

Semi Annual Effort Reports are calculated based on an average of the effort defined in the HRMS Department Budget Earns table for the 6-month reporting period. All calculations are based on there being 12 reporting periods.

Example 1: Reporting Period = 7/1/2006 thru 12/31/2006

**DEPARTMENT BUDGET EARNS:**

Effective Date	Account Code	Percent Effort	End Date
7/1/2006	A	5	7/31/2006
7/1/2006	B	11	7/31/2006
7/1/2006	C	71	7/31/2006
7/1/2006	D	13	7/31/2006
8/1/2006	A	5	8/31/2006
8/1/2006	C	82	8/31/2006
8/1/2006	D	13	8/31/2006
9/1/2006	A	43.49	12/31/2006
9/1/2006	C	33.82	12/31/2006
9/1/2006	D	6.15	12/31/2006
9/1/2006	E	16.54	12/31/2006

**CALCULATION**

Account Code A

Percent	Pay Periods	Equals	Total Pay Periods	Equals	Dates
5	4	20			7/1/2006-8/31/2006
43.49	8	347.92			9/1/2006-12/31/2006
		367.92	Divided by 12	30.66	

Account Code B

Percent	Pay Periods	Equals	Total Pay Periods	Equals	Dates
11	2	22			7/1/2006-7/31/2006
		22	Divided by 12	1.83	

Account Code C

Percent	Pay Periods	Equals	Total Pay Periods	Equals	Dates
71	2	142			7/1/2006-7/31/2006
82	2	164			8/1/2006-8/31/2006
33.82	8	270.56			9/1/2006-12/31/2006
		576.56	Divided by 12	48.05	

Account Code D

Percent	Pay Periods	Equals	Total Pay Periods	Equals	Dates
13	4	52			7/1/2006-8/31/2006
6.15	8	49.2			9/1/2006-12/31/2006
		101.2	Divided by 12	8.43	

Account Code E

Percent	Pay Periods	Equals	Total Pay Periods	Equals	Dates
16.54	8	132.32			9/1/2006-12/31/2006
		132.32	Divided by 12	11.03	

If a UPAY report was run with an As of Date of 12/31/2006, it would look like:

Acct Code	Percent Effort
A	43.49
C	33.82
D	6.15
E	16.54

But because the Effort Report is averaged over the 6 month period, it will look like:

Acct Code	Percent Effort
A	30.66
B	1.83
C	48.05
D	8.43
E	11.03

In order to determine how the funding is entered in the Department Budget Earns table in HRMS, you can run a report that creates a spreadsheet containing all the funding and effort history for your department for the reporting period. The report is located at:

UTHSC Menu / Custom Effort Reports / Reports / Funding History File