

# Finance and Accounting

University of Florida  
(<http://www.fa.ufl.edu>)

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## Faculty Toolkit

Effort reporting is the process used to document a faculty member's time spent on all university activities – including instruction, research, extension and service – and certify that direct labor charges allocated to sponsored research projects are reasonable and reflect the actual work performed.

[EFFORT REPORTING POLICY \(http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Effort-Reporting-Policy.pdf\)](http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Effort-Reporting-Policy.pdf)

[EFFORT REPORTING DIRECTIVES AND PROCEDURES](http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/EffortReportingDirectivesProcedures.pdf)

(<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/EffortReportingDirectivesProcedures.pdf>)

### STEP-BY-STEP INSTRUCTIONS

<p>Certifying Your Effort</p>	<p>Simulation (<a href="http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/57091e25-5e4a-4975-95d3-679e3f617207/topic.html?mode=T">http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/57091e25-5e4a-4975-95d3-679e3f617207/topic.html?mode=T</a>)</p>	<p>PDF (<a href="http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_certifying_your_effort.pdf">http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_certifying_your_effort.pdf</a>)</p>
<p>Certifying the Effort of Students and Staff</p>	<p>Simulation (<a href="http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/aeba693a-56f0-400c-ac22-5209c93a2c3c/topic.html?mode=T">http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/aeba693a-56f0-400c-ac22-5209c93a2c3c/topic.html?mode=T</a>)</p>	<p>PDF (<a href="http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_certifying_students_staff.pdf">http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_certifying_students_staff.pdf</a>)</p>
<p>Acknowledging a Faculty Assignment Report</p>	<p>Simulation (<a href="http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/2bf4b83b-3f94-4972-b548-5bb302675a05/topic.html?mode=T">http://upk.erp.ufl.edu/web/Effort%20Reporting/Publishing%20Content/PlayerPackage/tpc/2bf4b83b-3f94-4972-b548-5bb302675a05/topic.html?mode=T</a>)</p>	<p>PDF (<a href="http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_acknowledging_far.pdf">http://training.hr.ufl.edu/instructionguides/effort_reporting/ja_acknowledging_far.pdf</a>)</p>

### OTHER RESOURCES

<p>Effort Reporting Activity Categories</p>	<p>PDF (<a href="http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortReportingActivityCategories.pdf">http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortReportingActivityCategories.pdf</a>)</p>
<p>Effort Reporting Glossary</p>	<p>PDF (<a href="http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortGlossary.pdf">http://training.hr.ufl.edu/instructionguides/effort_reporting/EffortGlossary.pdf</a>)</p>
<p>The Top 10 Things You Should Know About Effort</p>	<p>PDF (<a href="http://www.fa.ufl.edu/wp-content/uploads/2018/07/Effort_Top_Ten.pdf">http://www.fa.ufl.edu/wp-content/uploads/2018/07/Effort_Top_Ten.pdf</a>)</p>

### CONTACT INFORMATION

#### For Academic or Instruction Effort

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#### For Non-Academic or Sponsored Project Effort

Cost Analysis, Controller's Office

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