

The University of Toledo

ONLINE EFFORT CERTIFICATION

“Quick Notes”

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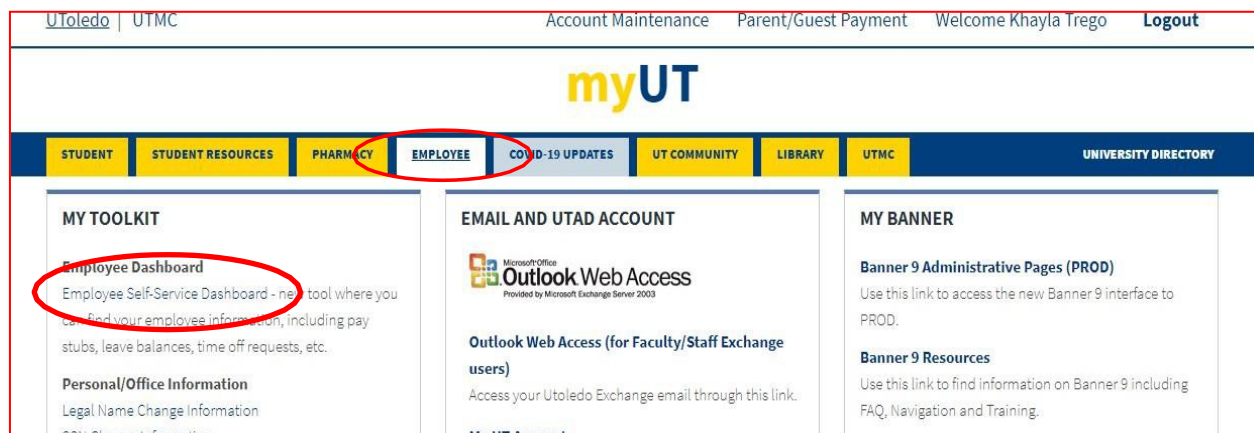
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Online Effort Certification is integrated with other existing enterprise systems and is reachable via the normal campus access of **Self-Service in MyUT**.

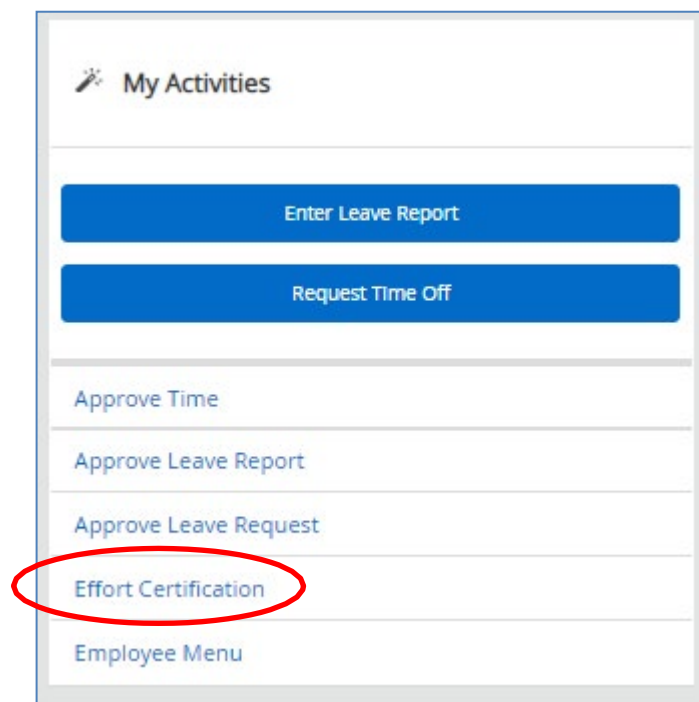
INSTRUCTIONS TO SIGN ON TO EFFORT CERTIFICATION

Effort Certification can be accessed through the [Self-Service](#) link in your "Employee" tab of [MyUT](#).



The screenshot shows the MyUT website interface. At the top, there is a navigation bar with links for "UToledo | UTM", "Account Maintenance", "Parent/Guest Payment", "Welcome Khayla Trego", and "Logout". Below this is the "myUT" logo. A dark blue navigation bar contains several tabs: "STUDENT", "STUDENT RESOURCES", "PHARMACY", "EMPLOYEE", "COVID-19 UPDATES", "UT COMMUNITY", "LIBRARY", "UTMC", and "UNIVERSITY DIRECTORY". The "EMPLOYEE" tab is circled in red. Below the navigation bar, there are three main content areas: "MY TOOLKIT", "EMAIL AND UTAD ACCOUNT", and "MY BANNER". In the "MY TOOLKIT" section, the "Employee Dashboard" link is circled in red. The "EMAIL AND UTAD ACCOUNT" section includes links for "Outlook Web Access" and "Outlook Web Access (for Faculty/Staff Exchange users)". The "MY BANNER" section includes links for "Banner 9 Administrative Pages (PROD)" and "Banner 9 Resources".

Click on the **"Effort Certification"** link from your **"My Activities"** menu on the bottom right.



The screenshot shows the "My Activities" menu. At the top, there is a header with a pencil icon and the text "My Activities". Below this, there are several buttons and links. The buttons are "Enter Leave Report" and "Request Time Off". Below these are links for "Approve Time", "Approve Leave Report", "Approve Leave Request", "Effort Certification", and "Employee Menu". The "Effort Certification" link is circled in red.

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ONCE SIGNED ON TO EFFORT CERTIFICATION

Once you are signed into Effort Certification your landing page will be the “**Certify My Effort**” tab (“Certify My Effort” tab on the Results Panel will have a highlighted underline).

It is here where your own Effort Report will be listed if you have any effort of your own your own to certify (otherwise this page will be blank).

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
T	2015-3Q	2015 Third Quarter	11/15/2015	12/13/2015	Completed	Locked	
T	2018-1Q	2018 First Quarter	05/13/2018	06/10/2018	Completed	Locked	
T	2018-3Q	2018 Third Quarter	11/25/2018	12/23/2018	Completed	Locked	
T	2018-4Q	2018 Fourth Quarter	02/17/2019	03/17/2019	Completed	Locked	
T	2017-3Q	2017 Third Quarter	11/12/2017	12/10/2017	Completed	Locked	

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PRE-REVIEW REPORTS FOR OTHERS ON YOUR TEAM

- Click on the **“Review or Certify Reports”** tab;
- Click on the **“Advanced Search”** Link if it does not automatically appear;
- In the **Advanced Search Dialogue Box** will pop up.
 - to Select Attributes use the available selections from the Drop-down Selection Boxes to choose attributes. For example to select:
 - **“Chart of Account Code” = ‘T’** for the University of Toledo (*Always Required*)
 - **“Effort Period Code” = ‘2020-3Q’** (use Effort Period Code that you need to review)
- Click on the **“Go”** Button and this will give you search results for anyone you are responsible for;
- Also note the new search parameter of **“Grant”** that allows search by Grant Code AKA Award ID found in MySP.
- Double-click on the line for the individual team member you want to review and the Effort Report Detail will open.

Employee Dashboard - Effort Certification - Review Or Certify Reports

You are acting as Superuser

Review Or Certify Reports

Proxy Super User **Advanced Search** Print Open

Certify My Effort **Review Or Certify Reports**

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
T	2015-3Q	2015 Third Quarter	Zhurow, Vladimir V.	R00007361	11/15/2015	12/13/2015	Completed	Locked	
T	2016-3Q	2016 Third Quarter	Zhurow, Vladimir V.	R00007361	11/13/2016	12/11/2016	Completed	Locked	
T	2017-1Q	2017 First Quarter	Zhurow, Vladimir V.	R00007361	05/21/2017	06/18/2017	Completed	Locked	
T	2017-2Q	2017 Second Quarter	Zhurow, Vladimir V.	R00007361	08/27/2017	09/24/2017	Completed	Locked	
T	2016-4Q	2016 Fourth Quarter	Zhurow, Vladimir V.	R00007361	02/26/2017	03/26/2017	Completed	Locked	

Results found: 5

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Advanced Search

ID	Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/>	<input type="text" value="Enter Name"/>	<input type="text" value="Select COA code"/>	<input type="text" value="Select Period Code"/>
State	Status	Grant	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Grant Code"/>	

Clear Close Go

Home Proposals Awards Search

The University of Toledo

my Sponsored Programs

Main Menu
Proposals
Awards

Award ID: 4504 [Budget & Expenses](#) [Monthly Reports](#) [Cash Received](#)

Award Title	Start Date	End Date	Original Funding Amount
Opioid Misuse May Break Down the Barriers to Suicide: An Examination of Underlying Mechanisms	4-01-2019	4-30-2022	\$4,800.00

Budget Renewal

Budget Type	Next Budget Renewal Date
Multi-Year Fully Funded project (GA Automatic)	Final Budget Loaded

Index List Award Expenses Grid

Index	Description	Index Type
206536	Opioid Misuse May Break Down The Ba	Award

Sponsors
Key Personnel
Grants Analyst

Analyst Name	Email	Phone
Shantae Neely	Shantae.Neely@UToledo.Edu	419-530-9714

Award ID
AKA
Grant ID

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CERTIFY REPORTS

Once you have opened a report to view the Effort Report Detail there are number of options you will have. You will see the Effort Report detail in the middle of the screen with the "Sponsored" Effort and the "Non Sponsored" Effort sections and all totaling 100% of Effort.

Click on the "**Certify**" button to certify the report. A confirmation will appear and after confirming the certify button will no longer be visible.

On the tabs above the Sponsored area you will see links for:

Pay Period Summary - shows the information for each pay event included in the effort report along with working dates. This is the first tab we suggest you visit when reviewing your effort.

Comments - you may add comments to an effort report.

Routing Queue - you may review actions routing queue members that are in process, complete, or pending for the report.

Employee Dashboard • Effort Certification • Effort Report

Schiefer, Isaac T. - R00007482 You are acting as Superuser

[Print](#) x

Effort Report [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

Sponsored

Grant	Fund	Effort Category	Charge Type	Effort
4157 In Vivo Photoaffinity Labeling Using Casper Zebrafish for Target Identification	206145 In Vivo Photoaffinity Labeling Usin	ORGRESCH Organized Research	DIRECT	9.21
4217 Development of Attenuated Furoxans as Novel Therapies for Alzheimer's Disease	206212 Development of Attenuated Furoxans	ORGRESCH Organized Research	DIRECT	23.03

Total Sponsored Activity 32.24%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
100000 Current Unrestricted	102300 Pharm-Med/Bio Chem		DIRECT	67.76

Total Non Sponsored Activity 67.76%

Total : 100.00%

[Request Changes](#)
[Certify](#)
[Add New Funding](#)
[Save](#)

Report Status

2020-1Q
2020 First Quarter
May 17, 2020 - June 14, 2020

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
April 19, 2020
Certification Period
May 17, 2020 to June 14, 2020
Post Review End
June 28, 2020

Pay Dates

HS - 3 January 05, 2020-January 18, 2020
HS - 4 January 19, 2020-February 01, 2020
HS - 5 February 02, 2020-February 15, 2020
HS - 6 February 16, 2020-February 29, 2020
HS - 7 March 01, 2020-March 14, 2020
HS - 8 March 15, 2020-March 28, 2020
HS - 9 March 29, 2020-April 11, 2020
UB - 2 January 04, 2020-January 17, 2020
UB - 3 January 18, 2020-January 31, 2020
UB - 4 February 01, 2020-February 14, 2020
UB - 5 February 15, 2020-February 28, 2020
UB - 6 February 29, 2020-March 13, 2020
UB - 7 March 14, 2020-March 27, 2020
UB - 8 March 28, 2020-April 10, 2020
HB - 3 January 11, 2020-January 24, 2020

Employee Dashboard • Effort Certification • Effort Report

Schiefer, Isaac T. - R00007482 You are acting as Superuser

[Print](#) x

Effort Report [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

Health Science Campus 3 2016 January 10, 2016 - January 23, 2016

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
107570 Medicine	3584 The Role of Endothelin-1 and Endoth	206407 PI-US-300-1828	ORGRESCH Organized Research	25.0000	4.1667
107570 Medicine		100000 Current Unrestricted		50.0000	8.3333
107570 Medicine	724 Kahliah General Research Fund	206686 Kahliah General Research Fund	ORGRESCH Organized Research	25.0000	4.1667

Health Science Campus 4 2016 January 24, 2016 - February 06, 2016

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
107570 Medicine	3584 The Role of Endothelin-1 and Endoth	206407 PI-US-300-1828	ORGRESCH Organized Research	25.0000	4.1667
107570 Medicine		100000 Current Unrestricted		50.0000	8.3333
107570 Medicine	724 Kahliah General Research Fund	206686 Kahliah General Research Fund	ORGRESCH Organized Research	25.0000	4.1667

Health Science Campus 5 2016 February 07, 2016 - February 20, 2016

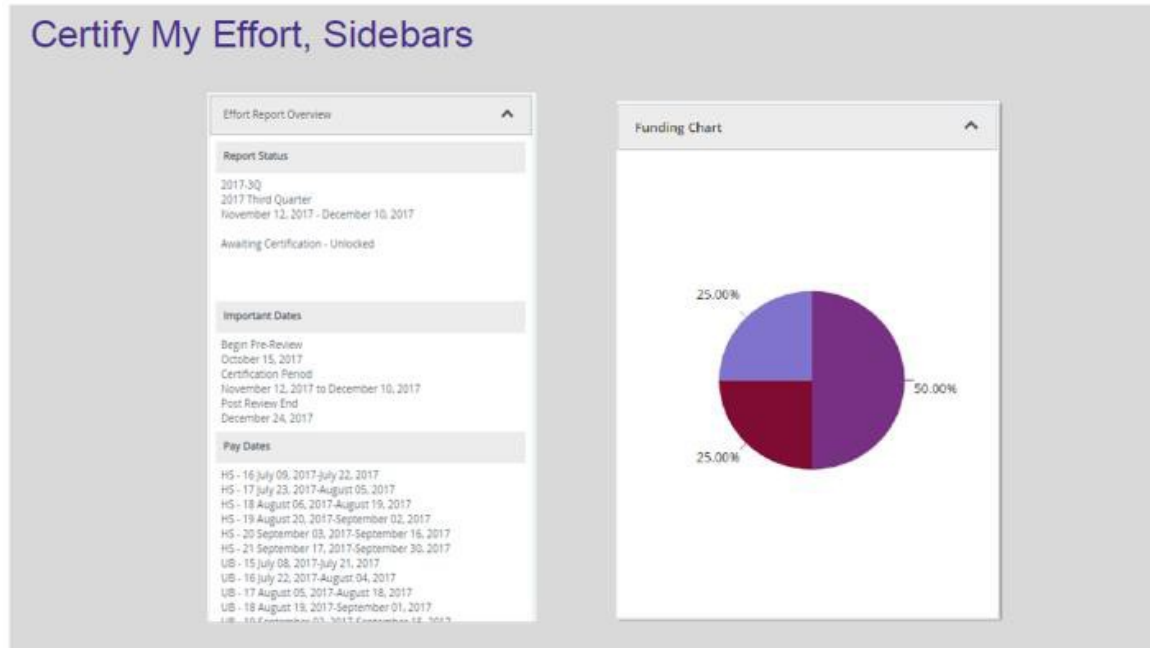
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
107570 Medicine	724 Kahliah General Research Fund	206686 Kahliah General Research Fund	ORGRESCH Organized Research	25.0000	4.1667
107570 Medicine		100000 Current Unrestricted		50.0000	8.3333
107570 Medicine	3584 The Role of Endothelin-1 and Endoth	206407 PI-US-300-1828	ORGRESCH Organized Research	25.0000	4.1667

Health Science Campus 6 2016 February 21, 2016 - March 05, 2016

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
107570 Medicine		100000 Current Unrestricted		50.0000	8.3333
107570 Medicine	724 Kahliah General Research Fund	206686 Kahliah General Research Fund	ORGRESCH Organized Research	25.0000	4.1667
107570 Medicine	3584 The Role of Endothelin-1 and Endoth	206407 PI-US-300-1828	ORGRESCH Organized Research	25.0000	4.1667

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On the right panel you will see pull-downs for the Effort Report Overview and for a Funding Chart that represents the report detail.



- The Effort Report Sidebars provide support information and detail regarding the Effort Report.
 - Report Status: Includes the Report Effort Period, Certification Dates, and Status of Report.
 - Please note the Certification Dates here represent the timeframe allotted to perform the certification on the report and NOT the time worked.
 - Important Dates: The dates shown represent:
 - The Begin Pre-Review date (the first day of Pre-Review);
 - the Certification Dates (same as in the Report Status above);
 - and the Post-Review End date (the last day of Post-Review).
 - Pay Dates: Represent every Pay Group and the Pay Number of that group included in the Effort Reporting period.
 - The Funding Chart is a graphical representation of the effort percentages.

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POST-REVIEW A REPORT

During the Post-Review Phase a PI may review effort reports that have been certified. On the bottom, if the Post- Review Phase is open you will see a button that says "**Review**." Click this button if you agree with the certified Effort Report.

The screenshot displays the 'Effort Report' interface for Franchetti, Matthew J. - R00009986. The interface includes a navigation bar with 'Employee Dashboard', 'Effort Certification', and 'Effort Report'. Below the navigation bar, there are tabs for 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area is divided into two sections: 'Non Sponsored' and 'Funding Chart'.

The 'Non Sponsored' section contains a table with the following data:

Fund	Organization	Effort Category	Charge Type	Effort
100000 Current Unrestricted	101850 Dean-Engineering	ORGRESCH Organized Research	COST_SHARE	9.82
100000 Current Unrestricted	101850 Dean-Engineering		DIRECT	90.18

Below the table, it states 'Total Non Sponsored Activity 100%' and 'Total : 100.00%'. At the bottom of the table, there are four buttons: 'Request Changes', 'Review' (circled in red), 'Add New Funding', and 'Save'.

The 'Funding Chart' section on the right shows a pie chart with two segments: a small blue segment representing 9.8% (100000, Current Unrestricted) and a large purple segment representing 90.2% (100000, Current Unrestricted/33190).

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ADVANCED SEARCH

The Advanced Search allows administrative users to search using the Advanced Search attributes to select Effort Reports matching search criteria.

There is a new ability to search by **Grant Code** (AKA **Award ID**). The Award ID may be found in MySP.

The image shows two screenshots from a web application. The top screenshot is a breadcrumb trail: [Employee Dashboard](#) > [Effort Certification](#) > [Certify My Effort](#). Below this is a header for 'Certify My Effort' with a user profile 'Proxy Super User' and 'Print' and 'Open' buttons. A red circle highlights the link 'Review Or Certify Reports' in the breadcrumb trail.

The bottom screenshot is the 'Advanced Search' dialog box. It contains several search criteria fields: 'ID' (text input with 'Enter ID'), 'Name' (text input with 'Enter Name'), 'Chart of Account Code' (dropdown menu with 'Select COA code'), 'Effort Period Code' (dropdown menu with 'Select Period Code'), 'State' (dropdown menu), and 'Status' (dropdown menu). A red circle highlights the 'Grant' option in the 'Status' dropdown menu, with a red arrow pointing to it and the word 'New!' written in red next to the arrow. At the bottom right of the dialog are 'Clear', 'Close', and 'Go' buttons.

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Here is a sample MySP screen shot:

The screenshot displays the MySP interface for The University of Toledo. The main header includes the university logo and the text "The University of Toledo my Sponsored Programs". The navigation menu includes "Home", "Proposals", "Awards", and "Search". The main menu on the left lists "Proposals", "Awards", "Grants Accounting Web & Forms", "Research & Sponsored Programs Forms", "RSP109 | Departmental Request to Open a Restricted Account (aka 'Chair Guarantee' Form)", "Sponsors", "Key Personnel", and "Grants Analyst".

The "Awards" section is active, showing "Award ID: 4504" (circled in red). Below this, there is a table of awards:

Award Title	Start Date	End Date	Original Funding Amount
Opioid Misuse May Break Down the Barriers to Suicide: An Examination of Underlying Mechanisms	4-01-2019	4-30-2022	\$4,800.00

Below the award table, there is a "Budget Renewal" section with a table:

Budget Type	Next Budget Renewal Date
Multi-Year Fully Funded project (GA Automatic)	Final Budget Loaded

The "Index List" section shows a table of award expenses:

Index	Description	Index Type
206536	Opioid Misuse May Break Down The Ba	Award

The "Key Personnel" section lists the Grants Analyst:

Analyst Name	Email	Phone
Shantae Neely	Shantae.Neely@UToledo.Edu	419-530-8714

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ADDITIONAL REFERENCE DOCUMENTATION

ADDING COMMENTS

To add a new comment, click the "Comments" tab at the top of the Effort Report.

You can then type your comment in and click the "Add Comment" button. This will save your comment to the report.

You will be able to see previous comments below the comment box

The screenshot shows the ellucian web application interface. At the top, there is a navigation bar with the ellucian logo and a breadcrumb trail: Employee Dashboard > Effort Certification > Effort Report. Below this, there are several tabs: Effort Report, Pay Period Summary, Comments (circled in red), and Routing Queue. A red arrow points to the Comments tab. Below the tabs is a large text input area with the placeholder text "Enter your comments...". Below the input area, it says "Remaining character : 4000". To the right of the input area is an "Add Comment" button, which is also circled in red. Below the input area is a section titled "Previous Comments" which displays a sample comment: "As Finance Administrator for the NURTURES grant, I am certifying for [redacted] as she is no longer on our grant. Posted on June 03, 2019 at 11:03:17 AM". A "Print" button is visible in the top right corner of the page.

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ROUTING QUEUE

The "Routing Queue" tab at the top of the Effort Report provides information on the Grant Team Member and their Roles for that Effort Report.

It also will provide a Time & Date Stamp on the Certification and Post-Review when completed.

The screenshot displays the 'ellucian' system interface. At the top, there are navigation links: 'Employee Dashboard', 'Effort Certification', and 'Effort Report'. Below these, a horizontal menu contains 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue', with 'Routing Queue' circled in red. The main content area lists team members and their roles, each with a status indicator and an 'E-mail' link. The entries are:

- Kahaleh, M Bashar, Acknowledge, Pre-Reviewer (Pending)
- Neely, Shantae R., Acknowledge, Pre-Reviewer (Pending)
- Phillips, Zachary P., Acknowledge, Pre-Reviewer (Pending)
- Kahaleh, M Bashar, Alternate Certifier (Pending)
- Wang, Yongqing, Certifier (Certified) - This entry is circled in red, with a red arrow pointing to the 'Certified' status and a timestamp: 'August 27, 2017 at 10:45:03 PM by Wang, Yongqing'.
- Kahaleh, M Bashar, Review, Post-Reviewer (Pending)

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REQUEST CHANGES TO AN EFFORT REPORT

If you believe an Effort Report is INCORRECT you will need to go to the incorrect Effort Report and click on the "Request Changes" button at the bottom of the screen.

You may request changes to an Effort Report by clicking on the "**Request Changes**" button.

Use the Request Changes button to forward a request to the appropriate labor redistribution initiator to change the effort report. This action will put the report on hold (no one may certify or post-review the report) until changes are completed or cleared.

The email will only serve as a notification that changes are needed and the normal departmental procedures for payroll changes should be followed.

It is good practice to also insert a comment when changes are requested to the effort report.

NOTE: If you need to change ONLY distributions of previous pays you can find the "Payroll Redistribution Request" form [HERE](#) to send to your grants accounting analyst.

The screenshot displays the 'Effort Report' interface for user 'Dowling, Jamie L. - R00015959'. The interface includes a navigation bar with 'Employee Dashboard', 'Effort Certification', and 'Effort Report'. A 'Print' button is visible in the top right. The main content area is divided into two sections: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' section contains a table with columns for Grant, Fund, Effort Category, Charge Type, and Effort. The 'Non Sponsored' section contains a table with columns for Fund, Organization, Effort Category, Charge Type, and Effort. A 'Funding Chart' on the right shows a pie chart with two segments: 50% Current restricted/33131 (blue) and 50% 4407 Designed for DATA/33130 (purple). At the bottom, there are buttons for 'Request Changes', 'Certify', 'Add New Funding', and 'Save'. The 'Request Changes' button is circled in red.

Grant	Fund	Effort Category	Charge Type	Effort
4407 Designed for DATA	206421 Designed for DATA	OTHSPONS Other Sponsored Activities	DIRECT	50

Fund	Organization	Effort Category	Charge Type	Effort
100000 Current Unrestricted	107620 Psychiatry		DIRECT	50

Total Sponsored Activity 50%

Total Non Sponsored Activity 50%

Total : 100.00%

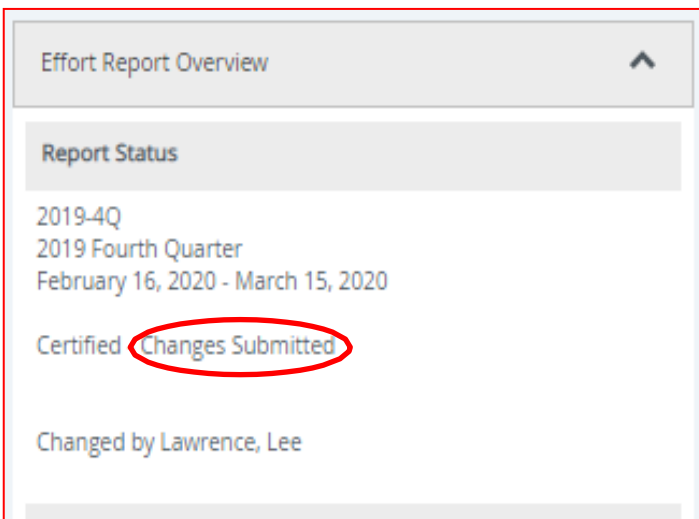
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IF CHANGES ARE SUBMITTED

If you see "**Changes Submitted**" next to the Status on the summary panel or a yellow warning triangle icon with the message "Pay events are in process that may affect this effort report" on the Status tab of the Effort Report Overview Panel (upper right corner in the Effort Report), then there are pay events that are still being processed on your records and you will not be able to certify.

You can see that changes have been submitted and who submitted changes in the Report Status area under the Effort Report Overview pull-down on the right panel.

You will not be able to perform effort certification tasks until these are completed or cleared by clicking the '**Clear Changes**' button.



Employee Dashboard • Effort Certification • Effort Report

You are acting as Superuser

Dowling, Jamie L. - R00015959 Print

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Charge Type	Effort
4407 Designed for DATA	206421 Designed for DATA	OTHSPONS Other Sponsored Activities	DIRECT	50

Total Sponsored Activity 50%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
100000 Current Unrestricted	107620 Psychiatry		DIRECT	50

Total Non Sponsored Activity 50%

Total : 100.00%

Clear Changes Save

Effort Report Overview

Report Status

2019-4Q
2019 Fourth Quarter
February 16, 2020 - March 15, 2020

Awaiting Certification - Changes Submitted

Changed by Lawrence, Lee

Important Dates

Begin Pre-Review
January 19, 2020
Certification Period
February 16, 2020 to March 15, 2020
Post Review End
March 29, 2020

Pay Dates

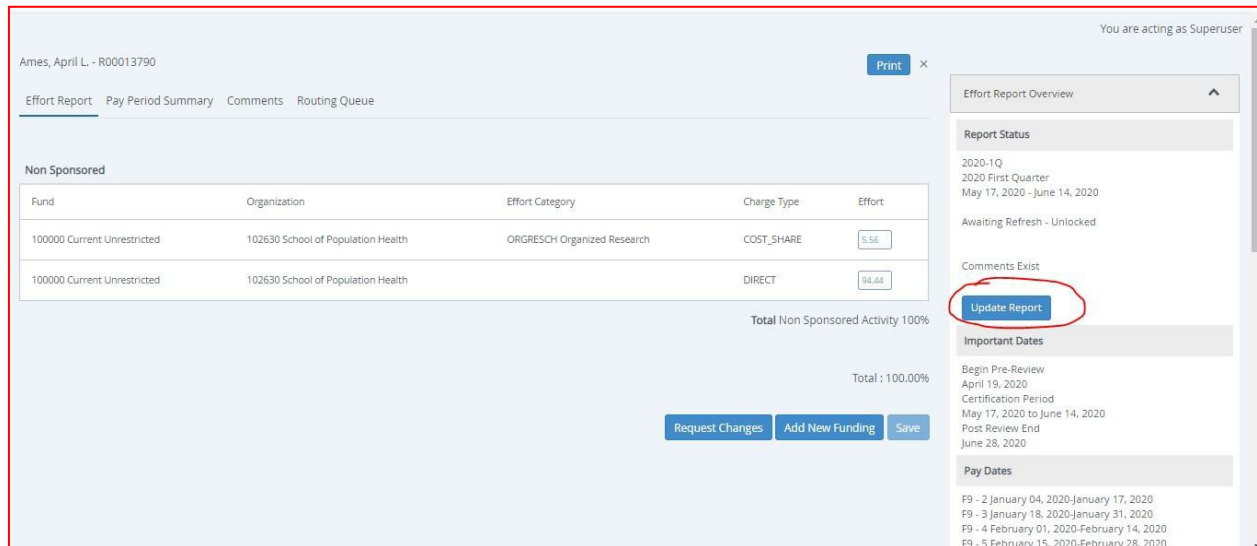
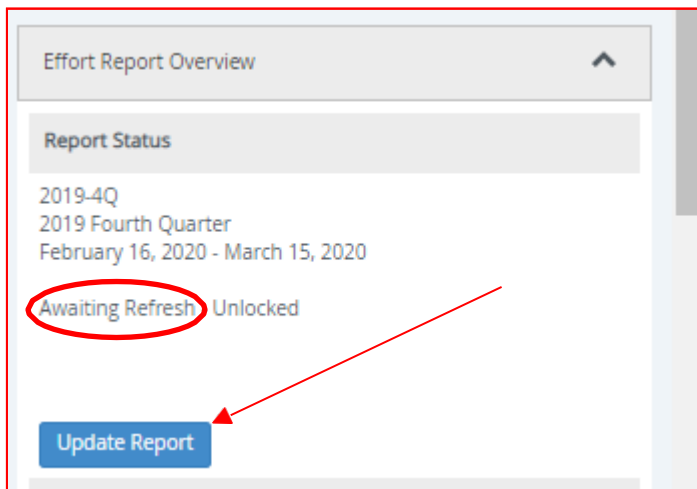
HS - 23 October 13, 2019-October 26, 2019
HS - 22 September 29, 2019-October 12, 2019
HS - 21 September 15, 2019-September 28, 2019
HS - 20 September 01, 2019-September 14, 2019
HS - 19 August 18, 2019-August 31, 2019
HS - 18 August 04, 2019-August 17, 2019
HS - 17 July 21, 2019-August 03, 2019
HS - 16 July 07, 2019-July 20, 2019

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WHEN CHANGES ARE COMPLETE

When changes are complete on related payroll records, the status on the summary panel will be “Awaiting Refresh.” The Effort Report detail panel on the right side will have an “**Update Report**” button which, when clicked, will refresh the report and bring in all of the updated records with changes to the report.

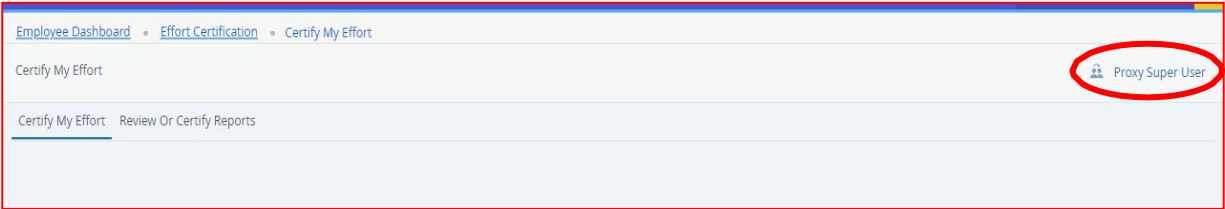
Relevant buttons (i.e. ‘Certify’ or ‘Review’) will become visible so the certification process may continue.



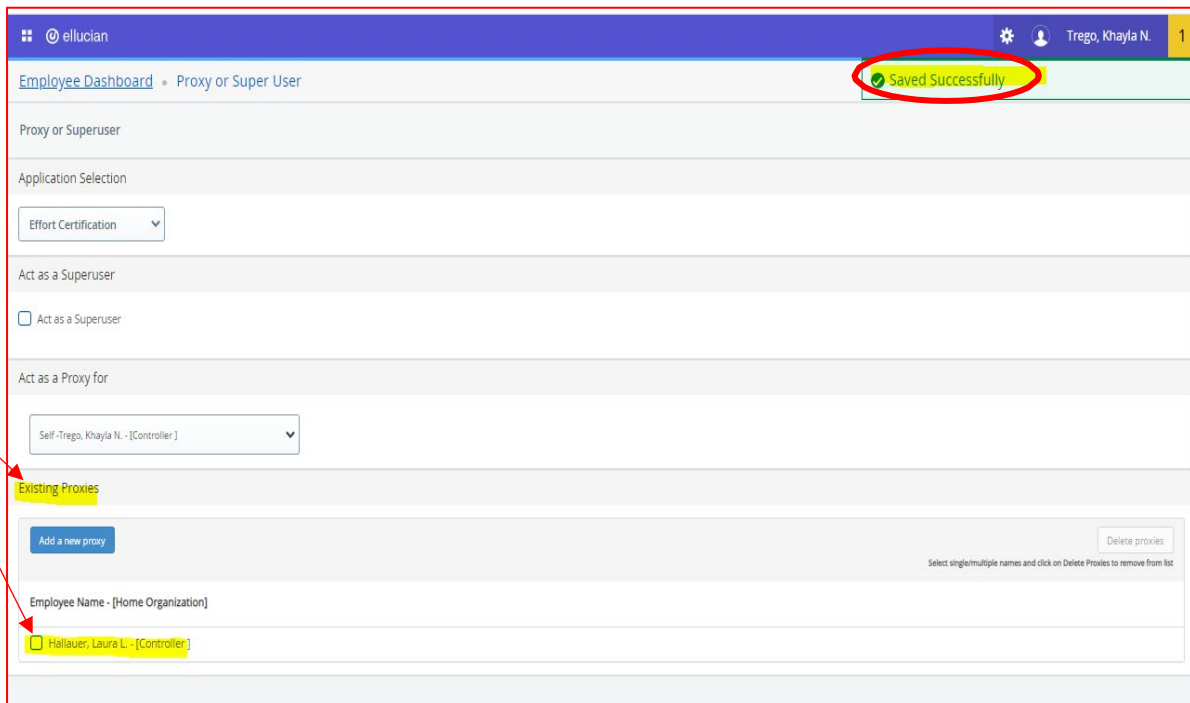
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ADD A PROXY

- From the main Effort Certification menu click "Proxy Super User" in the top right corner



- Click on "Add a new proxy"
- Type in the name of the employee you want to grant access to be able to be your proxy/ delegate and click on their name. "Saved Successfully" will appear in top right corner and their name will appear under "Existing Proxies"



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ACT AS A PROXY

- Click on “Act as a Proxy for”
- Choose the user you are authorized to work on behalf for
- Click on "Navigate to Effort Certification" application at bottom right to start acting as a proxy/delegate

Proxy or Super User

Employee Dashboard - Proxy or Super User

Proxy or Superuser

Application Selection

Effort Certification

Act as a Superuser

Act as a Superuser

Act as a Proxy for

Self (Turner, Vanessa - [EC Testing Org 4])

Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

Select a single/multiple names and click on **Delete Proxies** to remove from list

Employee Name - [Home Organization]

Montgomery, April - [EC Testing Org 4]

Van Johnson, Kimberly M. - [Dept of Languages and Literature]

[Navigate to Effort Certification application](#)

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QUESTIONS

Questions?

EffortReport@UToledo.Edu

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