



## Alaska GEAR UP Time & Effort Reporting

### **What is Time and Effort?**

Many federal and state programs require that personnel maintain time and effort documentation if they are funded or paid by multiple sources from grants or local funds. To accurately document time and effort for each grant/funding sources, a Time & Effort Form is accepted as appropriate documentation. The employee completes a Time & Effort Form indicating the number of hours spent working on each funding source to equal a total of 8 hours or more per day.

### **Who Completes a Time and Effort Form?**

The Alaska Rural GEAR UP Partnership grant has developed a Time & Effort System to be used by personnel who are paid for by GEAR UP funds for a percentage of their time. Personnel such as directors, principal investigators or other personnel should use the Time & Effort Form to document GEAR UP In-Kind and other sources of funding for their salary.

### **Sample Forms**

The sample form provides an example of someone who is paid by the GEAR UP grant at 10% of their time. This is calculated by  $10\% \times 8 \text{ hours} = .80$ . Additionally, in the example, they provide 1 hour per day of in-kind to the GEAR UP grant. On days when the person is attending an all-day GEAR UP workshop, conference or event, they would record a full 8 hour day for GEAR UP. These hours may vary by day depending on time and effort spent on specific grants/projects.

### **Where are These Forms Submitted?**

These forms should be completed ongoing each day/week and at the end of the month they should be signed and scanned. The scanned forms should be sent to RGI Corporation and originals kept on file.