

From: [Forum for Human Resource trainers](#) on behalf of [Hsieh, Patricia](#)
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] New online course on time and effort
Date: Tuesday, December 08, 2009 10:28:40 AM

Dear A&M System Training Coordinators,

I am pleased to announce the availability of a new online course in TrainTraq entitled *Time and Effort* (course no. 2111113). This course is intended primarily for principal investigators (PIs) and supervisors who certify effort for employees who work on federally sponsored research projects and other projects that require effort reporting. Effort reporting is required by federal law and by System Regulation 15.01.01.

The System Offices Enterprise Support Initiatives (ESI) team recently developed a new SSO application (called Time & Effort) that can be used for effort certification. There have also been some modifications made to TimeTraq to allow effort certification for hourly employees who work on sponsored projects. The *Time and Effort* course provides basic background information, such as why effort reporting is required, how it should be done, and how to use the Time & Effort and TimeTraq systems to certify effort. It was developed in conjunction with ESI and the System Office of Budgets and Accounting (SOBA).

Time and Effort is not a System-required course, but the sponsored project office at your System member may choose to require it of certain employees if they wish. I have a partial list of contacts here: http://sago-media.tamu.edu/Campus_media/TimeEffort/TE_Member_Contacts.pdf. If your System member is not listed or if the contact info is not correct, please send me the appropriate contact information and I will be happy to update.

Please work with your local sponsored project office to determine who (if anyone) needs to be assigned the course. If you need to develop assignment rules, please let me know. Also please let me know if you have questions or concerns about the course.

Thanks,

Pat

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