

Time & Effort Reporting (TER) for Grant-Funded Hourly or Extra Work

Guidance and Form Completion

Introduction

- Grants help Palomar meet the needs of our students!
- Behind every grant, is the real work of faculty and staff.
- Time and Effort Reporting helps us document that work, meet our commitments to funders, and sustain the grant's funding.
- This guide provides support on how to complete **Time and Effort Reporting for personnel being paid with grant funds on an hourly basis.**

What is Time and Effort Reporting (TER)

- Time & Effort Reporting (TER) is how the College documents the actual work performed by employees whose compensation is paid, in whole or in part, with grant funds.
- Federal regulations¹ require this documentation for federally funded salaries. To create one clear and consistent standard, Palomar College applies TER to all competitive grant-funded employees, not just those paid with federal funds.

¹ Uniform Guidance, 2 CFR Part 200

Payroll Time and Effort Form

- In the next few slides, you will learn:
 - Who completes this form and when it is required
 - What to include on the form
 - Some examples of a completed forms
 - What to do with your completed form
 - Helpful reminders to ensure your form is accurate and compliant

Payroll Time and Effort Form (continued)

Employees working on a grant whose pay is based on the actual hours worked complete the monthly Payroll Time and Effort Form.

For example:

Adjuncts and Counselors hired specifically for grant-funded work (No base assignment - paid hourly for the grant)

- Paid via Notice of Hourly Employment (NOHE)
- Paid via stipends

Faculty performing grant work in addition to their base assignment (Extra service beyond their regular load)

- Non-instructional extra duty hours – Paid via Notice of Hourly Employment (NOHE)
- Stipend-based work outside the regular assignment

Payroll Time and Effort Form (continued -2)

Examples (continued)

Classified staff working additional grant-funded hours (Beyond their regular paid assignment)

- Overtime
- Part-time extra hours
- 10- or 11-month off-salary hours

Other hourly personnel

- Short-term hourly employees
- Student workers

Payroll Time and Effort Form (continued -3)

- This form is completed in accordance with payroll deadlines.
- It may replace certain timesheet documentation, as approved by Fiscal Services (check with your supervisor on this).
- A completed form includes the following:
 - Your actual hours worked on grant-funded assignments after the work is performed (no estimates or projections).
 - A brief description of the activities performed, sufficient to show alignment with approved grant activities.
 - Your signature confirming the information is accurate.

Payroll Time and Effort Form Example 1

CLEAR REPORT

Payroll Time and Effort Report *(Pilot V1.1 for Federal Project 1112XXX)*

Last Name: M'DEFG				First Name: ABCD		Employee ID: 1231234			
Position: Biology Professor				Department: Biology					
Pay Group: FAC OL (Full-Time Faculty Overload) ▼				Period Start Date: 01/01/26		Period End Date: 01/31/26			

Actg. String	Code (Ltr)	Acct (6 #s)	Dept. (6 #s)	Program (5 #s)	Project (7 #s)	Project Name	STM/STU Hrly Rate	Total Hours	Total Excess	Total Sick
1	K	123123	789789	98765	2345678	NSAF ATE Grant		17.00	0.00	0.00
2								0.00	0.00	0.00
3								0.00	0.00	0.00

Instruction: Send original to Payroll. Copies to (1) Employee; (2) Supervisor; (3) Grant Project Lead.

Pay Group	Hours Worked	Excess Hours	Sick Hours	Reporting Period	Report Due Date (Subject to change)	Preauthorization Document (Must be readily available for audit)
ADJ	✓		✓	21st – 20th	4th of each month	NOHE
CLS Extra Hours (EH)*		✓		16th – 15th	16th of each month	Prior written approval from Dean/VP
CLS Overtime (OT)**		✓		16th – 15th	16th of each month	Prior written approval from Dean/VP
FAC Overload (OL)		✓		1st – 31st	13th of each month	NOHE
STM	✓		✓	25th – 24th	25th of each month	None
STU	✓		✓	16th – 15th	16th of each month	None

*For part-time CLS, 10-mo., & 11-mo. employees to report hours in **excess** of scheduled hours, or hours worked during off-salary time.

For full-time CLS to report overtime and holiday pay hours in **excess of 8 hours per day or 40 hours per week.

Date	Actg. String	Hours Worked	Excess Hours	Sick Hours	Activity Description (Example: Reviewed applications to select eligible students)
1/5/26	1 ▼	2.00			Professional development - Led STEM workshop for MSE faculty
1/6/26	1 ▼	3.00			Met with 5 students participating in the CyberTech Career Bridge Program
1/14/26	1 ▼	5.00			Participated in the Advanced Manufacturing Career Exploration Event
1/15/26	1 ▼	5.00			Represented the program at the Palomar STEM Open House
1/28/26	1 ▼	2.00			Attended grant project management team meeting to discuss progress
	▼				

Payroll Time and Effort Form Example 2

CLEAR REPORT

Payroll Time and Effort Report *(Pilot V1.1 for Federal Project 1112XXX)*

Last Name: XYZA				First Name: ABCD				Employee ID: 1231234			
Position: TRIO Assistant				Department: Counseling Services							
Pay Group: STM (Short-Term Employee) ▼				Period Start Date: 01/01/26				Period End Date: 01/31/26			

Actg. String	Code (Ltr)	Acct. (6 #s)	Dept. (6 #s)	Program (5 #s)	Project (7 #s)	Project Name	STM/STU Hrly Rate	Total Hours	Total Excess	Total Sick
1	K	20000	789789	98765	1112xxx	TRIO Upward Bound - Escondido	\$ 17.00	8.00	0.00	2.00
2	K	20000	789789	45454	1113xxx	TRIO Upward Bound - Fallbrook	\$ 17.00	4.00	0.00	0.00
3								0.00	0.00	0.00

Instruction: Send original to Payroll. Copies to (1) Employee; (2) Supervisor; (3) Grant Project Lead.

Pay Group	Hours Worked	Excess Hours	Sick Hours	Reporting Period	Report Due Date <i>(Subject to change)</i>	Preauthorization Document <i>(Must be readily available for audit)</i>
ADJ	✓		✓	21st – 20th	4th of each month	NOHE
CLS Extra Hours (EH)*		✓		16th – 15th	16th of each month	Prior written approval from Dean/VP
CLS Overtime (OT)**		✓		16th – 15th	16th of each month	Prior written approval from Dean/VP
FAC Overload (OL)		✓		1st – 31st	13th of each month	NOHE
STM	✓		✓	25th – 24th	25th of each month	None
STU	✓		✓	16th – 15th	16th of each month	None

*For part-time CLS, 10-mo., & 11-mo. employees to report hours in **excess** of scheduled hours, or hours worked during off-salary time.

For full-time CLS to report overtime and holiday pay hours in **excess of 8 hours per day or 40 hours per week.

Date	Actg. String	Hours Worked	Excess Hours	Sick Hours	Activity Description <i>(Example: Reviewed applications to select eligible students)</i>
1/5/26	2	2.00			Staffed the outreach table at the Student Welcome Center
1/6/26	1	3.00			Assisted with the EUHS outreach visit (greeting attendees/distributing flyers)
1/14/26	1	3.00			Set up for the Early College Access Night
1/15/26	1	2.00			Date entry for program participants at the Early College Access Night
1/28/26	2	2.00			Helped prepare content for social media outreach in Fallbrook schools
1/29/26	1			2.00	Scheduled work day

Payroll Time and Effort Form Workflow

1. After completing your form, sign and submit it to your Project Lead.
2. Your Project Lead reviews the form to ensure the activities and effort align with the grant.
3. If the Project Lead and Supervising Administrator are different people, the form is then routed to the Supervising Administrator for certification.
4. Once certified, the document is sent to Payroll for processing.
5. A copy of the certified form is shared back with you for your records and a copy kept in the project's files.

Payroll Time and Effort: Guidance, Reminders, and Helpful Tips

- Make sure you report actual hours worked and not estimated hours.
- Reporting hours should not exceed the approved NOHE, stipend, or assignment time.
- Use good descriptors of the work performed, but do not over-describe or provide task-by-task details.
- Do not report activities that fall outside the approved scope of work.