

## **The “logic” of effort reporting.**

### **Think of “effort” as a pizza crust.**

#### **Academic Year:**

For the academic year, you are given a lump of pizza dough that weighs “your job description” and is worth whatever your “institutional base salary (IBS)” is. You accept that lump of pizza dough and agree to roll it out for as many hours as are needed into a pizza crust that is worth your IBS. Your pizza crust can be up to nine months in size and up to 9/9<sup>ths</sup> of your IBS. The size pan you use will depend on whether you roll thick crust (fewer hours) or thin crust (more hours) or cracker-like crust (for those of you who never sleep).

You get to decide how many hours you spend performing your job description. Your only requirement is to get your job done. Whatever work you do to earn that IBS equals 100% of your “effort.”

There is no expectation that any particular number of hours is the correct number of hours. All that is expected is that however many hours you work equals 100% of your effort.

Once you roll out your pizza crust to however many hours/days/weeks/months you need, you must divide it into “slices” (i.e., percentages). Each slice will be labeled as some percentage of your 100% effort. All the slices together must add up to 100%. Everything you do for which you receive part of your IBS must get a slice of the crust. Some of your slices will be for instruction, some for advising, some for service, some for research, some for administration, etc.

Some of the slices will be paid for by ASC. If none of your salary comes from external funds, then 100% of your effort is paid for by ASC. If some of your salary comes from external funds for work you do for an external sponsor, then part of your 100% will be charged to an ASC account (an 11-account), and part of your 100% will be charged to a grant account (a 14-, 15-, or 17-).

What the auditors review at the end of the year is the total amount you were paid for your nine-month academic year, and how you have divided your pizza crust. If the effort pizza is sliced the same way the dollars were sliced, everybody is happy. The auditors compare the ASC payroll records to the effort certification forms you complete at the end of each semester.

If none of your effort is spent working on grant projects, then you have a pizza crust that is 100% ASC-funded. If part of your effort has been promised to an external sponsor, then you have to complete an effort certification form that tells how your pizza crust was divided between ASC and any external sponsors.

#### **Summer:**

Now, in the summer, nobody gives you a lump of pizza dough to get started with. Since you have no pizza dough, you can choose not to make a crust.

If you choose not to make a crust, you are “on vacation” for the three summer months (beginning mid-May and ending mid-August). [And, yes, we all know that you are working much of the summer, trying to catch up from last academic year, and plan for next academic year. However, all auditors see is that you are not getting paid for any summer effort, so you are technically not expending any effort.]

Or, if you want, you can gather up some work to do for which you will be paid summer salary, thus making your own lump of pizza dough.

For example, you can agree to teach a summer course, or do some work on one or more grant projects, or take on some administrative task, or some combination of all of the above. [There may be other things for which you receive pay during the summer.]

There are limits to how much your summer dough can weigh and how much it can be worth.

All the work you do during the summer can add up (in dollars) to no more than 1/3 of your IBS – and you have to get special permission to earn that much, since College policy is to limit summer earnings to 5/6 of your IBS (or 2.5 summer months).

All the work you do during the summer must fit during the 3 summer months that are not covered by your academic year job description. Whatever work you do equals 100% of your actual summer effort.

So, in order to certify/quantify your summer effort, you have to list all of the work you are getting paid for during the summer. You can't include in your summer lump of dough the work you are doing that ASC is not paying you for. You can only include the work for which you get a check from ASC. [It won't be a separate check, it will just be additional pay added to your paycheck in June, July, August, or September—after the work has been performed and the effort has been certified.]

Your summer pizza crust (which represents your summer “effort”) might be as small as one week, and it might be as large as twelve weeks. It will all depend on how much you get paid for summer work. It will be a different size depending on your individual circumstance.

If you work for one summer month and get paid 1/9<sup>th</sup> of your IBS, then that is 100% of your summer effort. If you work for two summer months and get paid 2/9<sup>ths</sup> of your IBS, then that is 100% of your summer effort. This is what makes sense to auditors, so this is the way we need to understand it.

Here's the really tricky part. One month of summer effort, for which you are paid 1/9<sup>th</sup> of your IBS, cannot be measured in hours/days/weeks. When you and the sponsor paying for your summer work agree to “one month” worth “1/9<sup>th</sup> of your IBS,” that “month” is nebulous. It does not have to be one continuous month. You do not have to keep a time sheet to show hours/days/weeks worked. You only have to produce “one summer month” of results. You document those results using lab notebooks, articles submitted for publication, trips taken to do field work or examine source documents, or in any number of other ways.

BUT, what auditors will ask you is how many hours/days/weeks you “worked” on the project, because auditors just don't think the same way faculty members and program officers think. So, that's why ASC

has to get you to sign effort certification forms and sign a waiver if you are going to earn the equivalent of more than 2.5/9<sup>ths</sup> of your IBS during the summer.

One month might be 33.3% of your potential summer effort, and two months might be 66.6% of your potential summer effort, and three months might be 100% of your potential summer effort, BUT any of those amounts might be 100% of your actual summer effort.

**This is the logic of effort reporting and certification.**