRECTOR	3162376	Woods
430213 00 FIELD DIRECTOR	3412302	Alfal
430213 00 FIELD DIRECTOR	3412376	Woods

Redistributions Required Y/N COMMENT:

---

# REPORT STRUCTURE

- Separated by CED/DD/PI/Co-PI

Effort Certification Report for December 2018

PI: A10027543 Puffinbarger Thomas

Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll

Job Identification	Grant	Grant
430213 00 FIELD DIRECTOR	3162302	Alfal
430213 00 FIELD DIRECTOR	3162376	Woods
430213 00 FIELD DIRECTOR	3412302	Alfal
430213 00 FIELD DIRECTOR	3412376	Woods

Redistributions Required Y/N COMMENT:

Employee: A10027543 Puffinbarger, Thomas

Pay Period 2018 JM 12 Payroll

Job Identification	Grant	Grant
430006 D1 CED - Alfalfa Co.	3162302	Alfal
430006 00 FIELD UNIT SUPERVISOR	3162302	Alfal
430006 00 FIELD UNIT SUPERVISOR	3412302	Alfal

Redistributions Required Y/N COMMENT:

---

# REPORT STRUCTURE

- If personnel are paid on funds in multiple counties, or on multiple traditional grants, they will appear on multiple reports.
  - You can mark an “X” for titles/funds you are not responsible for.

Effort Certification Report for December 2018

PI: A10027543 Puffinbarger Thomas

Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll

Job Identification

430213 00 FIELD DIRECTOR  
430213 00 FIELD DIRECTOR  
430213 00 FIELD DIRECTOR  
430213 00 FIELD DIRECTOR

Grant	Grant Title
3162302	Alfalfa County-
3162376	Woods County-St
3412302	Alfalfa-NI17SLB
3412376	Woods-NI17SLBC

Redistributions Required Y/N COMMENT:

PI: A10023019 Highfill Greg

Employee: A10023019 Highfill, Greg

Pay Period 2018 JM 12 Payroll

Job Identification

430214 D1 CED - Woods Co.  
430214 00 Ext Ed Ag/4H Yth Dev  
430214 00 EXT ED AG/4H/CED

Grant	Grant Title
3162376	Woods County-State
3162376	Woods County-State
3412376	Woods-NI17SLBC

Redistributions Required Y/N COMMENT:

Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll

Job Identification

430213 00 COUNTY AGENT I  
430213 00 FIELD DIRECTOR  
430213 00 COUNTY AGENT I  
430213 00 FIELD DIRECTOR

Grant	Grant Title
3162302	Alfalfa County-State
3162376	Woods County-State
3412302	Alfalfa-NI17SLBC
3412376	Woods-NI17SLBC



# REPORT STRUCTURE

- To review accuracy, refer to the Grant Title field, which indicates the description and source of funds.
  - Alfalfa County – State
  - Alfalfa County -- NI17SLBC
  - Title of Competitive Grant (e.g. Teaching Choctaw Youth)

Effort Certification Report for December 2018

PI: A10023019 Highfill Greg

Employee: A10023019 Highfill, Greg

Pay Period 2018 JM 12 Payroll

Job Identification

430214 D1 CED - Woods Co.

430214 00 Ext Ed Ag/4H Yth Dev

430214 00 EXT ED AG/4H/CED

Grant

3162376

3162376

3412376

Grant Title

Woods County-State

Woods County-State

Woods-NI17SLBC

Redistributions Required Y/N COMMENT:

Employee: A11818080 Holliday, Susan

Pay Period 2018 JM 12 Payroll

Job Identification

430213 00 COUNTY AGENT I

430213 00 FIELD DIRECTOR

430213 00 COUNTY AGENT I

430213 00 FIELD DIRECTOR

Grant

3162302

3162376

3412302

3412376

Grant Title

Alfalfa County-State

Woods County-State

Alfalfa-NI17SLBC

Woods-NI17SLBC

# REPORT STRUCTURE

- Corrections show as “Void” and “Redistribution” for a past time period
- Net \$\$ effect is zero – changes WHERE those funds were paid

## Pay Period 2018 JM 7 Void

Job Identification	Grant	Grant Title	Proj	End Date	Chart	Fund	Acct	Amt	Percent
430539 D1 CRD - Adair Co.	3162301	Adair County-State			3	162301	602222		5.25%
430539 00 EXT ED FCS/4H	3162301	Adair County-State			3	162301	602222		47.38%
430539 00 EXT ED FCS/4H	3432301	Adair - NI19SLBC			3	432301	602222		47.38%
						FTE	1.00	TOTAL	100%

## Pay Period 2018 JM 7 Redistribution

Job Identification	Grant	Grant Title	Proj	End Date	Chart	Fund	Acct	Amt	Percent
430539 00 EXT ED FCS/4H	3162301	Adair County-State			3	162301	602222		47.38%
430539 D1 CRD - Adair Co.	3162301	Adair County-State			3	162301	602222		5.25%
430539 00 EXT ED FCS/4H	3412301	Adair-NI17SLBC			3	412301	602222		47.38%
						FTE	1.00	TOTAL	100%

Redistributions Required Y/N COMMENT:

# RESPONSIBILITIES

- Report for one PI/Co-PI/CED/DD may be multiple pages
  - One signature on the last page of the report.
    - If everything appears to be correct, mark “Y”, sign and date.
    - If anything appears to be incorrect, please contact Extension Finance
  - ***Note: report contains salary information and should be treated as a confidential document***
-

# Ginger Gripe

**Senior Financial Coordinator, Extension Finance**

**O** | 405.744.9697

**E** | ginger.gripe@okstate.edu

257 Ag Hall

**[intranet.okstate.edu/Fiscal\\_Affairs/extfinance.htm](http://intranet.okstate.edu/Fiscal_Affairs/extfinance.htm)**



**EXTENSION**