

NC State University TEARS System

Instructions to Certify Your Effort Report & Glossary of Terms

Overview

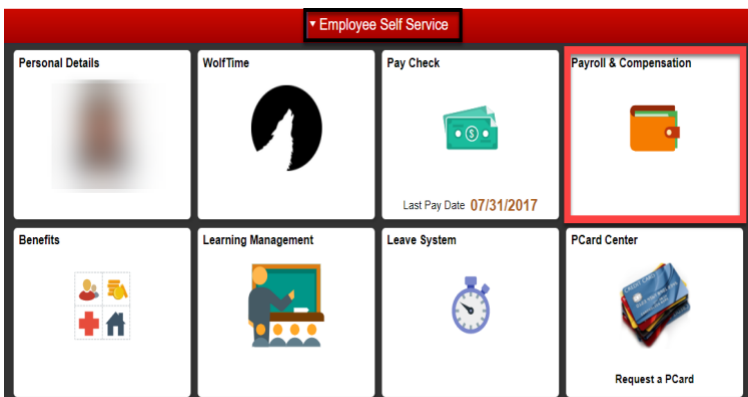
You have received notification that you have an Effort Report to be certified. Your Effort Report is the required documentation of how you spent your time during the survey period just ended. It is the official documentation of your effort on sponsored research agreements, and as such, it is critical that the report be accurate. The applicable effort percentage must be shown in either Section A or Section B for any sponsored project that you worked on during the survey period. All other effort will be shown in section C. If your effort on University activities is typically more than 40 hours per week, or includes evenings and/or weekends, then “all hours worked” constitutes 100 percent effort. Please review closely to ensure that your effort is accurately reflected for all projects that you worked on.

Definitions for terminology included on the effort report are included below the instructions. There are also hyperlinks at the top of the Effort Report that provide additional information you may find useful.

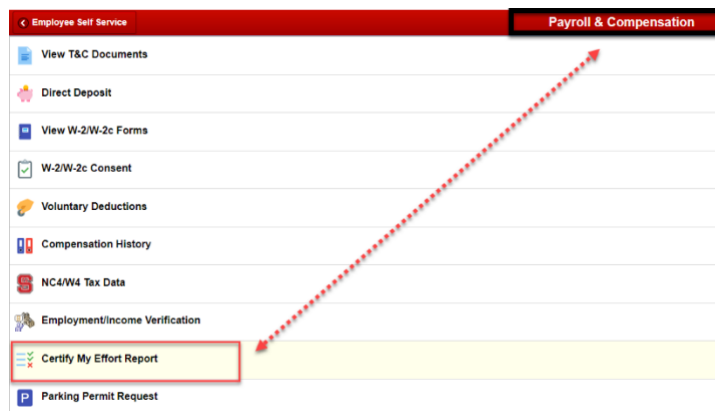
Logging On

The TEARS system can be accessed via the MyPACK Portal at the following web address: <http://mypack.ncsu.edu/>. You will need to use your Unity ID and Password to login to the MyPACK Portal. Enter the appropriate information and click on ‘Sign In.’ Once you have properly signed in, you will be taken directly to the your ‘MyPACK Portal Home Page.’ If your Home page is something other than the Employee Self Service page, click on the middle of the red bar at the top and select Employee Self Service.

From the Employee Self Service page, click the tile labeled ‘Payroll & Compensation.’



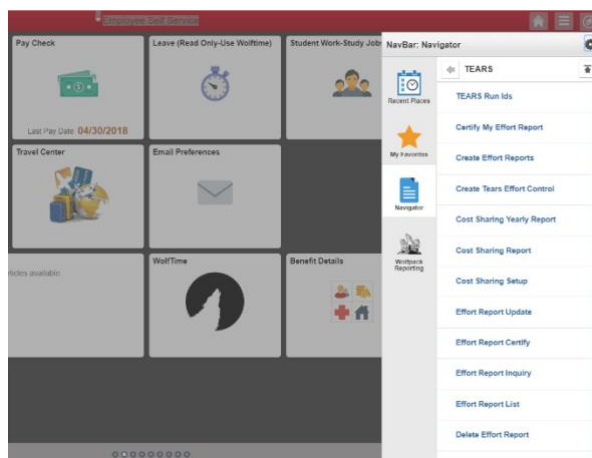
On the left-hand side, you should see a link labeled ‘Certify My Effort Report.’ Click on this link to display and certify your effort report.



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You may also access your effort report by clicking on the ^ symbol on the right-hand side of the red bar at the top. Click on Human Resources System. Then, click on TEARS, and finally 'Certify My Effort Report.'



Once signed on, you do not need to print the effort report; however, if you would like to print a copy for yourself, you may print within the TEARS System by clicking on the 'Print' hyperlink located in the upper-right corner of the page.

The process to review and certify is:

1. Closely review the 'Funded Effort Percent' column, for each category.
2. If the percentages approximate actual effort expended during the survey period, then the effort report can be certified. To do this, click inside the box to the right of the word 'Certified' at the bottom of the screen and your Unity ID, name, and the date will populate. This is your indication that the effort report has been certified. If you do not wish to certify the effort report at this time, click 'SIGN OUT' to exit the MyPACK Portal, or simply move your cursor to another location within the MyPACK Portal. You will be able to come back at a later time to continue the certification process.
3. If the projects or percentages are not accurate, you will also need to click 'SIGN OUT' to exit the MyPACK Portal or simply move your cursor to another location within the MyPACK Portal. Additionally, you must notify your TEARS Coordinator of the inaccuracy. The TEARS Coordinator will work with you to correct the effort report for your subsequent certification. A listing of TEARS Coordinators can be found on the Contracts and Grants [website](#).

When an effort report is certified, the system records the username id and full name of the person performing the certification, as well as the date the certification took place. Please note that the due date for certification is printed at the top of the Effort Report. It is 90 days after the end of the survey period (**for this survey period, the due date for certification is September 30**).

Note: for further information concerning certification of effort reports refer to the University Administrative Procedures Manual, Section D, Statement 13.6 and Statement 13.7.

Logging Off

Once you have completed the certification process, you will need to click 'SIGN OUT' to exit the MyPACK Portal or simply move your cursor to another location within the MyPACK Portal. Please note that you should always lock your computer or sign out of the MyPACK Portal if you will be away from your desk. If you leave your desk unattended while signed in to MyPACK Portal, it is possible for anyone who sits at your desk to access personal information that is accessible via the 'Employee Self Service' menu option.

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Glossary of Terms:

Section A: C&G Funding Sources – This section reflects the percentages of effort that were charged directly to a sponsored project during the survey period. The percentages tie directly to payroll labor distribution.

Section B: Cost Sharing (From Section C to A) – This section represents cost sharing percentages on sponsored projects. Cost sharing is effort expended on the project that was not charged directly to the sponsor. It represents real dollars and must be funded by a non-SL-5 project that your salary is paid from. The projects available to fund cost sharing are listed in Section C. The cost sharing percentages are entered into the TEARS System by your TEARS Coordinator. The TEARS Coordinator should have consulted with you to obtain the percentage of effort you planned to expend on the projects listed. Note the Begin and End Date for the cost sharing will impact the percentages actually displayed on the effort report. The survey period is our fiscal year. If cost sharing is entered into the TEARS System at 1% for the period 7/1/XX to 6/30/XX, 1% will be the percentage on the effort report. If this same 1% is entered for the period 3/1/XX to 5/15/XX, for example, 0*% will be displayed because the period of time covered is only 2.5 months of the 12 month survey period.

Section C: All Other Activities – This section reflects the percentage of effort expended on other activities, such as instruction. The percentages shown under the “Funding Percent” column tie directly to payroll labor redistribution. Cost sharing is funded by projects listed in this section.

Project ID – This corresponds to “Project ID” in the Financials System.

Account – Used for accounting purposes to classify expenditures by type. For example, 51119 is EHRA (EPA) Regular Earnings.

Funded Effort Percent – Percent charged directly to a project listed and ties directly to payroll labor distribution.

Planned Cost Sharing Percent – Percent of cost sharing entered into the TEARS System by your TEARS Coordinator. Percentage is impacted by the time period entered into the system in relation to the actual survey period. (See explanation above under Section B)

Funded Effort Percent – The percent of effort charged directly to the project. (Ties directly to Labor Distribution)

Funded Cost Sharing Percent – The actual cost sharing percentage for the fiscal year on each project listed. Using the example above under the definition of Section B, the “Planned Cost Sharing Percent” would show 1% because this is what was entered into TEARS, however, the “Funded Cost Sharing Percent” would show 0*% since the setup only covered 2.5 months.

Funded Effort Percent Less Cost Sharing - The sum of the “Planned Effort Percent” column minus the “Sum of Cost Sharing Setups Percent’s” column. For example, if the percentage of your salary charged to 201XXX – 51319 is 25% and there are Cost Sharing Setups that have been entered into TEARS totaling 15%, the “Funded Effort Percent Less Cost Sharing” will show 10%. The 10% represents that while 25% of your salary was paid from 201XXX, you actually spent 10% of your time on that activity and it funded 15% of the time you spent working on sponsored projects that was not paid for by the sponsor.

Adjusted Percent – Adjustments made to any of the percentages in Sections A, B, or C after the original effort report was created.

Payroll redistributions retroactive to the prior fiscal year directly impact the percentages displayed on the original effort report and are the major reason for most of the adjustments to effort reports.