NC State University TEARS System

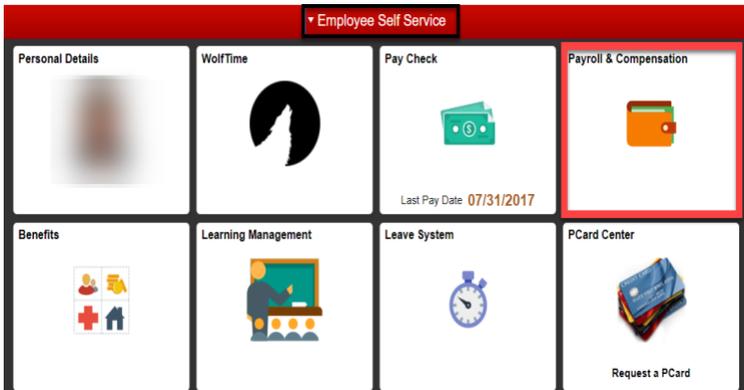## Instructions to Certify Your Effort Report & Glossary of Terms

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.
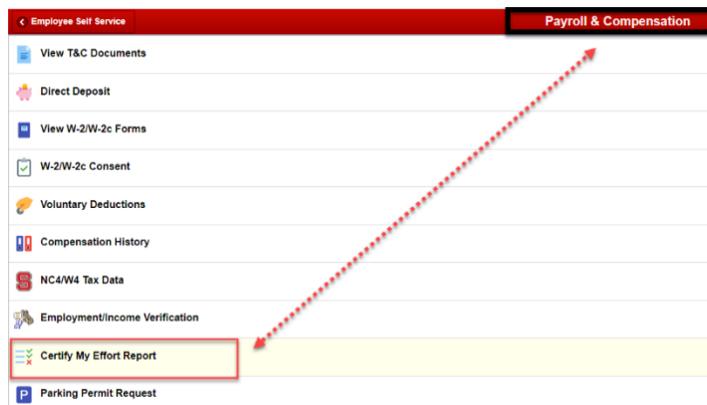
NC State University TEARS System

Instructions to Certify Your Effort Report & Glossary of Terms (Cont.)

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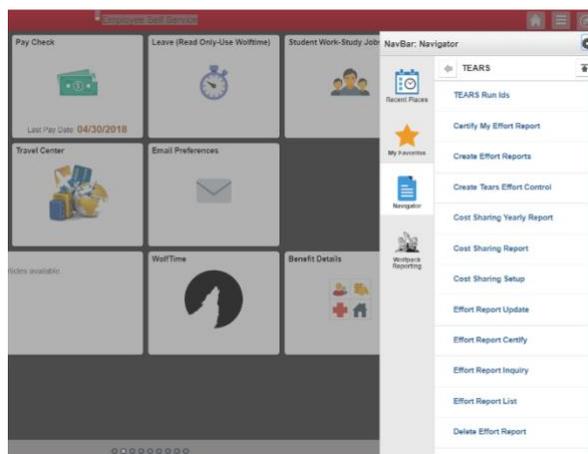
Once signed on, you do not need to print the effort report; however, if you would like to print a copy for yourself, you may print within the TEARS System by clicking on the 'Print' hyperlink located in the upper-right corner of the page.

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.

Nc Effort Rpt Inq

North Carolina State University
Tears Effort Report Inquiry

Why Do I Have to Certify My Effort?   Instructions and Glossary of Terms   TEARS Coordinator Listing

Employee ID: Mickey Mouse

Department: 111101   Food,Bioprocess & Nutrition Sc

Survey Period: Fiscal Year 2017 (12/12)   **Fiscal Year:** 2017   **View Header Detail**

07/01/2016 **thru** 06/30/2017   This form must be electronically signed by   09/30/2017

Tears Effort Reporting Instructions

Review 'Funded %.' If it approximates actual effort expended during the survey period, sign, date and certify the form. (Check the 'Certify' box.) If actual effort differed significantly from 'Funded %', see your TEARS coordinator to make the necessary changes. The TEARS coordinator should indicate the correct percentage in the 'Adjusted Effort %' column. If necessary, new accounts may be added in order to adjust effort.

A: C&G Funding Sources

Personalize | Find | First 1 of 1 Last

	Project ID	Account	Planned Effort Percent	Principal Investigator	Sponsor	Funded Effort Percent	Detail
1	414601	51119	1%	Mickey Mouse	ASST DEAN BUSINESS OPERATIONS	1%	Detail

B: Cost Sharing (From Section C to A)

Personalize | Find | First 1-2 of 2 Last

	Emp Rcd#	Project ID Funding Cost Sharing	From Account	Cost Share Project ID	To Account	Planned Cost Sharing Percent	Funded Cost Sharing Percent	Detail
1	0	411650	51119	512345	51119	0%*	0%*	Detail
2	0	411650	51119	512346	51119	10%	10%	Detail

C: All Other Activities

Personalize | Find | First 1-3 of 3 Last

	Project ID	Account	Planned Effort Percent	Sum of Cost Sharing Setup Percents	Funded Effort Percent Less Cost Sharing	Detail
1	201074	51319	9%	0%	9%	Detail
2	201677	51319	26%	0%	26%	Detail
3	411650	51119	65%	10%	55%	Detail

	Planned Percent	Funded Percent	Adjusted Pct
TOTALS:	100%	100%	100%

* For 0%, effort was expended on this project during the survey period however the time spent represented less than one-half of one percent over the whole survey period.

As the employee or designee certifying this effort report, you are certifying that the information on this report is an accurate representation of the percentage of actual effort expended during this reporting period. Certifying an effort report that is inaccurate or incomplete is unlawful and could result in legal and/or disciplinary action up to and including dismissal.

I CERTIFY that I have first-hand knowledge that this distribution of effort is a reasonable approximation of actual effort expended during this survey period.

CERTIFIED: ☑   MMOUSE
Mickey Mouse   **DATE:** 08/21/2017

Return to Search | Previous in List | Next in List | Notify | Refresh

CALS Contracts & Grants Example and Definitions

Section A: This section includes the percentage of your effort allocated to contract and grant projects, from which you were directly paid, during this past fiscal year (survey period). This includes the Federal Capacity Grants used to pay the faculty salary pool (Asst. Dean Business Operations) and ledger 5 projects.

Section B: This section includes ledger 5 projects on which your effort has been cost shared and does not affect your salary distribution.

Section C: This section includes the percentage of your effort allocated to non-contract and grant (non-ledger 5 projects), from which you were directly paid during this past fiscal year (survey period).

Total Percentages: If at any point the total percentages are not a 100%, please reach out to your assigned TEARS coordinators, via group-calscst@ncsu.edu

Project ID: This corresponds to "Project ID" in the Financial Systems

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.

Funded Cost Sharing Percent: The actual cost sharing percentage for the fiscal year on each project listed if it crosses fiscal years. For example, 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, 0*% will be displayed because the period of time covered is only 2.5 months of the 12 month survey period.

Planned Cost Sharing Percent: Percent of cost sharing entered into the TEARS System by the TEARS Coordinator. Planned and funded should be the same percentage unless the project period crosses the University's fiscal year. In which case, confirm the planned percentage is correct.

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

Certified: This is used to certify your effort on all sponsored research projects for the academic year or summer.