Reporting Periods for Certification of Salary Distribution (Effort Reporting) Reports

Purpose

The following table describes how often various employee groups must report their distribution of salary, if required, and which method of reporting may be used.

Note: Timesheet refers to the "Biweekly Attendance Report" or the "Hourly Attendance Report" (or a location-specific equivalent).

Type of Employee	How to Report	Frequency of Reporting
Exempt Graduate Employee	Oracle Effort Report	Two or three times a year, depending on location. Refer to Exempt Employees section below.
Exempt Regular Employee	Oracle Effort Report	
Exempt SUNY Employee	Oracle Effort Report	
Exempt Summer Employee	Oracle Effort Report	
Nonexempt Graduate or Undergraduate Employee	Timesheet or Oracle Effort Report	Biweekly if using timesheet; Monthly if using Oracle report.
Nonexempt Regular Employee	Timesheet or Oracle Effort Report	
Nonexempt Summer Employee	Timesheet or Oracle Effort Report	

Nonexempt Employees

Certify distribution of charges must be done monthly for the locations that use the RF Oracle business application to generate effort reports.

RF nonexempt employees who use the "Biweekly Attendance Report" or the "Hourly Attendance Report," for payroll purposes every two weeks, may certify effort biweekly on their timesheets.

Reporting Periods for Nonexempt Employees
Monthly (year) Jan
Monthly (year) Feb

Monthly (year) Mar	
Monthly (year) Apr	
Monthly (year) May	
Monthly (year) Jun	
Monthly (year) Jul	
Monthly (year) Aug	
Monthly (year) Sep	
Monthly (year) Oct	
Monthly (year) Nov	
Monthly (year) Dec	

Exempt Employees

RF and SUNY exempt employees must have their salary distribution certified according to the following schedule:

Location	Reporting Periods for Exempt Employees		
	Fall Standard or campus specific Academic	**Spring Standard or campus specific Academic**	**Summer Standard and campus specific Academic**
All locations except: 100, 110, 180, 655	**Fall Standard:** September 1 — December 31 **Academic:** campus specific dates	**Spring Standard:** January 1 — May 31 **Academic:** campus specific dates	**Summer Standard:** June 1 — August 31 **Academic:** campus specific dates
100, 110, 180 and 655	**First Half of Year**	**Second Half of Year**	

January 1 — June 30	July 1 — December 31

Submission Schedule for Initial Creation of Effort Reports

The date in which effort reports can be submitted for creation in the Oracle business application is based on the completion of processing in both the Payroll and Labor Distribution modules for all days included in that Effort Reporting Period.

Since Effort Reporting Periods end on the last day of a month, in order to capture any days at the end of the month that are not included in that month's payroll, it may be necessary to wait until the first payroll of the next month has completed before effort reports are created.

- For example, the first date in which reports can be created for the Fall Period 2009 Effort Reports (September 1 – December 31, 2009) would be January 4th, 2009. This is because the last payroll in December 2009 is December 18; therefore, only capturing payroll days through that date. There are still 9 business days left in December that will not be captured in Oracle until the January 1th payroll has processed. The same is true for the processing of Labor Distribution.

The table below provides the first date in which effort reports can be created for the defined Effort Reporting Period and year. Effort reports for the corresponding effort reporting period and year may be created on or after the date indicated in the table.

Effort Reporting Period for campuses using the Non Exempt and Standard Effort Periods	Minimum Submission Date for Creation of Effort Reports			
	2009	2010	2011	2012
Spring Period	June 8	June 7	June 6	June 4
First Half of Year	July 6	July 5	July 5	July 2
Summer Period	September 14	September 13	September 12	September 10
Second Half of Year	January 4, 2010	January 3, 2011	January 16, 2012	January 14, 2013
Fall Period	January 4, 2010	January 3, 2011	January 16, 2012	January 14, 2013
Monthly (year) January	February 2	February 15	February 14	February 13
Monthly (year) February	March 2	March 15	March 14	March 12
Monthly (year) March	April 13	April 12	April 11	April 9
Monthly (year) April	May 11	May 10	May 9	May 7
Monthly (year) May	June 8	June 7	June 6	June 4
Monthly (year) June	July 6	July 5	July 5	July 2
Monthly (year) July	August 3	August 16	August 15	August 13
Monthly (year) August	September 14	September 13	September 12	September 10
Monthly (year) September	October 12	October 11	October 10	October 8
Monthly (year) October	November 9	November 8	November 7	November5
Monthly (year) November	December 7	December 6	December 5	December 3
Monthly (year) December	January 4, 2010	January 3, 2011	January 16, 2012	January 14, 2013

Creating Reporting Periods in Oracle

Effort reporting periods are created and maintained in Oracle by central office. Contact central office corporate payroll and reporting department if a required reporting period for your location is not listed on the List of Values (LOV) in the Oracle business system.

Related Resources

Below are related resources to complete the procedure or that provides other relevant information or instructions.

Resources
[Certification of Salary Distribution Reports (Effort Reports) for Nonexempt RF Employees](#)

Change History

Date	Change History
December 17, 2009	Added information about Academic Effort Periods.
December 4 , 2008	Removed "Frequency of Reporting" section and updated Submission Schedule table.
January 7, 2006	Added reporting periods for nonexempt employees.
October 15, 2005	Updated the due dates for signing time sheets for RF nonexempt employees.
June 20, 2005	Added new section "Submission Schedule for Initial Creation of Effort Reports."
February 2, 2005	Updated employee types; removed obsolete information on certifying salary distribution; removed Oracle procedures that are obsolete.
June 23, 2003	Revised to add location 680 to list of Exceptions in the Exempt Employees section.
February 13, 2003	Revised to add location 680 to table in the Exempt Employees section.
October 19, 2001	Revised reporting periods for Exempt Employees, incorporating ldpro007.htm (PAR-X-B) into this document.
September 19, 2001	New document derived from Personnel Activity Manual (PAR-A-02 and PAR-X-C)

Effective Date: September 19, 2001
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Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.