

To provide more clarity on the supporting documentation required for subrecipient invoicing, please review the attached examples. The level of supporting documentation corresponds to the subrecipient's risk level, which is determined by OSP Cost Accounting during the Risk Assessment. The specific reports may vary depending on the accounting system, institution, or business. In the example documents, a UI invoice submitted to one of our sponsors is used. The supporting reports should substantiate the expenses listed on the invoice. For the purpose of this example, assume this is an invoice you have received from a subrecipient for review.

Transaction detail reports should contain (Examples 1 and 2):

- Subaward Number (UI Grant Code-Sub Index)
- Period of Performance matching the invoice
- Expense total matching the invoice
- Matching Primary Expense categories (if broken out on report)
- Individual expenses broken out showing transaction cost
 - o E.g. Salary, Fringe, Travel, Operating Expense, Capital, Participant Support

Sam.gov Vendor Check (Example 2):

- A check must be completed at certain risk levels to determine whether vendors are excluded from receiving federal funding must be completed in certain circumstances
 - o A vendor listed with no exclusions is acceptable.
 - See *Integrated DNA Technologies example*
 - If a vendor has any exclusions, they cannot receive federal funding
 - o A vendor not found in a Sam.gov search is acceptable. This indicates that they have not received federal funding previously. This must still be presented for verification that the check was performed.
 - see *Qiagen Inc example*
 - o Vendor should have active registration in Sam.gov.

Payroll reports should contain (Example 1):

- Breakout of who is being paid (redacted in examples) including dates to verify that the expenses are within the period of performance.
- Matching total payroll costs on the transaction detail report and invoice.

Pay Stub Verification (Example 3):

- Required only for first reimbursement of payroll for an individual to establish a benchmark rate of pay for subsequent invoices
 - o Any changes in pay will also need pay stub verification to document the adjustment (+/-)
- Confirm the rate of pay on the payroll report
 - o This may involve calculating the hourly rate depending on the payroll report

If you have specific questions on whether a report is satisfactory, please reach out to OSP Cost Accounting at osp-cost@uidaho.edu

Supporting Documents Example #1



University of Idaho

Invoice

Office of Sponsored Programs

Grant Code: **NF8098**

TIN: 826000945

Period From Date: 01-Oct-2024

Bill Invoice: 2

Period To Date: 31-Oct-2024

Payee Name: Regents of the University of Idaho BURSAR

(Redacted)

Address: Office of Sponsored Programs
875 Perimeter Dr., MS 3020
114 Morrill Hall
Moscow ID, 83844-3020

Sponsor ID:
Reference:
Agency Name:

Group	Previous Bill Amount	Current Bill Amount	Cumulative Bill Amount
Salaries	2,576.00	5,152.00	7,728.00
Fringe Benefits	1,032.98	2,065.95	3,098.93

Total Direct costs	3,608.98	7,217.95	10,826.93
Indirect Costs (F&A)	631.57	1,263.14	1,894.71

GRAND TOTAL:	4,240.55	8,481.09	12,721.64
=====			
Cost Share: \$4,236.76			

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, sections 3729-3730 and 3801-3812).

LO

11/14/2024

SIGNATURE

DATE SUBMITTED

Heather Clark

Assistant Director - Sponsored Accounting

TYPED OR PRINTED NAME AND TITLE

If you have questions about this invoice please contact
osp-billing@uidaho.edu

FWRITEM

University of Idaho
Itemized Expenditures by Grant Code
From 01-OCT-2024 To 31-OCT-2024

Confirm report period matches invoice period.

Grant: NF8098 -

18-Nov-2024 12:46 PM

Salaries

E4106 Staff

160.00 hours

5152.00

\$ 5152.00

Fringe Benefits

E4281 Staff CFR Benefit Expense

2065.95

\$ 2065.95

Indirect Expenses (F&A)

E5982 Facilities and Admin Expense

\$ 1263.14

Total Expenses

\$ 8481.09

Confirm Primary Expense categories total and match what is listed on the invoice.

Confirm report total matches invoices total.

University of Idaho

Payroll Detail by FOAPAL

12/11/2024 8:28:58 AM

Chart V Orgn
 Payrolls to
 Dates to
 Fund Type
 Grant **NF8098** Index

Orgn _____ Fund _____
918

Name	ID	Trans Date	Pay Year	Pay Num	Seq	Earn / BDCA Code	Hours	Document	Activity Code	Amount
E4106 Staff										
Employee names redacted*		10/11/2024	2024	21	0	REX Regular Hours - Exempt	65.00			2,093.00
		10/25/2024	2024	22	0	REX Regular Hours - Exempt	80.00			2,576.00
		10/11/2024	2024	21	0	VAC Vacation/Annual Leave	15.00			483.00
	Total Staff									5,152.00
E4281 Staff CFR Benefit Expense										
Confirm dates listed are within both the invoice period of performance. If outside, inquire about the expense/s. There may be a payroll lag like we have at UI.		10/25/2024	2024	22	0	*FC	0.00			1,032.98
		10/11/2024	2024	21	0	*FC	0.00			839.29
		10/11/2024	2024	21	0	*FC	0.00			193.68
Total Staff CFR Benefit Expense									2,065.95	
Total 918									7,217.95	

Confirm total matches what is listed on invoice and transaction detail report. Note that not all schools break out payroll by salary and fringe.

Supporting Documents Example #2



University of Idaho

Invoice

Office of Sponsored Programs

Grant Code: CA7651

TIN: 826000945

Period From Date: 01-Nov-2024

Bill Invoice: 4

Period To Date: 30-Nov-2024

Payee Name: Regents of the University of Idaho BURSAR

(Redacted)

Address: Office of Sponsored Programs
875 Perimeter Dr., MS 3020
114 Morrill Hall
Moscow ID, 83844-3020

Sponsor ID:
Reference:
Agency Name:

Group	Previous Bill Amount	Current Bill Amount	Cumulative Bill Amount
Salaries	25,733.20	552.00	26,285.20
Fringe Benefits	578.12	11.04	589.16
Travel	444.67	196.00	640.67
Operating Expenses	749.74	705.40	1,455.14

Total Direct costs	27,505.73	1,464.44	28,970.17

GRAND TOTAL:	27,505.73	1,464.44	28,970.17
=====			

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, sections 3729-3730 and 3801-3812).

rlg

12/10/2024

SIGNATURE

DATE SUBMITTED

Heather Clark

Assistant Director - Sponsored Accounting

TYPED OR PRINTED NAME AND TITLE

If you have questions about this invoice please contact
osp-billing@uidaho.edu

FWRITEM

University of Idaho
Itemized Expenditures by Grant Code
From 01-NOV-2024 To 30-NOV-2024

Grant: CA7651 -

11-Dec-2024 10:56 AM

Salaries

E4109 IA/GA Salary	552.00

	\$ 552.00

Fringe Benefits

E4282 Student CFR Fringe Expense	11.04

	\$ 11.04

Travel

E5396 Lodging & Per Diem ? In State	
14-NOV-24 J1365267 CT In-State Lodging	196.00

	\$ 196.00

Operating Expenses

E5724 Research Supplies		
14-NOV-24 Q0085638	Qiagen Inc.	89.38
14-NOV-24 Q0085638	Qiagen Inc.	47.00
14-NOV-24 Q0085638	Qiagen Inc.	500.00
26-NOV-24 Z1086525	113196 Integrated DNA Resea	69.02

		\$ 705.40

Total Expenses

\$ 1464.44

Expenses should be individually listed on the transaction report, not just showing the category total. UI reports break out by expense code. This may or may not occur depending on system capabilities.

Search

Select Domain

All Domains



Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

Conduct a search for the listed business/vendor to determine if any exclusions from federal funds are listed.

e.g. 1606N020Q02

"Qiagen Inc"

Federal Organizations

Enter Code or Name

Status

- Active
- Inactive

Reset



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

No matches for the business/vendor is okay. This is not the same as an exclusion.

[Yes](#)

[Go back](#)



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Keyword Search

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Simple Search

Search Editor

Any Words

All Words

Exact Phrase

"Integrated DNA Technologies"

Federal Organizations

Status

Active

Inactive

Reset

Sort by

Date Modified/Updated

Showing 1 - 1 of 1 results

INTEGRATED DNA TECHNOLOGIES, INC.

Active Registration

Entity

Unique Entity ID
P55FTN1UMYZ1

CAGE Code
1V0C1

Physical Address
1710 COMMERCIAL
PARK, CORALVILLE, IA
52241 USA

Expiration Date
Jun 26, 2025

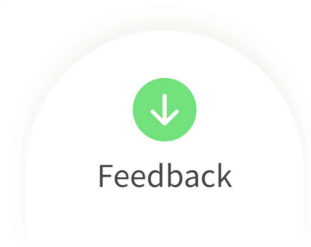
Purpose of Registration
All Awards

< 1 of 1 >

Results per page

25

When a search returns a match, click on the match to continue.



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INTEGRATED DNA TECHNOLOGIES, INC.

Unique Entity ID P55FTN1UMYZ1	CAGE / NCAGE 1V0C1	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jun 26, 2025	
Physical Address 1710 Commercial Park Coralville, Iowa 52241-2760 United States	Mailing Address 1710 Commercial Park C.O Legal Department Coralville, Iowa 52241-2760 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Iowa 01	State / Country of Incorporation Delaware / United States	URL http://www.idtdna.com

Registration Dates

Activation Date Jun 28, 2024	Submission Date Jun 26, 2024	Initial Registration Date Nov 5, 2001
--	--	---

Entity Dates

Entity Start Date Sep 2, 1987	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE 80740	Legal Business Name BECKMAN COULTER, INC.
----------------------	---

Highest Level Owner

CAGE 0EUJ5	Legal Business Name DANAHER CORPORATION
----------------------	---

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records? **Exclusions will be listed in this area.**

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Form Manufacturer of Goods	Documents Example #2
Profit Structure For Profit Organization			Supporting Documents Example #2

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
--	-------------------------------------

EFT Indicator 0000	CAGE Code 1V0C1
------------------------------	---------------------------

Points of Contact**Electronic Business**

♀ Vicki A Jensen	1710 Commercial Park Coralville, Iowa 52241 United States
---------------------	---

Government Business

♀ Jonna Hoy	Integrated Dna TECHNOLOGIES, Inc 1710 Commercial Park Coralville, Iowa 52241 United States
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Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	325199	All Other Basic Organic Chemical Manufacturing
	325413	In-Vitro Diagnostic Substance Manufacturing

Disaster Response

This entity does not appear in the disaster response registry.



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Exclusion Example #1



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Search

All Words

e.g. 1606N020Q02

Select Domain

All Domains



Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words [i](#)

All Words [i](#)

Exact Phrase [i](#)

e.g. 1606N020Q02

Gutman Brothers, Ltd.



Federal Organizations

Enter Code or Name



Status

Active

Supporting Documents Example #2



Inactive

Reset 

Sort by

Date Modified/Updated

Showing 1 - 3 of 3 results

Daniel Gutman Active

Unique Entity ID
(blank)
CAGE Code
(blank)
Physical Address
Baltimore, MD 21209 USA

Exclusion

Classification
Individual
Activation Date
Feb 27, 2024
Termination Date
Feb 6, 2027

Gutman Brothers, Ltd. Active

Unique Entity ID
J8YGBADYH43
CAGE Code
(blank)
Physical Address
6311 Greenspring Avenue, Baltimore, MD 21209 USA

Exclusion

Classification
Firm
Activation Date
Feb 27, 2024
Termination Date
Feb 6, 2027

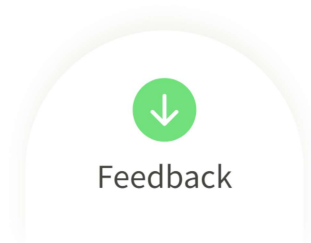
Benjamin Gutman Active

Unique Entity ID
(blank)
CAGE Code
(blank)
Physical Address
Baltimore, MD 21209 USA

Exclusion

Classification
Individual
Activation Date
Feb 27, 2024
Termination Date
Feb 6, 2027

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Gutman Brothers, Ltd.



This page contains the exclusion details for the record matching your search criteria. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why this entity was excluded and what effect this exclusion has on your decision.

To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact(POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.

Agency users with an exclusion management role may update an exclusion record to deactivate it. From the Edit Exclusion Record options, select Update, then set the Termination Date on the Exclusion Details page. Once an exclusion is inactive, it cannot be modified.

Classification Type Firm	Exclusion Type Ineligible (Proceedings Complete)	Termination Date Feb 6, 2027	Exclusion Status Active
Excluding Agency ANIMAL AND PLANT HEALTH INSPECTION SERVICE	Primary Address 6311 Greenspring Avenue Baltimore , MARYLAND 21209 , UNITED STATES	Exclusion Program Reciprocal	Active Date Feb 27, 2024

Exclusion Details

**Nature (Cause)**

Determined ineligible upon completion of administrative proceedings establishing by preponderance of the evidence of a cause of a serious and compelling nature that it affects present responsibility; or determined ineligible based on other regulation, statute, executive order or other legal authority.

Effect**Procurement:**

Agencies shall not solicit offers from, award contracts to renew, place new orders with, or otherwise extend the duration of current contracts, or consent to subcontracts in excess of \$35,000 (other than commercially available off-the-shelf items (COTS)), with these contractors unless the agency head (or designee) determines in writing there is a compelling reason to do so.

Nonprocurement:

No agency in the Executive Branch shall enter into, renew, or extend primary or lower tier covered transactions to a participant or principal determined ineligible unless the head of the awarding agency grants a compelling reasons exception in writing. Additionally, agencies shall not make awards under certain discretionary Federal assistance, loans, benefits (or contracts there under); nor shall an ineligible person participate as a principal, including but not limited to, agent, consultant, or other person in a position to handle, influence or control Federal funds, or occupying a technical or professional position capable of substantially influencing the development or outcome of a funded activity; nor act as an agent or representative of other participants in Federal assistance, loans and benefits programs. Contact the award agency for questions regarding the extent of Nonprocurement transaction award ineligibility. The period of ineligibility is specified by the termination date.

CT Code

Not Provided

Exclusion Status

Active

Create Date

Mar 8, 2024

Update Date

Mar 8, 2024

Additional Comments

The following facts are offered in support of the proposed debarment of BENJAMIN GUTMAN, DANIEL GUTMAN, GUTMAN, GUTMAN BROTHERS LTD, and DR. DONALD YORLETS (DR. YORLETS). A United States Department of Agriculture (USDA) investigation revealed that DANIEL GUTMAN and BENJAMIN GUTMAN, with the assistance of DR. DONALD YORLETS, a USDA-accredited veterinarian at the time of the offense, conspired to carry out a scheme to defraud foreign customers and the USDA. DANIEL GUTMAN and BENJAMIN GUTMAN are twin brothers who own and operate a livestock exporting business, GUTMAN BROTHERS, LTD, d/b/a Gutman Brothers Dairy Cattle. BENJAMIN GUTMAN and DANIEL GUTMAN, along with DR. YORLETS, conspired to submit non-authentic bovine blood samples for the detection of disease to a USDA-accredited testing laboratory in Harrisburg, Pennsylvania, to obtain false and fraudulent Certificates of Veterinary Inspection (CVIs). From 2016 to 2020, over 3,400 cattle were exported internationally using these false CVIs. DR. YORLETS was accredited to issue CVIs through the National United States Department of Agriculture Marketing and Regulatory Programs Washington, DC 20250

Primary Address

6311 Greenspring Avenue
 Baltimore , MARYLAND
 21209 , UNITED STATES

Veterinary Accreditation Program, administered by the USDA, Animal and Plant Health Inspection Service's (APHIS) Veterinary Services (VS) program; his accreditation was revoked by APHIS VS in September 2020 when he was criminally convicted in this matter. BENJAMIN GUTMAN and DANIEL GUTMAN were each convicted of Conspiracy to Defraud the United States, sentenced to 30 months' imprisonment, 2 years' supervised release, and \$250,000.00 fines, and jointly ordered to forfeit \$1,438,646.42. On June 2, 2023, DR. YORLETS was convicted of Conspiracy to Defraud the United States in connection with the scheme, sentenced to 24 months' probation, and ordered to pay a \$50,000.00 fine and restitution of \$38,057.00 to the USDA. For further information contact the U.S. Department of Agriculture Agency Exclusions POC.

Identification Information

Organization Name	Unique Entity ID	CAGE Code
Gutman Brothers, Ltd.	J8YGXBADYH43	

Cross Reference

Firm Name	Cross Reference Type	Excluding Agency	Exclusion Type
DanielGutman	dba	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	Proceedings Completed
Active Date	Termination Date		
Feb 27, 2024	Feb 6, 2027		

Firm Name BenjaminGutman	Cross Reference Type dba	Excluding Agency ANIMAL AND PLANT HEALTH INSPECTION SERVICE	Exclusion Type Proceedings Completed
Active Date Feb 27, 2024	Termination Date Feb 6, 2027		

Firm Name Dr. DonaldYorlets	Cross Reference Type Cross Reference	Excluding Agency ANIMAL AND PLANT HEALTH INSPECTION SERVICE	Exclusion Type Proceedings Completed
Active Date Feb 9, 2024	Termination Date Jan 28, 2026		



Locations

No Locations



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Feb 4, 2025



Exclusion Example #2



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Search

All Words

e.g. 1606N020Q02

Select Domain

All Domains



Filter By




Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"Daniel Scott Butt"




Federal Organizations

Enter Code or Name



Status

Supporting Documents Example #2 

Active

Inactive

Reset 

Sort by

Date Modified/Updated

Showing 1 - 2 of 2 results

Daniel Scott Butt Active

Unique Entity ID

(blank)

CAGE Code

(blank)

Physical Address

Grand Island, NE 68803 USA

Exclusion

Classification

Individual

Activation Date

Aug 1, 2024

Termination Date

Jul 31, 2027

Daniel Scott Butt Active

Unique Entity ID

(blank)

CAGE Code

(blank)

Physical Address

Grand Island, NE 68803 USA

Exclusion

Classification

Individual

Activation Date

Aug 1, 2024

Termination Date

Indefinite

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Daniel Scott Butt



This page contains the exclusion details for the record matching your search criteria. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why this entity was excluded and what effect this exclusion has on your decision.

To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.

Agency users with an exclusion management role may update an exclusion record to deactivate it. From the Edit Exclusion Record options, select Update, then set the Termination Date on the Exclusion Details page. Once an exclusion is inactive, it cannot be modified.

Classification Type Individual	Exclusion Type Prohibition/Restriction	Termination Date Indefinite	Exclusion Status Active
Excluding Agency FARM SERVICE AGENCY	Primary Address	Exclusion Program Reciprocal	Active Date Aug 1, 2024

Exclusion Details



Nature (Cause)

May be subject to sanctions pursuant to the conditions imposed by the U.S. Department of the Treasury (Treasury) Office of Foreign Assets Control (OFAC), or subject to a sanction, restriction or partial denial pursuant to the conditions imposed by the U.S. Department of State (STATE) or Federal agency of the U.S. Government.

Effect

If you think you have a potential match with an OFAC listing, please visit the following section of OFAC's website for guidance: <http://www.treasury.gov/resource-center/faqs/Sanctions/Pages/directions.aspx>. For all other prohibitions and restrictions, see the agency note in the Additional Comments field to ascertain the extent or limit on the sanction, restriction or partial denial. If there is no note, contact the agency taking the action for this information.

CT Code

Not Provided

Exclusion Status

Active

Create Date

Aug 1, 2024

Update Date

Aug 1, 2024

Additional Comments

Permanently debarred by the United States Department of Agriculture (USDA) from participation in USDA programs pursuant to 7 U.S.C. § 2209j and 2 C.F.R. § 417.865(d), based on a conviction for a felony for knowingly defrauding the United States in connection with a program administered by USDA. Debarred persons are permanently excluded from participating in USDA programs, subject to the exemption for USDA domestic food assistance programs described in 2 C.F.R. § 417.865(d)(2). For further information contact the U.S. Department of Agriculture Agency Exclusions POC.

Identification Information**Prefix****First Name**

Daniel

Middle Name

Scott

Last Name

Butt

Suffix**Cross Reference****Name**

Daniel Scott Butt

Cross Reference Type

Cross Reference

Excluding Agency

FARM SERVICE AGENCY

Exclusion Type

Proceedings Completed

Active Date

Aug 1, 2024

Termination Date

Jul 31, 2027

Locations

No Locations

Supporting Documents Example #3

Employer/Employee information redacted

Pay Stub Detail
 PAY DATE: 09/01/2023
 NET PAY: \$2,032.27

EMPLOYER

Redacted

PAY PERIOD

Period Beginning: 08/01/2023
 Period Ending: 08/31/2023
 Pay Date: 09/01/2023
 Total Hours: 70.60

EMPLOYEE

Redacted

OTHER PAY/CONTRIBUTIONS

Current	Year To Date
247.10	1,373.64

SEP IRA

NET PAY:

\$2,032.27
 \$2,032.27

MEMO:

<u>PAY</u>	<u>Hours</u>	<u>Rate</u>	<u>Current</u>	<u>YTD</u>
Regular Pay	70.60	35.00	2,471.00	13,736.40

<u>DEDUCTIONS</u>	<u>Current</u>	<u>YTD</u>
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Confirm the rate of pay for the employee matches what is on their payroll report for the first reimbursement only. This will set a benchmark rate. Each change will need to be documented with a pay stub, as well.

<u>TAXES</u>	<u>Current</u>	<u>YTD</u>
Federal Income Tax	139.69	406.69
Social Security	153.21	851.66
Medicare	35.83	199.18
MT Income Tax	110.00	506.00

<u>SUMMARY</u>	<u>Current</u>	<u>YTD</u>
Total Pay	\$2,471.00	\$13,736.40
Taxes	\$438.73	\$1,963.53
Deductions	\$0.00	\$0.00

Net Pay **\$2,032.27**

Time Activities by employee for University of Idaho
Activity: August 1-31, 2023

I certify that the percentage of effort listed represents a reasonable distribution of the work performed by me during the period August 1 through 31, 2023 on the project for University

All personally identifiable information has been redacted.

Signature _____ Date 9/29/2023

Date	Employee	Service	Memo/Description	Rates	Duration	Hourly	Fringe Rate	Benefit
08/14/2023		Services	interview transcript review	35.00	0.95	33.25	0.23	7.65
08/03/2023		Services	research dairies in Oregon and adding information to spreadsheet	82.00	1.43	117.53		
08/03/2023		Hours	research dairies in Oregon and adding information to spreadsheet	82.00	0.32	25.97		
08/11/2023		Services	meeting	82.00	0.97	79.27		
08/14/2023		Hours	Data analysis	82.00	0.80	65.60		
08/21/2023		Services	Annual Report, reading	82.00	0.22	17.77		
08/22/2023		Services	coding in atlas ti	82.00	0.45	36.90		
08/23/2023		Hours	Transcript review and analysis	82.00	2.22	181.77		
08/24/2023		Services	coding & team meeting	82.00	1.42	116.17		
						640.97	0.350	224.34
08/26/2023		Hours	Answering Hannah's question about interview list	40.00	0.15	6.00		
08/31/2023		Hours	Research team meeting	40.00	0.87	34.67		
						40.67	0.211	8.58
08/02/2023		Services	interview followup requests	35.00	1.38	48.42		
08/02/2023		Services	interview contacts	35.00	0.85	29.75		
08/04/2023		Hours	NW Dairies map	35.00	0.25	8.75		
08/05/2023		Services	manuscript	35.00	0.67	23.33		
08/11/2023		Hours	Map clarification	35.00	0.03	1.17		
						111.42	0.212	23.62
08/01/2023		Services	interview requests	30.00	1.08	32.50		
08/01/2023		Services	researching dairies in Oregon and adding information to spreadsheet	30.00	0.13	4.00		
08/02/2023		Services	researching dairies in Oregon and adding information to spreadsheet	30.00	0.57	17.00		
08/02/2023		Hours	meeting/data	30.00	1.32	39.50		
08/02/2023		Services	interview	30.00	0.72	21.50		
08/03/2023		Hours	Research team meeting	30.00	0.60	18.00		
08/03/2023		Services	interview requests	30.00	0.43	13.00		
08/03/2023		Services	Interview requests and weekly mtg	30.00	1.85	55.50		
08/05/2023		Services	researching dairies in Oregon and adding information to spreadsheet; spot edit of spreadsheet	30.00	0.93	28.00		
08/07/2023		Services	finding GIS layer with Native American lands to compare to diary data	30.00	0.33	10.00		
08/07/2023		Services	Reviewing maps	30.00	0.38	11.50		
08/07/2023		Services	meet with Hannah	30.00	0.33	10.00		
08/07/2023		Services	interview follow ups, food pantry contacts	30.00	0.78	23.50		
08/07/2023		Hours	Data analysis	30.00	0.97	29.00		
08/07/2023		Services	interview contacts	30.00	0.27	8.00		
08/07/2023		Services	interview contacts	30.00	0.97	29.00		
08/11/2023		Services	Interview with _____, Idaho DEQ	30.00	1.57	47.00		
08/11/2023		Hours	interview contacts	30.00	1.28	38.50		
08/12/2023		Services	interview- food bank	30.00	0.92	27.50		
08/12/2023		Services	interview transcript submit	30.00	0.08	2.50		
08/12/2023		Services	interview upload/transcription	30.00	0.40	12.00		
08/14/2023		Hours	Research protocols with Darin	30.00	1.42	42.50		
08/14/2023		Services	interview prep	30.00	0.17	5.00		
08/14/2023		Hours	Analysis	30.00	0.08	2.50		
08/14/2023		Services	interview	30.00	0.85	25.50		
08/14/2023		Hours	data analysis	30.00	0.73	22.00		
08/14/2023		Services	interview review and coding	30.00	0.43	13.00		
08/15/2023		Services	transcript review and coding	30.00	1.17	35.00		
08/15/2023		Services	interview coding	30.00	1.17	35.00		
08/16/2023		Services	interviews coding	30.00	1.75	52.50		

Confirm employee's rate of pay compared to pay stub. →