

NORTH CAROLINA STATE UNIVERSITY  
THE EMPLOYEE ACTIVITY REPORTING SYSTEM  
COST SHARING SET-UP DOCUMENT

DATE-- \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ CONTRACT/GRANT NO. \_\_\_\_\_

25-34

TYPE OF COST SHARING: EFFORT (SALARIES AND WAGES)

| Line No.                          | Social Security Number | % at Time | Amount of Cost Sharing | Funding Source |        | Begin Date<br>MM/YY | End Date<br>MM/YY |
|-----------------------------------|------------------------|-----------|------------------------|----------------|--------|---------------------|-------------------|
|                                   | Employee Name          |           |                        | Account        | Object |                     |                   |
| 14-15                             | 16-24                  | 35-37     |                        | 38-43          | 44-47  | 48-51               | 52-55             |
| 01                                |                        |           |                        |                |        |                     |                   |
| 02                                |                        |           |                        |                |        |                     |                   |
| 03                                |                        |           |                        |                |        |                     |                   |
| 04                                |                        |           |                        |                |        |                     |                   |
| 05                                |                        |           |                        |                |        |                     |                   |
| 06                                |                        |           |                        |                |        |                     |                   |
| 07                                |                        |           |                        |                |        |                     |                   |
| 08                                |                        |           |                        |                |        |                     |                   |
| 09                                |                        |           |                        |                |        |                     |                   |
| 10                                |                        |           |                        |                |        |                     |                   |
| <b>TOTAL SALARIES &amp; WAGES</b> |                        |           |                        |                |        |                     |                   |

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Department Tel. Ext.

FOR YOUR INFORMATION:

Examples of how to calculate cost sharing to be documented in TEARS and instructions for Completion of this form are provided in the NCSU Administrative Procedures Manual, Section D., Statement No. 13.0.

Please remember that

1. Summer cost sharing by 9-month EPA employees and cost-sharing by employees VOW are paid on a bi-weekly basis cannot be documented in TEARS. These types of cost-sharing should be certified by the employee in a memo to the Office of Contracts and Grants. The memo should include the employee's name and SSN, FAS number for the contract or grant project which benefited from the cost sharing. the FAS number for the account from which the employee was actually paid the percentage of time cost shared and the begin and end dates of the cost sharing period.
2. Cost sharing set up on this form will be calculated on TEARS survey periods for each employee. "Begin" and "End" dates, however, should reflect the actual months that an employee will cost share their effort on a project. Adjustments to "% of time" may be necessary if the actual months cost shared are less than a full survey period. See examples Provided in the Administrative Procedures Manual for more detail.

If you have any questions about this form, please call the University TEARS coordinator in the Office of Contracts and Grants.

See the NCSU Administrative Procedures Manual, Section D, Statement No, 8.0. "Cost Sharing", for detailed information on how to property document all types of cost sharing on contracts and grants.