

# LSU HCSD Sponsored Projects

## Time and Effort Log

### Instructions

*Purpose:* The time and effort log is required for use by facilities to maintain a record of employee time, which is charged to an outside funding source such as a sponsored project. This sheet will provide documentation, by pay period, of the time the staff member actually spends on that project.

#### Employee Instructions

1. Name – Print the last name first and the given name second.
2. Social Security Number – Enter the employee Social Security number.
3. Department Name – Enter the name of the department.
4. Medical Center Name – Enter the name of your facility.
5. Project/Program Name – Enter the name of the project for which this time is being allocated.
6. Total Hours Expended this Pay Period – Enter the total amount of time accrued for this program for the current pay period.
7. LEAVE - Note in this section if any type of leave is used in lieu of actual time worked for the project.
8. Total Daily Hours – Enter the total amount of time worked for the day for that specific project.
9. Total PP – Enter the total amount of time worked for the pay period, which is determined based on adding all daily hours.
10. Signature – By signing and dating the document, the employee certifies that the recorded information is true and correct as it relates to this project.
11. Approved – The immediate supervisor must sign the time log.
12. Approved – The project director must sign the time log.

#### Finance Staff Instructions

*The hours reflected on this log shall be for straight time only.*

1. Account – Enter the PeopleSoft Account Number that the original payroll was charged to. Example: 502000 Salary-Biweekly-Regular Pay
2. Fund Code – Enter the PeopleSoft Fund Code that the original payroll was charged to.
3. Dept. ID – Enter the General Ledger Department Number that the Payroll was charged to. Example: 2018710 Administration
4. Program – This number remains constant.
5. Class – This number remains constant.
6. Project ID – Enter the PeopleSoft Project ID that the payroll charges **need to be moved to**. Example: 5020000011 HCSD Disease Management
7. Budget Period – This information remains the same until a change in the fiscal year.