

**University of Nevada, Reno  
Retroactive Effort Form**

**Dates work performed:** \_\_\_\_\_

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

Sub Dept: \_\_\_\_\_ Division: \_\_\_\_\_ Position #: \_\_\_\_\_

Accounts	Payroll %	Cost Share %	Certified Effort %
<b>Sponsored Accounts:</b>			
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
<b>Total Sponsored Accounts:</b>	_____ %		_____ %
<b>Non-Sponsored Accounts:</b>			
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
_____	_____ %	_____ %	_____ %
<b>Total Non-Sponsored Accounts:</b>	_____ %		_____ %
<b>Grand Total:</b>	<b>100%</b>		<b>100%</b>

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am certifying effort for someone other than myself, that I have Suitable Means of Verification to certify on behalf of this employee. I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Deadlines to file Overload PAFs**

For the May Reporting Cycle - B Faculty working during their non-contract days in December, January, and Spring Break must have a PAF for this period through the financial system by HR's April cut off date to ensure that a payroll transaction is processed for the April payroll.

For the September Reporting Cycle - B Faculty working during their non contract days in May, June, July and/or August must have their PAF though the financial system by HR's September cut off date to ensure that a payroll transaction is processed for the September payroll.

---

1.) Why is this Retroactive Effort Form being submitted after the initiation of the Effort Term?

---

2.) What action has been taken to eliminate future need for Retroactive Effort Forms similar to this one?