POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: \[www.webs.uidaho.edu/uipolicy\]
[3/09]

**Faculty/Staff Handbook [FSH]** □ Addition □ Revision* □ Deletion* □ Emergency

**Chapter & Title:** ________________________________________________________________

**Administrative Procedures Manual [APM]** □ Addition X Revision* □ Deletion* □ Emergency

**Chapter & Title:** APM 45.09

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

**Originator(s):** Kris Freitag 12-7-18

**Name** **Date**

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**Policy Sponsor:** (If different than originator.) Deborah N Shaver

**Name** **Date**

**Telephone & Email:** 208 885 6651 osp@uidaho.edu

Reviewed by General Counsel _x_ Yes ___No Name & Date: Casey Inge, 05/2017

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

**Update to clarify policy and remove outdated information.**

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

The university is moving to Banner based effort reporting and as this is still in process, the guidance and information relating to it is not yet completed and posted.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ____________________________________________

Track # __________________________

Date Rec.: _______________________

h/c ____________________________

Register: _________________________  
(Office Use Only)