**Script: Grant Seeker Supplemental Video - Time and Effort Pt. 1**

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| Script |
| Welcome to the AmpliFund Training video focused on time and effort  |
| With AmpliFund’s time and effort, there are three main goals that you can accomplish. First you can capture staff's salary and time allocation to specific grants. You will also be able to allow staff to generate and create grant-specific timesheets. And through all of that you will be able to create a structured review, approval and certification process |
| This is the high-level overview of the time and effort process. It starts with configuring the settings. |
| In today’s video, we will focus on phase 1 which is capturing salaries to specific grants.  |
| We will start by configuring our settings which is done by navigating to Administration > License Information > SettingsHere we can edit these settings by clicking the edit icon. We will pay attention to the organizational start month, start day and work week length. You can configure these to match your organizational preferences.  |
| I would like to point attention to the Timesheet Approval Chain field. It has two options. The first is Supervisors Approve and Certify which means the same person who approves the timesheet may also certify the timesheet. The other is Certify and Supervisors Approve but Others Certify which allows this process to happen by two different individuals. Today, we will stick with Supervisors Approve and Certify. You can then scroll down and click update |
| The next piece we need to configure is ensuring a staff record has a supervisor assigned to them. We can do this by navigating to contact >staff > staff name.  |
| We will click the edit icon to confirm whether or not a supervisor is assigned. You can also add any additional approvers if you would like |
| Next, we will move the grants module and check to see if the item for personal is created in order to allow the employee to enter a timesheetWe will go to grant management > grants > the grant you are working with > post-award > financial > budget We see that there is a personnel category, but we still need to add a line item for the employee. |
| We will click the plus sign next to the category and create a new line item. This is where we need to make sure that the line-item type is personnel. We will then select the employee that we want the timesheet to be associated with this grant. We then select the employee and then fill out the remaining required fields. Then we click save |
| Through this training video you’ve learned about the set up for time and effort. Should you have any additional questions, please reference our support site. Thank you! |