

Title: <b>Research Time and Effort Reporting</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/12/2018</b> Last Periodic Review Date: <b>01/12/2018</b>
Policy Owner: <b>Administrative Director</b>	Document Type: <b>Policy</b>	Functional Area: <b>Research Finance and Billing, Research Institute</b>

**\*For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services  
 Beaumont Hospital, Dearborn  
 Beaumont Hospital, Farmington Hills  
 Beaumont Hospital, Grosse Pointe  
 Beaumont Hospital, Royal Oak  
 Beaumont Hospital, Taylor  
 Beaumont Hospital, Trenton  
 Beaumont Hospital, Troy  
 Beaumont Hospital, Wayne  
 Beaumont Medical Group  
 Beaumont Pharmacy Solutions  
 Post Acute Care

**I. INTRODUCTION:**

Accurate time and effort reporting allows wages and benefits to be appropriately allocated to each research project/grant. Research Institute Time Logs, in conjunction with the corporate time keeping system, provide the foundation for accurately capturing work effort/value attributable to each individual research project/grant/endeavor.

**II. PURPOSE:**

This policy applies to all Beaumont Health (Beaumont) personnel working on research endeavors. Beaumont and its Research Institute (RI) are committed to assuring the accuracy of all time/costs charged to projects whether or not they may be billed subsequently to an outside sponsor (commercial entity, government agency, non-governmental organization [NGO], etc.) or charged to philanthropy or operating budget resources provided.

**III. RESPONSIBILITY:**

It is the direct responsibility of all individuals working on research projects to ensure their time is appropriately documented and accounted for, in accordance with this policy. The individual's manager/supervisor, project principal investigator (PI), philanthropic fund stewards, and research program chairs/chiefs also bear responsibility for assuring the accuracy and timeliness of this process.

Title: <b>Research Time and Effort Reporting</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/12/2018</b>
Policy Owner: <b>Administrative Director</b>	Document Type: <b>Policy</b>	Last Periodic Review Date: <b>01/12/2018</b>  Functional Area: <b>Research Finance and Billing, Research Institute</b>

**IV. OVERVIEW:**

- A. All Research Institute employees (business unit 10108), and employees of any other Beaumont business unit (even business units which fall under a separate legal entity/federal employer identification number [FEIN]), are assigned to a “home” Business Unit -Department ID (Dept ID). The home Dept ID is the single Dept ID designated for an employee within PeopleSoft. All non-physician non-executive employees working on research endeavors must complete the Research Institute (RI) Time Log [Log] (Appendix A). Completion requires listing the applicable Dept ID #'s (research or otherwise) and corresponding increments of time (e.g., hours) spent on endeavors worked on during the pay period. This information is then utilized for entry into the timekeeping system. Executive employees, and physicians when applicable, involved on research endeavors must complete the appropriate version of the Log and enter the proportion of percent effort spent on each endeavor during the month (not bi-weekly).
- B. The department staff person responsible for entering timecard/log information into the timekeeping system (“timekeeper”) will collect and maintain the original **RI Time Logs**. The individual research program timekeeper will enter the employee’s time based upon the Log provided. Under certain circumstances, time for individuals (executive payroll, physicians) which cannot be entered into the electronic timekeeping system may be accounted for via journal entry based on the Log sent to and processed by the Research Accounting area of the Sponsored Programs Administration [SPA] office. It is the responsibility of those executives and physicians to send their Log to SPA within the time period required.
- C. Legal holidays, jury duty, military duty, paid time off (PTO) and other time off pay will be charged to the home Dept ID, unless specific arrangements or conditions exist which have been confirmed and approved by SPA, which specifically allow this time to be directly reimbursed from a sponsored project/grant.
- D. If an exempt employee records fewer hours (worked hours plus benefit time) than his/her authorized hours’ status, the shortage will be charged to the home Dept ID. For example, if a 40-hour exempt employee records 31 hours and 8 vacation hours for a week, the 40th hour will be charged to the home Dept ID. If an exempt employee records more hours than those compensated for, the hours/salary charged to any Dept ID in that period will be adjusted proportionately. For example, if a 40-hour, exempt employee records 44 hours in a given week, with 11 hours charged to each of 4 projects listed on the time log, each project will receive an actual charge of 10 hours.

Title: <b>Research Time and Effort Reporting</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/12/2018</b> Last Periodic Review Date: <b>01/12/2018</b>
Policy Owner: <b>Administrative Director</b>	Document Type: <b>Policy</b>	Functional Area: <b>Research Finance and Billing, Research Institute</b>

E. Specific directions for charging time to multiple Dept IDs may be obtained by contacting the RI Office Manager at 248-551-0650.

**V. POLICY:**

When individual Dept IDs are established for a research endeavor (e.g. study, project, educational, or tracked unfunded task), time and effort expended on the endeavor by the Beaumont employee must be allocated on their Log to the assigned Dept ID established for the endeavor. This is to facilitate accurate accounting, reporting and/or billing for the costs of conducting the endeavor.

Depending on the project or grant type (federal or non-federal), classification of employee (e.g., physician, executive, regular staff) and business unit association (e.g., Business Unit 10108), the capture and treatment of time and effort may vary. Specifically:

- A. Non-physician, non-executive, employees must complete and submit the biweekly **RI Time Log** (Appendix A) to the designated timekeeper for entry into the timekeeping system for the biweekly it pertains to prior (minimally 4 hours) to the close of the payroll pay cycle/time entry deadline. As payroll practices may change, it is the employees’ responsibility to be aware of the exact deadline.
- B. Non-physician executives (all business units) involved in research who have no federal grant involvement must complete and submit the monthly **RI Executive Time Log** (Appendix B) to the Director, SPA ([Giacomo.DeChellis@beaumont.org](mailto:Giacomo.DeChellis@beaumont.org), interoffice mail code 306) within 2 business days after the end of each month for journal entry transfers to be completed.
- C. Physicians not involved with federal grants nor with the provision of services falling under RI policy [External Research Consulting Services](#) will have their research time and effort captured exclusively via an accounting mechanism related to the “R” component of their C-A-R-T-S allocation as determined by Beaumont Leadership and transferred to the Research business unit by the Beaumont Medical Group.
- D. For the purposes of this policy as related to physician effort, research is defined as including, but not limited to, activity funded by an extramural research grant, BioBank project, basic sciences project, outcomes research or other project reviewed by the Institutional Review Board (IRB) or the Animal Care Committee. Research time related to clinical trials or human research should be solely for activities related to study management or patient enrollment, but should NOT include time spent providing professional services (CPT4 code activity, regardless of whether standard or non-standard of care) during research patient visits. This activity is already captured and accounted for according to RI policy 300 *Professional*

---

*Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the online version of the policy/procedure before use.*

Title: <b>Research Time and Effort Reporting</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/12/2018</b> Last Periodic Review Date: <b>01/12/2018</b>
Policy Owner: <b>Administrative Director</b>	Document Type: <b>Policy</b>	Functional Area: <b>Research Finance and Billing, Research Institute</b>

*Activity Fees and Indemnification.* Time spent by a physician on quality assurance related to Hospital operations should be considered administrative time and not research activity (see RI policy [Quality Assurance / Quality Improvement Projects](#) for further information regarding QA/QI activities). Questions regarding whether any other activity constitutes “research” should be directed to the office of the Administrative Director of the Research Institute.

- E. Physicians and executive employees (all business units) involved with federal grants or applicable non-governmental organization [NGO] grants, must complete and submit the **RI Time and Effort Report for Federal Grants** (Appendix C) at the end of each month. The time summary shall indicate the actual or reasonably estimated percentages of time allocable to each federally funded project identified therein by Dept ID, and list the percentage of effort devoted to each other research, hospital, and/or professional activity (e.g., private practice time, volunteer time at a free clinic, etc.). Per Federal regulation requirements, this form must be completed by any physician/executive involved with a direct cost reimbursement award regardless of whether the federal grant will be billed for the effort/time expended. The physician or executive should retain the original **Time and Effort Report for Federal Grants** for his/her files. Signed and dated copies of the Report must be submitted to the SPA Research Federal Grants Manager, Jacque Li, [Jacque.Li@beaumont.org](mailto:Jacque.Li@beaumont.org) or via interoffice mail “Attn: Jacque Li, Research Federal Grants Manager, Interoffice Mail Code 306”, within 30 days after the end of the applicable month in order to be compliant with federal regulations.
- F. Employees whose primary reporting relationship is not to the Research Institute (i.e., to any other of Beaumont’s business unit’s/legal entity’s/ FEIN#’s) working on research endeavors (excluding physicians who must report based on section E above) must have their time accounted for based on the criteria above, in addition to the requirements outlined in RI policy *Non Division [Business Unit] 08 Employees Participating in Research*.
- G. Individuals providing services under policy RI policy [External Research Consulting Services](#) will be required to account for time spent on this activity in accordance with the specific requirements of the arrangement and in conjunction with guidance provided by SPA staff.

**VI. AUDITING and MONITORING:**

Compliance with this policy is subject to audit by Beaumont Health’s Internal Audit Department, its external auditors, SPA/RI Administration, Federal awarding agencies and award recipient subcontractors.

Title: <b>Research Time and Effort Reporting</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>01/12/2018</b>
Policy Owner: <b>Administrative Director</b>	Document Type: <b>Policy</b>	Last Periodic Review Date: <b>01/12/2018</b>  Functional Area: <b>Research Finance and Billing, Research Institute</b>

**VII. ASSOCIATED POLICIES:**

- RI Policy [External Research Consulting Services](#)
- RI Policy [Quality Assurance / Quality Improvement Projects](#)
- RI Policy *Professional Activity Fees and Indemnification*
- RI Policy *Non Division [Business Unit] 08 Employees Participating in Research*
- RI Policy [Establishing a Research Study Budget and Management of Research Funds](#)

**VIII. ATTACHMENTS:** (see attachment tab, upper right corner)

- Appendix A – RI Time Log
- Appendix B – RI Time Log for Executives (Non-Physician, No Federal Grant Involvement)
- Appendix C – RI Time and Effort Report for Federal Grants

**CORPORATE AUTHORITY:**

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.