FINANCIAL AFFAIRS
The University of Alabama at Birmingham

E-Mail Form

Effort Report Policy ACT Checklist

Reset Form

This checklist should be used to document the actions to be taken on either a(n):

√ Retroactive document after the required Effort Report Certification date
√ Employee with Delinquent Effort Report*

* The flag is not automatically removed after Certification of the Effort Report. Department needs to communicate with the FA-Cost Analysis Department to remove the pre-conversation flag.

ACT Information

Document #: Effective Date: Employee Name:

Contact Information

Name: E-Mail Address: Phone #:

Please answer True or False to the following questions:

☐ True ☐ False I am attempting to hire a biweekly paid employee.

☐ True ☐ False I am attempting to propose a ***non***-effort reportable funding source.

☐ True ☐ False I am attempting to hire a monthly paid employee, change a rate of pay or process an element for pay to a ***non***-effort reportable employee costed to a ***non***-effort reportable funding source.

☐ True ☐ False I am attempting to process for a monthly paid employee (including trainee) a ***non***-retroactive change in rate of pay or an element for pay with proposed ***non***-effort reportable funding sources (either assignment or element level).

Other:

The purpose of this information is to determine if additional funds can be expended towards an effort reportable grant. Once completed, click on the E-Mail Form button to email form to Payroll Services or fax to Payroll Services at (205) 975-7417.

The answers you provide will be stored in the HRM Employee File.

For Central Administration Use Only

Payroll

Is the Employee NOT on the "out of compliance" listing? ☐ True ☐ False

Are any of the answers above True? ☐ True ☐ False

Costing

Grants