

Oregon GEAR UP Network

Quarterly Cost Share Accounting (Non GEAR UP Funds) Process/Procedure

It is critical to accurately document each partner school's matching contribution to the GEAR UP Project. These forms have been developed to assist you in documenting your school's contribution.

Employee Time Accounting Worksheet

In order to document an employee's monthly work effort contributed to the GEAR UP Grant, an Employee Quarterly Time Accounting Worksheet will be delivered to each person who contributed to the project who is not paid from GEAR UP funds.

The purpose of the Quarterly Employee Time Accounting Worksheet is to have each employee certify by each reporting period the actual % of time he or she contributed to the GEAR UP Grant during that reporting period.

Staff will be required to complete the report, sign and date this document and return it to the school GEAR UP coordinator by the 15th day of the month following the end of the reporting period.

Important note: Certification of the percent of time on the employee time accounting must reflect actual hours worked on the grant that were not paid for by GEAR UP or any other federal funds.

This record will be kept on file at Oregon University System and will serve as a verification of match requirements and will be made available for inspection to auditors from the federal government or Oregon University System. This record will also be used in filling out the Quarterly Cost Share Accounting Report that will post accounting transactions to the GEAR UP Grant match budgets for each of the Grant sub-recipients.

Quarterly Faculty/Staff Accounting Worksheet

Information from each employee who submits an Employee Time Accounting Worksheet should be transferred to the Quarterly Faculty/Staff Accounting Worksheet. This will assist in determining the total amount of **non** GEAR UP funds spent on wages for employees participating in GEAR UP activities.

Quarterly Cost Share Accounting (Non GEAR UP Funds)

This is the master list of all items that are considered matching items for the project. Use this form to capture all non GEAR UP funds spent on activities that support the program.

Should you have questions about this procedure, please contact Stephanie Carnahan at (541) 346-5761 or email Stephanie_Carnahan@ous.edu.

