Description of Time and Effort Report Module in Sinai Central

Federal regulation requires time and effort reports for all faculty and staff who are compensated by a federally sponsored project. To comply, the Icahn School of Medicine at Mount Sinai uses a Plan Confirmation system and requires an annual Time & Effort Report to be completed for anyone who was paid either fully or partially from a sponsored project. The report must be certified by the employee and a Supervisor with firsthand knowledge of that employee's activities. Generally, a faculty member's report should be certified by the employee and Department Chairman/Department Administrator. For a non-faculty employee, the report should be certified by the employee and the Principal Investigator (PI)/Department Administrator.

The annual Time and Effort Reports are distributed and certified through the newly released Time and Effort module in Sinai Central. Below are some of the features of the module:

1) Department administrator and employee receive email alerts when the report is sent for their approval. Reminder emails will be sent weekly until the report is fully certified.
2) The department administrator can delegate access/function to another person (multiple people can be added). The delegated person will have the same access and rights as the administrator. He/she will be able to view, forward and certify the report, if authorized.
3) If a PI wishes to certify the reports for employees who worked on his/her project, the administrator/delegate can add the PI as an approver on those employees' report. In such cases, the report goes to the PI for approval after the employee certifies. The report is fully certified after the PI approves. Administrator/delegate approval is not needed.
4) The department administrator/delegate has a summary of their department's report status in real time. This helps with monitoring and following up on outstanding reports. Below are the different statuses and their definitions:
   Departmental Review – report(s) pending administrator's review before being forwarded to the employee.
   Employee Certification – report(s) in employee queue pending employee's certification.
   Department Certification – report(s) certified by the employee and pending administrator/delegate/PI approval.
   Fully Certified – report(s) certified by both the employee and the administrator/delegate/PI.
5) The department administrator/delegate can recall a report from an employee's queue if the employee had not already certified.
6) Reports are stored in the system and can be accessed at any time.