

# The Employee Activity Reporting System (TEARS)

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## FAQ's for PI's

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### Quick Reference Guide

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Prepared by the  
**Office of Contracts and Grants,**  
a Division of Financial Services.

**The Office of Contracts and Grants**  
oversees post-award administration for  
NC State University.

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### Why do I have to certify an effort report?

1 As a recipient of Federal contract and grant funds, NCSU must comply with the federal requirements (OMB Circular A-21) for documentation. TEARS reports are also used in the development of university Facilities & Administrative (F&A) cost rates.

### What if I don't certify my effort report?

2 If you do not certify your effort report, you will not be in compliance with OMB Circular A-21. The University is then at risk of losing existing and future funding from sponsoring agencies. We are also required to report to University of North Carolina General Administration (UNCGA) on effort reports that are not certified.

### How do I find my effort report?

3 To certify your personal effort report: Using your regular Unity user name and password, sign in to MyPACK Portal (<http://mypack.ncsu.edu>). Click on Employee Self Service > Certify My Effort Report. If you do not have this Effort Report link, contact your College Administrator.

### Which project is which?

4 Once in the effort report, click the "DETAIL" link. It will bring up a new window titled "CG Funds Record Detail" and under the "CG Funds Record" section, it lists the account number, project name, and sponsor. To return to the report, scroll to the bottom and click on "Return."

### What is a survey period?

5 Survey periods are the federally approved time periods for employee effort reporting. An employee's classification (9-month EPA, 12-month EPA or SPA) determines the survey period:

12-month EPA and SPA Employees	9-month EPA Employees	Temporary or 9-month EPA Employees with Summer Effort
Fiscal Yr: 07/01 thru 06/30	Academic Yr: 08/16 thru 05/15	Summer: 05/16 thru 08/15

### Who can certify effort reports?

6 Employees should certify their own reports, but in unusual circumstances Deans, Department Heads and designees can certify for others. As the employee or designee certifying the effort report, you are certifying that the information on the report is an accurate representation of the percentage of actual effort expended during the reporting period. Certifying an effort report that is inaccurate or incomplete is unlawful and could result in legal and/or disciplinary action up to and including dismissal.

### How do I confirm that my report was certified?

7 You will see your user name id and full name, the certification date in the signature block, and a check mark in the certified box.

### What am I certifying?

8 You are certifying your effort on all sponsored research projects for the academic year or summer depending on the report. The sections list different information:

Section A	Section B	Section C
Projects from which you were <b>directly paid</b> during the survey period	Projects on which you have been <b>Cost Shared</b> (your effort on this project was paid from another account)	All other projects from which you were paid during the year

**NOTE:** For **summer effort reports**, you will see only section A since the effort report is only for direct pay for your summer research. If you have summer effort on a project for which you were not directly paid, your college should be recording that effort on an After the Fact Memo that they submit to the Office of Contracts and Grants.

### Detailed Instructions for Certifying the Effort Report:

<http://go.ncsu.edu/tears-pi-instructions>

**FOR HELP: Contact your College TEARS Coordinator**

<http://go.ncsu.edu/tears-coordinators>