

Time and Effort Certification

The GEAR UP Utah grant requires that all FLSA non-exempt (Part time) employees must complete the UVU Time Information Management System (TIMS) daily data entry as part of time and effort certification that is required by the federal grant.

Approval for hours worked will be submitted by your supervisor every payroll period. The signed approval documentation will be saved for federal guideline documentation.

All hours worked must be submitted in the UVU TIMS system by the deadline each pay period. If your hours are submitted past the deadline, payment of hours worked for that pay period may be delayed or result in employees not getting paid and/or fees being charged to departments for payroll manual time entry. This is due to the fact that supervisors must certify and approve your hours worked. Continued failure to enter hours before or by the deadline by a part time employee may result in disciplinary action.

<https://tims.uvu.edu/tims/prod/timeclk.php>

I have read and agree to abide by GEAR UP Utah's policy on time and effort certification reports.

Printed Name

Signature

Date