

## **Charging Time – SRO Guidelines**

### **Updated 7/23/14**

#### Project Time

Time spent working on project-related activities should be charged to the appropriate shortcode for that project. Projections for project tasks are made in order to stay within budgets, so you will often be provided with an allocation of hours to charge to the project. Keeping projects on budget is a collective responsibility; therefore timely communication with the project manager and your supervisor is needed to proactively avoid unexpected charges to the project. If you do not receive charging instructions from the project, please ask prior to starting your work.

Because timesheets are completed before the end of the pay period, and estimates are made regarding how you will spend your time, it may be necessary to make adjustments to your timesheet. This should be done as soon as possible in the next pay period. Please work with your supervisor to determine if s/he desires notification from you to provide context for post-submission changes.

#### Meeting Time \ University Sponsored Events

We often engage in other activities not directly related to a project, such as staff meetings or UM sponsored events. These types of activities are considered necessary to support the project(s) on which you are working. If you usually charge time to sponsored projects, please use the following guidelines. As long as the time spent for each even is 4 hours or less, it is appropriate to spread your time across the projects you are currently supporting. If it is greater than 4 hours, you should work with your supervisor to determine the appropriate account to which that time should be charged.

Often the use of Sponsored Research Salary Recharge (SRSR) funds will be used to cover training time or conference attendance for staff development. SRSR is a recharge that is accrued on projects and use of SRSR must be approved by your supervisor, unit director and the SRO Director\Associate Director prior to its use. Note that only regular staff is able to charge time to SRSR. The complete process can be found here: [SRSR Approval Process](#).

#### Social Events

Attending social events at work (i.e., baby showers, retirement parties) for short periods of time can be considered as break time and that time can be spread over your current projects. However, if the event is longer than a normal break time (15 minutes), this should be considered unpaid time. It is suggested that these events be scheduled during an unpaid lunch hour, or before\after business hours or scheduled shifts. This will enable all staff to attend freely, both exempt and non-exempt.

#### Charging Time for Projects Not Yet Funded

Charging time for projects not yet funded does require Admin approval, but normally a specially designated account is used until funding is secured. At that time, it is your responsibility to move these charges, via an ET correction, to the appropriate shortcode, and your supervisor and unit director should be notified when this has occurred. This is often coordinated by the project manager and the financial analyst working on the sponsored project.

#### Course Time

Non-credit UM courses, such as those offered by the Human Resources Department should be approved by your supervisor and, if appropriate, SRSR funds can be requested. If SRSR funds are not approved, the supervisor should determine where the time should be charged.

When attending academic courses, you should first attempt to plan course attendance outside of normal work hours. If this is not possible, you should work with your supervisor to determine if an alternative work schedule can be arranged for the duration of the course. If these first 2 options are not feasible, and if you are enrolled in a degree program, you may receive approval for up to 3 hours per week to be used as educational time. More about this policy can be found here: <http://spg.umich.edu/policy/201.69>

#### Conferences

It is appropriate for attendance at conferences to be charged to SRSR, overhead, sponsored projects, or some combination of these. Please work with your supervisor to determine the appropriate account(s) to charge and to obtain the necessary approvals.