



## **Time and Effort Procedures for Grant-Funded Employees**

### Background

As part of Coastal Bend College's ongoing effort to increase and retain outside funding sources, the procedures for time and effort reporting for grant-funded employees have changed. Time and effort is required of employees paid from federal, state, or other third-party funding. This policy is not new, however the level of enforcement is.

### Revised Time and Effort Procedure

Effective March 18, 2014, time and effort reports for each grant-funded employee must accompany the employee's payroll timesheet. Absence of this documentation may result in delays in the processing of the employee's payroll. This documentation should be submitted to the payroll department no later than the regular deadline for each payroll period. Each time and effort submission should be fully-completed and signed by both the employee and the supervisor.

Please contact the Business Office if you have any questions regarding this update.