

Minutes

Dr Warnock Covered Effort Verification Forms

- Individuals need to fill out effort estimate independent of payroll data
- If person has left the University, they should be contacted and sign the EVR via fax or emailed PDF.
- Estimates of effort should be within 5% of actual effort
- PCEs should be done if estimate is not within 5% of payroll.
- Someone can sign EVR that has knowledge of the individuals effort, if the individual can not sign.
- EVRs need to be returned in a timely manor

Transfers

- University policy prohibits transfer of expenditures after 60 days of the transaction.
- PS will not allow PCEs to post if the salary being moved is not within 60 days of the end of the month that the original payroll occurred.

Authorization

- The PI is the authorized individual to make expenditures and post them to a grant
- It is important that we keep documentation of the authorization to make expenditures and post them to a grant