

Overview

Effort reporting is a process of verifying that direct labor charged to (or reported as cost share on) sponsored projects reflects the actual level of work performed. Timely certification of TEARS Effort Reports ensures that NC State remains in compliance with federal mandates. [See Uniform Guidance Subpart E §200.430.](#)

Sections A, B, and C

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 (ledger 5 and/or federal ledger 4). All other non-research-related activities will be shown in section C.

Effort Hours

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.

Definitions for terminology on the effort report are included below the instructions. There are also helpful hyperlinks at the top of the effort report for additional information.

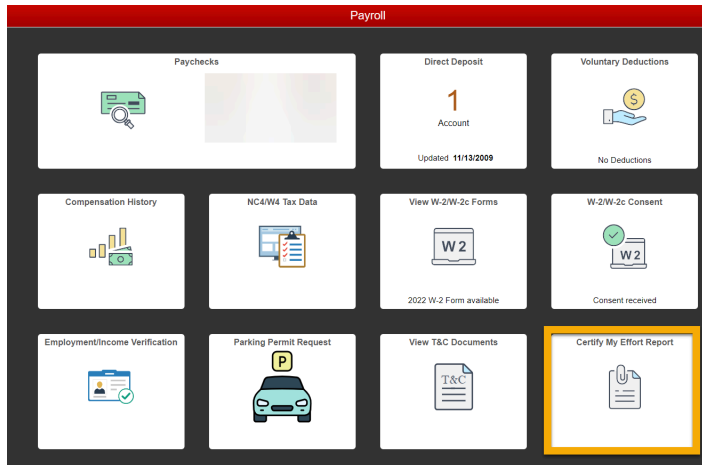
Please ensure your effort on all projects is accurately reflected.

Access Effort Report - Option 1

The TEARS system is accessed via the [MyPACK Portal](#).

- Sign in using your Unity ID and password.
- You will be directed to your **'MyPACK Portal Homepage.'**
 - If your Homepage is not the Employee Self Service page, click on the arrow in the upper left-hand corner and select Employee Self Service.
- On the **Employee Self Service page**, locate and click on the tile labeled **'Payroll.'**

- Click on '**Certify My Effort Report.**'



- To view the Survey Period ID, click '**Search**' and select the period you want to review and certify.

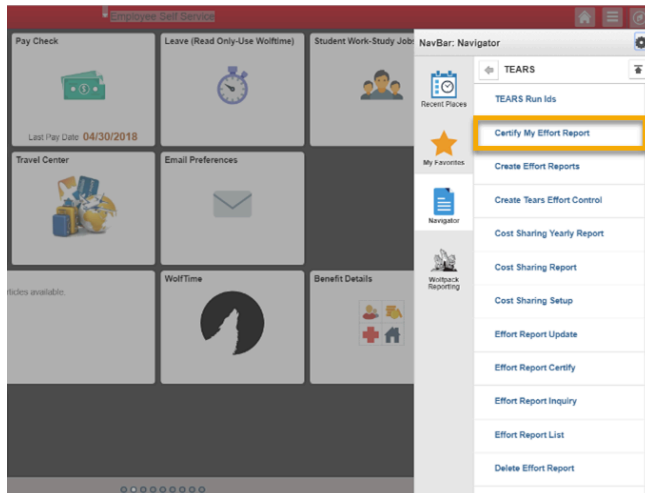
 A screenshot of the 'Certify My Effort Report' search interface. The page has a grey header with the title 'Certify My Effort Report'. Below the header, there is a blue link 'Certify My Effort Report'. A text prompt says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a red button 'Find an Existing Value'. A dropdown menu 'Search Criteria' is open, showing 'Search by: Survey Period ID' selected. The 'Survey Period ID' dropdown is highlighted with a yellow border. Below the search field are two buttons: 'Search' and 'Advanced Search'.

- If you want to print a copy of the Effort Report, click on the 'Print' hyperlink in the upper-right corner.
- Closely review the '**Funded Effort Percent**' column for each category.
- If the percentages reflect your actual effort during the survey period, certify the effort report by clicking the box next to '**Certified**' at the bottom of the screen. Your Unity ID, name, and date will appear confirming certification.
- If you choose not to certify at this time, click '**SIGN OUT**' to exit the MyPACK Portal or navigate to another section within the portal. You can return later to complete the certification.
- If the project details or percentages are incorrect, **DO NOT CERTIFY** and click '**SIGN OUT**' or navigate away, and inform your **TEARS Coordinator** of the inaccuracies. The coordinator will assist with corrections for later certification. Find [TEARS Coordinators](#) on the website.
- Use '**Return to Search**' or the navigator icon to continue in the system.

Access Effort Report - Option 2

In [MyPACK Portal](#), sign in using your Unity ID and password.

- Click on the NavBar symbol in the upper right corner.
- Click on '**Human Resources System.**'
- Click on '**TEARS**' then '**Certify My Effort Report.**'



- If you want to print a copy of the Effort Report, click on the 'Print' hyperlink in the upper-right corner.
- Closely review the '**Funded Effort Percent**' column for each category.
- If the percentages reflect your actual effort during the survey period, certify the effort report by clicking the box next to '**Certified**' at the bottom of the screen. Your Unity ID, name, and date will appear confirming certification.
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- **If the project details or percentages are incorrect, DO NOT CERTIFY and click 'SIGN OUT' or navigate away, and inform your TEARS Coordinator of the inaccuracies.** The coordinator will assist with corrections for later certification. Find [TEARS Coordinators](#) on the website.
- Use '**Return to Search**' or the navigator icon to continue in the system.

Certification

When an Effort Report is certified, the system records the user name ID, full name of the person performing the certification, and the certification date.

Please note 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 the annual survey period, the due date for certification is September 30 and for the summer survey period the due date is January 1**).

Glossary of Terms

Survey Periods –

9-month Appointees:

Academic Year: 8/16 - 5/15

Summer: 5/16 - 8/15*

*Only 9-month appointments with additional compensation (summer salary) for work performed outside of contract period.

12-month Appointees:

Fiscal Year: 7/1 - 6/30

Section A: Contracts & Grants (C&G) Funding Sources – This section reflects the percentages of effort that were charged directly to a sponsored project during the survey period. The percentages tie directly to payroll labor distribution. *Section A may be blank if effort is only cost shared effort.*

Section B: Cost Sharing (From Section C to A) – This section represents cost sharing percentages on sponsored projects. Cost sharing is effort expended on the project that was not charged directly to the sponsor. It represents real dollars and must be funded by a non-ledger-5 project that your salary is paid from. The projects available to fund cost sharing are listed in Section C. The cost sharing percentages are entered into the TEARS System by your TEARS Coordinator. The TEARS Coordinator should have consulted with you to obtain the percentage of effort you planned to expend on the projects listed. Note the Begin and End Date for the cost sharing will impact the percentages actually displayed on the effort report. The survey period is our fiscal year. 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, for example, 0* % will be displayed because the period of time covered is only 2.5 months of the 12-month survey period.

Section C: All Other Activities – This section reflects the percentage of effort expended on other activities, such as instruction, community outreach, internally funded research, etc. The percentages shown under the “Funding Percent” column tie directly to payroll labor redistribution. Cost sharing is funded by projects listed in this section.

Project ID – This corresponds to “Project ID” in the Financials System (WRS).

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.

Planned Cost Sharing Percent – Percent of cost sharing entered into the TEARS System by your TEARS Coordinator. Percentage is impacted by the time period entered into the system in relation to the actual survey period. (See explanation above under Section B)

Funded Effort Percent – The percent of effort charged directly to the project. (Ties directly to Labor Distribution)

Funded Cost Sharing Percent – The actual cost sharing percentage for the fiscal year on each project listed. Using the example above under the definition of Section B, the “Planned Cost Sharing Percent” would show 1% because this is what was entered into TEARS; however, the “Funded Cost Sharing Percent” would show 0*% since the setup did not cover the entire survey period.

Funded Effort Percent Less Cost Sharing - The sum of the “Planned Effort Percent” column minus the “Sum of Cost Sharing Setups Percents” column. For example, if the percentage of your salary charged to 201XXX – 51319 is 25% and there are Cost Sharing Setups that have been entered into TEARS totaling 15%, the “Funded Effort Percent Less Cost Sharing” will show 10%. The 10% represents that while 25% of your salary was paid from 201XXX, you actually spent 10% of your time on that activity and it funded 15% of the time you spent working on sponsored projects that was not paid for by the sponsor.

Adjusted Percent – Adjustments made by your TEARS Coordinator to any of the percentages in Sections A, B, or C after the original effort report was created.

Payroll redistributions retroactive to the prior fiscal year directly impact the percentages displayed on the original effort report and are the major reason for most of the adjustments to effort reports.

Last Update: 08/16/2024