

FAQ's – Time and Effort: Monthly Personnel Activity Report - Employee

- I have been paid from a federally funded source for many years and never had to do this. Why do I have to do this now?
 - The requirements for documentation has changed. All staff paid from federal funds must complete the form.
- How do I know if I am paid from a federal funding source?
 - Check with your supervisor or contact grant management at grantmanagement@aps.edu.
- How often do I have to complete this report?
 - Once a month as long as you are paid out of a federal funding source.
- How do I login to access the form?
 - Select the link provided within the notification email and log into the employee section of WorkSpace. You can also view instructions in the APS website at: <http://www.aps.edu/finance/grant-management-and-legislative-projects/apsdepartmentfolder.2017-08-24.5640281421>.
- The form is different then what I used to complete. Do I need to enter dates?
 - No, dates are not required. The form is for the month; estimate your percentage of time and effort for the entire month.
- I am paid from federal funds but did not get the e-mail. What do I do?
 - Some information may be missing or still in process in grant management and Human Resources. Once the information is updated, you will receive the email with a link to the form(s).
- How do I update the supervisor and location on the form?
 - The Supervisor and location fields cannot be updated on the form once it has been distributed. If there is an issue, you can cancel and return the form to Grant Management. Type the reason for the return include as much detail as possible and submit.
- My position is not listed. What do I select?
 - Select the position that is most closely related to your position. For future purposes, have the supervisor enter a comment in the form before they sign and submit so the position can be added.
- In the Work Performed field(s), there is not a drop down selection that describes what I do. What do I choose?
 - Select the position that is most closely related to what you do or select OTHER and type in your work performed.
- How do I determine the percentage of time spent for work performed?
 - Estimate the time spent as best you can. Recall this is time spent the entire month.
 - **Some examples:**
 - 1. You are in your classroom for all 6.5 hours a day all month (and prep times) then you just choose classroom instruction and 100% on the top section and you're done.
 - 2. Let's say one week you were asked to work in the office as the receptionist for a full day, and you were in the classroom the rest of the time. That would

roughly be 5% of your time that would be out of the normal duties of your contract (6.5/hrs for one day divided by the average of 130/hrs month total). So the top would be classroom instruction at 95% and the bottom would be office work at 5%.

- 3. You were out sick three days in a month and the rest of the time you were in class. Sick leave is part of your normal pay/duties so you could enter classroom-100% (or classroom 85% and sick leave 15%) either one on the top as they are both accurate.
 - 4. You were in your normal class, with one extra class from selling your prep period to cover another subject, it would all still be 100% classroom.
 - 5. Had a Dr appointment for 1 hour one time, this is sick leave, it is allowable at the top, you could enter 100% teaching or 99% teaching and 1% sick (the 1% is just an estimate). Either way is fine.
- - Do I need enter the percent (%) sign?
 - No, entering the percent sign is not necessary. Enter whole numbers.
 - Do I need to fill in every box?
 - No, just complete as many boxes as necessary to indicate your work performed for the month. If you spend 100% of your time on one task, select the drop down that describes the work you perform and enter 100 in the box next to it.
 - Some of the work performed descriptions are similar, which one do I choose?
 - Choose the work performed that makes sense to you.
 - I get an error message when I enter any percentage over 100% of my time. Why?
 - The total of the work performed must equal 100%.
 - How do I handle professional development, sick leave or annual leave?
 - Professional development, sick leave and annual leave are all options in the “Work Performed” section. Report these as a percentage for time taken in the month.
 - What do I do once I complete the form?
 - Select “Complete”, then select “Send to Supervisor” in the Flows section.
 - I made a mistake on the report, how do I get it back to fix it?
 - Once the report is submitted, you cannot get it back. Contact your supervisor so he/she can review and make a note in the form. All comments are reviewed by Grant Management and can be returned if necessary.

FAQ's – Time and Effort: Monthly Personnel Activity Report – Supervisor

- How do I access the forms sent to me for review?
 - If you have any forms for review, they will exist in your WinOcular Workflow queue. Log into WinOcular and select “workflow” to open and review each form.
- The employee should not be paid from a federally funded source. How do I handle this?
 - Type a note in the Supervisor Review comment box include the cost account where the employee should be paid and submit the form. It will be reviewed and necessary corrections will be made by Grant Management.

- The employee reported percentages of duties incorrectly. How do I get it corrected?
 - Type a note in the Supervisor Review comment box and submit the form. It will be reviewed and necessary corrections will be made by Grant Management.
- Can I return the form to the employee for corrections?
 - The form cannot be returned to the employee by the Supervisor. Type a note in the Supervisor Review comment box and submit the form. It will be reviewed and necessary corrections will be made by Grant Management.