

**IDAHO STATE UNIVERSITY  
INTER-DEPARTMENTAL CORRESPONDENCE**

TO: Department Grant Effort Reporting Contact

SUBJECT: Employee Fall 2008 Effort Reporting for Work Paid  
From August 22, 2008 thru December 24, 2008

Due Date: **Forms Must be Returned by February 20, 2009 to Stop 8219**

FROM: Diane MacLerran, Grants and Contracts Accounting Department

DATE: February 10, 2009

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Enclosed are the Fall 2008 Employee Effort Reports. The Fall reporting period is for work performed between August 9, 2008 and December 13, 2008; paid from August 22, 2008 to December 24, 2008.

Each employee needs to complete their form recording their actual percentage of effort on both their grant funded projects and their ISU institutional work and **any work being done as matching effort**. The employee then needs to sign the form which certifies the effort. Each form then needs to be signed by the employees' immediate supervisor. If the PI desires to sign the form in addition to the supervisor, please allow time for them to do so before the reports are due.

Please remind your employees who work on a 9 month contract that their effort performed on their contracts is during the 9 month contract period from August through May each year (even if a portion of the salary is paid over the summer). The effort reported during the Fall and Spring reporting periods should reflect their entire work effort for the 9 month contract. If the employee then works on sponsored projects during the Summer months they sign and submit a time card each pay period which certifies their effort for that period.

These forms have been mailed to the department chairs or assigned department contact instead of the individual employees. Each department contact needs to facilitate the Effort Reporting process by distributing the reports to their employees, and then monitor that they have received them back before forwarding the completed forms to Grants and Contracts. Please be sure to keep a copy of the reports for your record. If you need to change your department contact then e-mail Diane at [maclidian@isu.edu](mailto:maclidian@isu.edu).

**Please remember that under the payroll system used during the Fall semester employees who submitted a time card which recorded their hours per day, and the account number to be charged each pay period, are not included in this reporting because the time card and signature acts as the certifying documentation.**

Contact **Diane MacLerran** if you have any questions on the **information** reported on these reports at **ext. 3258**. **If you want to check to see if your form has been received please call Maria Gonzalez at ext. 3898.**

Thank you for your effort in making this process proceed smoothly.