

Administrative Memorandum

To: Hospital Administrators
Hospital Chief Financial Officers
Fr: Lanette Buie, Human Resources Director
Re: Implementation of Time and Effort Log Relative to Sponsored Projects
Dt: June 12, 2002

Attached you will find the newly created HCSD Sponsored Projects Time and Effort Log and Instructions. Use of this tracking instrument should be implemented in your facility on July 1, 2002, in order to properly account for outside funding according to the requirements of OMB Circular A-21.

When staff members' salaries are either totally, or in part, budgeted with outside funding sources such as sponsored projects, this time and effort log should be completed and maintained by the facility's CFO. For example, in some facilities, the regular operating budget may support 80% of the nutritionist's salary, with 20% supported by a HRSA Title III Early Intervention Clinic grant. In that case, documentation of 20% of the nutritionist's time must be regularly maintained, and will be tracked with the time and effort log. In the instance of HCSD Administration, the log shall be forwarded to the Comptroller's office.

Staff members who are designated as the responsible party for each sponsored project will be held accountable for monitoring and processing this log to the facility CFO. The implementation of this log does not affect the way that payroll is processed. Any adjustments made to the salaries disbursements will be in accordance with the terms and conditions of the sponsored project and are ultimately the responsibility of the Chief Financial Officers of hospitals.

Please carefully review the attached time log and instructions. Feel free to contact Mark Robichaux at 225-922-0773 or e-mail him at mrobic2@lsuhsc.edu if you have further questions.

Thanks for your cooperation with this important matter.

Cc: Judy Albin
Mark Robichaux
Art Landry
Don Elbourne
Marcia Daigle
Don Hutchinson

Attachments (3)