

Time and Effort Reporting for Grants

The difficulties of tracking labor to grants

The UKG for Higher Education solution, powered by UKG Ready™ (formerly Workforce Ready®), has always automated the process of tracking your organization’s labor spend. Colleges and universities using UKG (Ultimate Kronos Group) see the use of automation and workflow as providing relief from the administrative burden on managers and payroll staff with an easy way to approve time and create accurate paychecks. It also provides managers with information that helps them organize and make proactive decisions to head off problems before they happen.

However, some managers have multiple funding sources to run their departments or activities. This is particularly true of the research functions at universities. A typical research organization can manage hundreds or even thousands of grants over the course of an academic year. The complications that come with this funding model can involve manual heroics to accurately calculate the time worked and allocate it to the different grants or cost centers that represent the funding source.

Key benefits

- Assign time and labor costs to grants in real time
- Eliminate manual calculations and tracking
- Use visual dashboards to see labor spend status for all grants and cost centers
- Enable grant managers to align resources to ensure successful projects
- Reduce manual data gathering with easy reporting
- Use the audit trail to ensure allocations are accurate and to note changes





How UKG can help

Most universities need grant funding to continue their research activities. But the labor intensiveness of administering these grants cannot be overlooked. Many have detailed reporting requirements, and it can take hours and even days to collect the information. The pressure to provide accurate information is significant. If a grantee cannot show appropriate use of the grant dollars, the grantee can be fined and risks being unable to apply for additional grants from that funder.

What can be even worse is running out of labor dollars before your research is complete. Without real-time visibility into the labor dollars remaining, it can be difficult to ensure that your program objectives will be met with the remaining funds.

Transform your tracking, billing, and auditing process

UKG Ready can help managers understand their labor costs for specific cost centers (e.g., grant-funded research). Grant tracking functionality visualizes data, such as key milestones and reports, to show hours used. This helps manage the labor spend and make sure it is in sync with the outcomes required. The dashboards can help managers understand where the grants may fall short and additional funding may be needed.

In addition, managers can track the research jobs for each employee even if they have different rates for different grants. Rates can be set by employee, grant, or activity — a level of detail that helps ensure employees are being paid accurately, minimizes compliance risk, and meets reporting requirements.

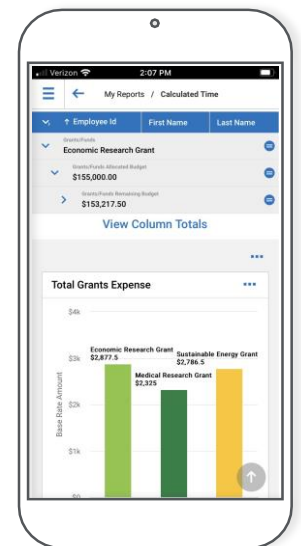
The UKG™ solution can even handle the complex timesheet approval workflow, which may require different processes based on role (e.g., principal investigator versus research assistant). This approval process ensures that employees are being paid for time worked on the proper grant.

Highlights of tracking labor to grants

- Common grant and project attributes for tracking and reporting on industry-specific concepts
- Real-time metrics for various targets such as budget remaining and total hours
- Enhanced self-service access and metrics dashboards for both hourly and exempt employees, including an adaptive mobile/tablet experience
- Summary of activity event totals to support grants or projects that require additional metrics updating status or drawdown totals
- Flexible reporting and visual dashboards for professional exempt employees to gain greater visibility into budgeted versus actual hours
- Ability to define costs and charges

Focus on what really matters

If you are looking for a better way to track and monitor labor usage by grant fund, minimize compliance risk, and reduce time-consuming administrative tasks, UKG can provide you with the functionality and solution that is perfect for you. Using existing time and labor data to improve tracking of projects and grants helps keep your organization compliant, on time, and within budget.



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