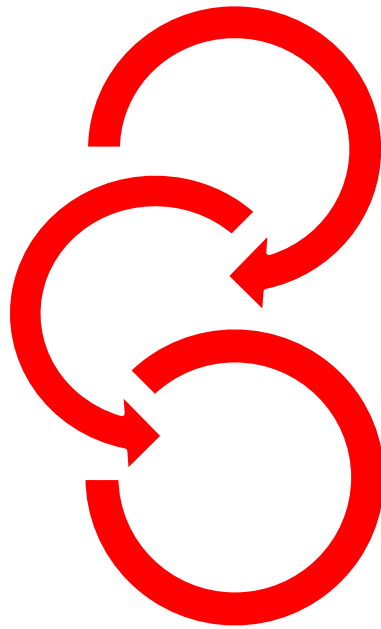




Grants Accounting

Effort

Certification



EffortReport@utoledo.edu

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OVERVIEW

Grants Accounting is responsible for monitoring all transactions in the University grant and gift accounts, and for assisting in financial reporting to sponsoring agencies.

EFFORT CERTIFICATION is the mandated method of certifying to the granting agencies that the effort charged or contributed to a project has actually been completed. Certification of effort is required by Uniform Guidance for all employees whose salaries are charged directly to a federal grant or who have indicated University paid effort contributed to a particular award.

“Effort” is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged or contributed (cost-shared effort).

Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, patient care, administration, etc.) for which the University compensates an individual.

All faculty who serve as investigators on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spent on sponsored activities.

The University of Toledo has implemented a systematic certification process and formal effort reports to ensure that we are well prepared to respond to sponsors with required information.

Our Effort Certification System has three phases in the process. First the pre-review phase, then the certify phase, and finally the post-review phase. These phases represent specific time frames as well associated actions. During these time frames, individuals assigned as pre-reviewers, certifiers, and post-reviewers must complete required activities before anyone else in the next phase can.

These phases are time sensitive and sequenced. In other words there is a designated period of time in each phase where the required actions for an Effort Report are allowed; and all actions in one phase must be completed before the next phases can begin.

Pre-Review:

During the pre-review phase, a pre-reviewer can review generated effort reports prior to employees certifying their effort. Pre-Reviewers can request labor redistribution changes to the effort reports (via a system-generated email) based on defined rules in the system, but they cannot certify effort reports. The pre-review process and phase in our system is for informational purposes only.

Certify:

During the certify phase, an individual acting as a certifier can certify the generated effort report. This person could be an employee, the head of the sponsored research project, or someone else who has direct knowledge of the work performed in support of the project. Certifiers can request a labor redistribution change to the effort report (via a system-generated email) based on defined rules in the system. They can also request other changes on their effort report as needed, such as changing the percentage of effort. The certification activity is required, either by the employee or by an alternate certifier. The certify phase is mandatory.

Post-Review:

During the post-review phase, a post-reviewer can review certified effort reports. Post-reviewers can also request a labor redistribution change to the effort report (via a system-generated email) based on defined rules in the system. Any effort report that is changed must be re-certified by the Certifier. The post-review process and phase is mandatory and required to complete the Effort Certification process.

When all mandatory actions are completed, the Effort Report is considered complete and locked. Any pay event changes or additions cannot be made unless the report is unlocked by a designated Effort Certification Superuser.

Once unlocked, additional pay events or labor redistributions may be processed for any pay event included in the report. If the report is unlocked, and pay events or labor redistributions are processed, the previous certification is invalidated and the report must be recertified again and locked.

The Effort Certification System is implemented thru Employee Self-Service and it is also accessible via links in MyUT.

SECTION I

DAY-TO-DAY OPERATIONS – EMPLOYEE SELF-SERVICE

Accessing Banner Effort Reporting

Accessing Banner Effort Reporting

Effort Reporting can be accessed through Employee Self-Service.

- There is a link entitled **Effort Certification** that allows you to review effort reports under the Employee Tab.

Effort Certification

The screenshot shows a web application interface for Effort Certification. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', and a 'Sign Out' button. Below the tabs is a navigation menu with 'Certify My Effort' selected. The main content area features a 'Certify My Effort' header and a table with columns: COA, Period Code, Report Period, Start Date, End Date, Status, Unlocked/Locked, and Comments. The table is currently empty. On the left side, there are links for 'Review or Certify Reports' and 'Proxy or Superuser'. At the bottom left, there is an 'Open Items' section with a small icon.

Steps

Follow these steps to access Effort Reporting through **Employee Tab** in Employee Self- Service.

1. Log into Employee Self-Service.
2. Click the **Employee Tab** or **Menu**.
3. Click the **Effort Certification** link.
4. The **Effort Certification** module will display the Certify My Effort page.

Using the Interface

Introduction

The Effort Certification view shows many of the features of the web-based interface. The window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.

The numbers on the window correspond to the descriptions in the table.

#	Item	Description
1	Tabs (also known as Modules)	The main tab at the top the Effort Reporting workspace allows you to access different types of information. The Effort Certification tab allows you to access information about effort reports. The Labor Redistribution tab allows you to access information about labor redistribution.
2	Links	The left navigation pane contains a series of object navigation links. If you select a link that has sub-links, like the example shown here, you can click the top link with the back arrow to return to the high-level link (such as Certify My Effort) or click a sub-link such as Pay Period Summary or Comments . The active link is blue with an arrow pointing to the main workspace window.
3	Main Window	This is the main workspace window. You can view lists and detailed information here. Notice the context-specific toolbar at the top of the workspace. You can create a new item or refresh the view. You can open, or save an item. Or you can close the current view. Actions not available on a specific screen are grayed-out.
4	Sidebar	Customizable, context-specific panels. Click the sub-tabs for more information or click the arrows on the title bar to close the panel.
5	Help	Context-specific online help for the view that is open.
6	Open Items	Located below the main navigation pane, Open Items is a list of

		what is open during the current session. You can click on any item to view it. It can act as a toggle if you are viewing multiple effort reports and want to return to a previous one.
7	Buttons	Context-specific buttons can appear below the main workspace window if applicable.
8	Scroll bars	If more information is available than can be displayed in the main workspace window, horizontal and/or vertical scroll bars are available.
9	Expansion bar	The arrow on the expansion bar feature allows you to open or close the sidebar when you need to view the main workspace window in a larger view.

Opening and Closing an Effort Report

Introduction

When opening Banner Effort Reporting, the **Effort Certification Tab** is displayed.

The user will be in Certify My Effort view. This view lists all the effort periods assigned to the designated employee. If no reports are available for the employee, then no reports will be displayed.

Effort Certification Tab

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Q4 2011	Quarter 4 2011	October 01, 2011	December 31, 2011	Completed	Locked	

Steps

Follow these steps to open an Effort Reporting through **Employee Tab** in Employee Self- Service.

1. Log into Employee Self-Service.
2. Click the **Employee** tab.
3. Click the **Effort Certification** link.
4. The **Effort Certification** module will display with the user focus in Certify My Effort.
5. Select the line and click the **Open** icon to open the effort report.
Note: You can also double-click the effort report.
6. Click the **Close** icon to exit the report.

Using Default Search on the Review or Certify Reports Page

Introduction

Use the **Review or Certify Reports** page to allow the administrative users to search and select a list of employee effort reports in the queue.

Review or Certify Reports

The screenshot shows the Banner Effort Certification (Release 8.2.0.1) interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', a 'Sign Out' button, and a 'Help' dropdown. The main content area is titled 'Review or Certify Reports' and includes a search bar with 'Search by ID' and an 'Advanced Search' dropdown. Below the search bar is a table with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. A 'Search Tips' section is also visible, providing instructions on how to use the search field and advanced search options. The bottom of the page displays 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.2.0.1)'.

Training scenario

As an administrator, in this scenario you will use the default search to search for a specific employee on the Review or Certify Reports page.

Steps

Follow these steps to search effort report you wish to review or certify.

1. Access the **Review or Certify Reports** page.
2. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** icon.
3. The search results will display where the where the user exists in the queue for the employee ID entered in the **Search by ID** field.
4. Highlight the line and click the **Open** icon.

Note: You can also double-click the effort report.

Using Advanced Search on the Review or Certify Reports Page

Introduction

Use the **Review or Certify Reports page** to allow the administrative users to search using the advanced search attributes and select a list of employee effort reports where the user exists in the queue for the employees matching the search attributes.

Review or Certify Reports

The screenshot displays the Banner Effort Certification (Release 8.2.0.1) interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' button and a 'Help' dropdown. The main content area is titled 'Review or Certify Reports' and includes a search bar with 'Search by ID' and a 'Select Attribute' dropdown menu. Below the search bar is an 'Advanced Search' section with a table of search attributes: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. A 'Search Tips' section provides instructions on how to use the search attributes. The page also includes an 'Open Items' section and a footer with 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.2.0.1)'.

Training scenario

As an administrator, in this scenario you will use the advanced search to search for a specific employee on the Review or Certify Reports page.

Steps

Follow these steps to perform an advanced search to find an effort report you wish to review or certify

1. Access the **Review or Certify Reports page**.
2. Click the **Advanced Search** drop-down arrow to select a combination of attributes to refine your search.

Note: You can search by Last Name, First Name, ID, COA, Status, and State. You must provide at least two characters of the First Name, Last Name, or ID. You can use an asterisk (*) as a wild card with any listed attribute.

3. Press **Enter** on your keyboard or click the **Go** button to execute search.
4. Click the **Clear** button to remove all your selected search criteria attributes.
5. Click the **Delete** button to remove an attribute from the search criteria.

6. Click the **Close** button to cancel an Advanced Search and return to Search by ID.
7. Select the employee's Effort report. Note: The system displays a list of the employee's effort reports.
8. Highlight the line and click the **Open** icon.





Note: You can double-click the effort report.


Sorting a Column

Sorting a column

Once results are displayed on the page, you can click in the header row of any column to sort the column in ascending order (numerical and alphabetical). If you click the column header again, the sort order reverses. The up or down sort arrow appears when you click the column header so that you know which way the data is being sorted.

Review or Certify Reports

 
Search Descriptions: Status = AWAITING_CERTIFICATION 
 **Advanced Search**  Displaying 2 rows.

COA	Period Code	Report Period	Last Name	First Name	ID ▲	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sut	

Steps

Follow these steps to sort a column.

1. Click on the column name that you want to sort.
2. Click on the column name again to reverse the sort order.

Reordering Columns

Reordering columns

You can change the order in which the columns appear by clicking and dragging them to the new order. For instance, if you wanted to see the **Report Period** column first instead of the **COA** column, you can easily change the order that they appear on the screen.

Note: The columns on the Effort Report view cannot be reordered. They can only be resized.

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Search by ID

Search Descriptions: Status = COMPLETED

Advanced Search

Displaying 2 rows.

COA	First Name	Period Code	Report Period	Last Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Amanda	Q042010	Quarter 04 21	Burke	A00010993	August 25, 21	September 31	Completed	Locked	
B	Matthew	Q032010	Quarter 03 21	Burke	A00010995	December 01	December 15	Completed	Locked	

Steps

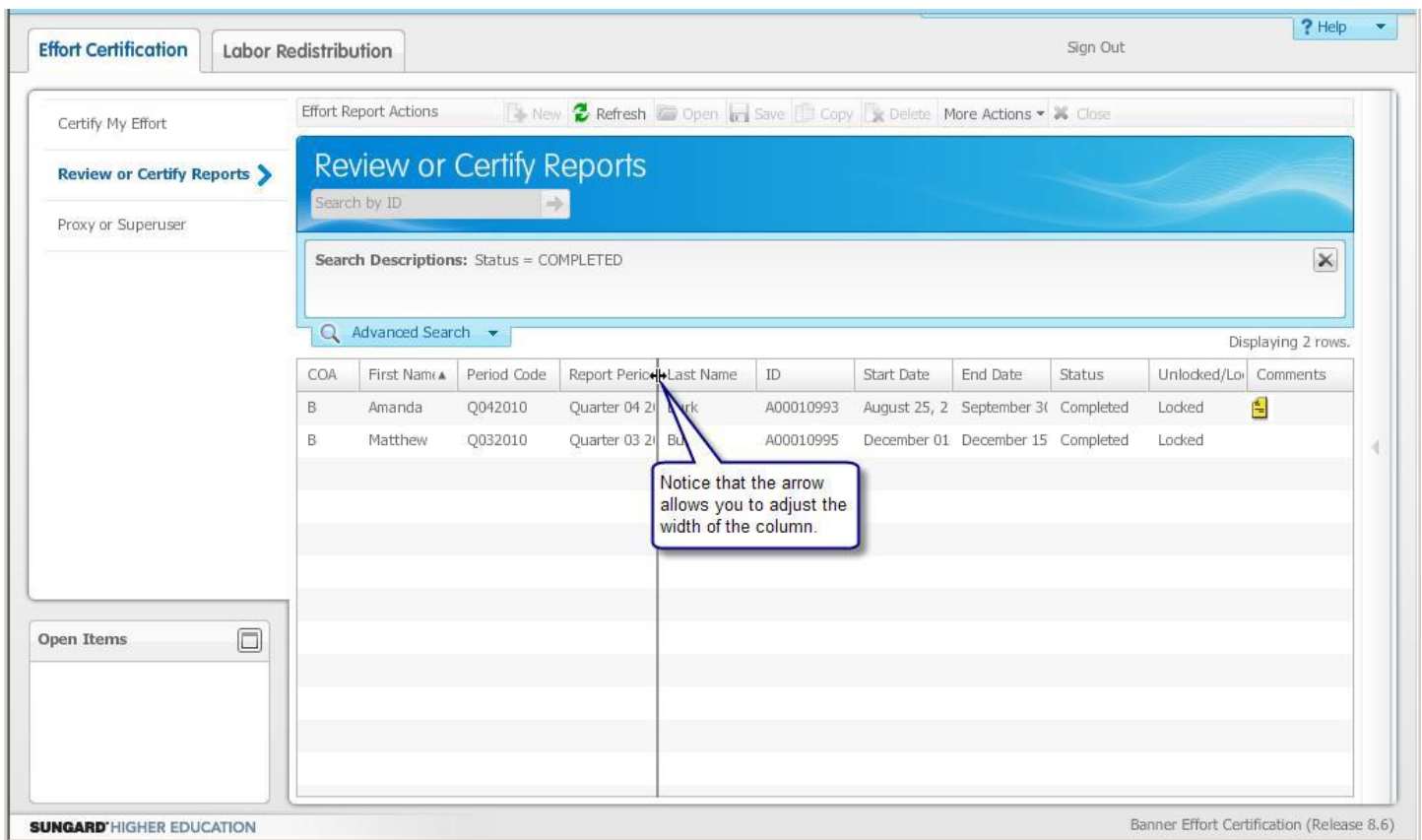
Follow these steps to reorder a column.

1. Click on the column that you want to move.
2. While holding down the left mouse button, move the column to its new location.
3. Release the mouse.

Changing the Width of a Column

Changing the width of a column

You can change the width of a column by clicking on the left or right border of the column.



The screenshot displays the Banner Effort Certification interface. At the top, there are tabs for "Effort Certification" and "Labor Redistribution", and a "Sign Out" button. Below the tabs, there is a "Review or Certify Reports" section with a search bar and a search filter set to "Status = COMPLETED". A table is shown with the following columns: COA, First Name, Period Code, Report Period, Last Name, ID, Start Date, End Date, Status, Unlocked/Lo, and Comments. The table contains two rows of data. A callout box points to the double-headed arrow on the border between the "Last Name" and "ID" columns, with the text: "Notice that the arrow allows you to adjust the width of the column."

COA	First Name	Period Code	Report Period	Last Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Amanda	Q042010	Quarter 04 2010	Clark	A00010993	August 25, 2010	September 30, 2010	Completed	Locked	
B	Matthew	Q032010	Quarter 03 2010	Burke	A00010995	December 01, 2009	December 15, 2009	Completed	Locked	

Steps

Follow these steps to change the width of a column.

1. Use your mouse to point to the column border you wish to adjust.
2. When the double-sided arrow appears, hold down the left mouse key and pull the column to the desired width.
3. Release the mouse key.

SECTION II

Pre-Reviewing an Effort Report

- Pre-Reviewing an Effort Report
- Requesting a Change to an Effort Report
- Adding New Funding
- Reviewing the Pay Period Summary
- Adding Comments
- Reviewing the Routing Queue
- Adding a Member to the Routing Queue

PRE-REVIEWING AN EFFORT REPORT

Introduction

Use the **Review or Certify Reports** page to access the effort reports that are in your queue ready for pre-review. During the pre-review period, a pre-reviewer can review or acknowledge generated effort reports prior to employees certifying their effort. Pre-reviewers can request labor redistribution changes to the effort reports based on defined rules in the system, but they cannot certify effort reports.

If the action button on the report is **Acknowledge**, the user may optionally choose to acknowledge their work. If the action button is **Review**, the user must complete this mandatory action and before the Certify or Post-Review phases may be complete.

Note: The pre-review process and period is optional.

Effort Report

The screenshot displays the 'Review or Certify Reports' interface for user Alicia Landry. The main content area is divided into 'Sponsored' and 'Non Sponsored' sections, each with a table of activity. The 'Sponsored' table shows two entries for '2210 NSF' with a total effort of 100. The 'Non Sponsored' table is empty. A 'Funding Chart' on the right shows a 50/50 split between two categories. Navigation buttons at the bottom include 'Request Changes', 'Review', and 'Add New Funding'.

Fund	Organization	Effort Category	Charge Type	Effort
2210 NSF	2100 Art	1000 Direct	Direct	50
2210 NSF	2110 Biology	1000 Direct	Direct	50
Total				Sponsored Activity 100.00%

Fund	Organization	Effort Category	Charge Type	Effort
Total Non Sponsored Activity 0.00%				

Category	Percentage
Sponsored	50%
Non Sponsored	50%

Training scenario

In this scenario you are a principal investigator for a grant for an institution. You must locate and complete the pre-review process for the effort report that is due this week.

Steps

Follow these steps to either Review or Acknowledge an effort report in the pre-review phase.

1. Access the Review or Certify Reports page.
2. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** to search.

Note: The search results will display where the user exists in the queue.

3. Highlight the effort report whose status is **Awaiting Review** and click the **Open** icon.

Note: You can also double-click the report.

4. The Effort Report page will display.

5. Review the type and percentage of the effort charged in the Effort Report view.

6. Click the **Review** or **Acknowledge** button when complete.

Note: If the action button on the report is **Acknowledge**, the user may optionally choose to acknowledge their work. If the action button is **Review**, the user must complete this mandatory action and before the Certify or Post-Review phases may be complete.

7. Click the **Close** icon to exit the report.

8. Click the **Sign Out** link to exit the Effort Report Module.

Requesting a Change to an Effort Report

Introduction

Use the **Request Changes** button to forward a request to the appropriate labor redistribution initiator to change the effort report. Use the **Review or Certify Reports** view to access effort reports, and navigate to the Effort Report view to request changes.

Note: The column shows the percent of effort spent on the task divided by the total effort for the reporting period; represented by the dollar amount paid. The total charges on the changed report must equal to 100%. The system does not permit you to leave the page until your changes equal 100%.

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

Effort Report

The screenshot displays the 'Effort Report' interface for Kayla Landry. The interface includes a navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' button. The main content area is divided into several sections:

- Effort Report Overview:** Shows the report status as 'Under Review - Changes Saved' for Quarter 03 2011, dated Oct 15, 2011 - Nov 14, 2011. It was changed by Judith Cush.
- Funding Chart:** A pie chart showing the distribution of effort between sponsored and non-sponsored activities.
- Effort Report Data:** A table showing the breakdown of effort by fund, organization, effort category, and charge type.

Fund	Organization	Effort Category	Charge Type	Effort
2210 NSF	2110 Biology	1000 Direct	Direct	70
Total				Sponsored Activity 70.00
Non Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
Total				Non Sponsored Activity 0.00
New Funding				
Organization	Fund	Grant	Effort	
2110 Biology	2215 NSF Research P			
Total				New Funding 30.00
Total				100.00

Buttons at the bottom include 'Clear Changes', 'Request Changes', and 'Add New Funding'.

Training scenario

In this scenario you will make changes to effort report in the pre-review phase.

Steps

Follow these steps to request a change to an effort report.

1. Access the Review or Certify Reports page.
2. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** to search.

Note: The search results will display where the user exists in the queue.

3. Select the effort report whose status is **Awaiting Review** and click the **Open** icon.

4. Access the Effort Report view.

5. Click the up/down arrows to increment the percentage or type a new percentage in the Effort column to change the effort report. Note: You can enter a 0 in the effort field, but you cannot delete a line of effort.

6. Click the **Save** icon in tool bar to store any changes. The sidebar will change the status of the report to **Awaiting Review – Changes Saved**. Note: This is a preliminary save. To affect your requested detail changes, click **Request Changes** button, as described in the next step.

7. Click **Request Changes** button to open e-mail template.

8. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.

9. Click the **Send** button.

Note: This will route your request for a change to the appropriate individual or group authorized to change the report information. A subject line containing the text "Change Request for", followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional email system is opened.

10. The Sidebar will change the state of the report to **Awaiting Review – Changes Submitted**.

11. Click the **Close** icon to exit the effort report.

12. Click the **Sign Out** link to exit Effort Certification module.

Training scenario

In this scenario you will clear your changes to the effort report in the pre-review phase.

Steps

Follow these steps to clear a requested change to an effort report.

1. Access the Review or Certify Reports page.
2. Enter an ID in the Search by ID field and press the Enter key on your keyboard
3. If you need to perform an advance search, click the **Advanced Search** drop-down arrow.
4. Click the **Select Attribute** drop-down arrow and select an attribute. Note: You can select more than one attribute when performing an advance search.
5. The search results will display where the user exists in the queue.
6. Highlight the effort report whose status and state is Awaiting Review – Changes Submitted and click the **Open** icon. Note: You can also double-click the effort report to open the record.
7. Access the Effort Report view.
8. Click the **Clear Changes** button. Note: The system will ask, Are you sure you want to clear your changes?
9. Click the **Yes** button and requested changes will be cleared. Note: Status and State of the report will move back to Awaiting Review – Unlocked.
10. Click the **Close** icon to exit the effort report.
11. Click the **Sign Out** link to exit the Effort Certification module.

Adding New Funding

Introduction

Use the **Add New Funding** button to add missing funding sources to an Effort Report.

Note: Remember, you cannot increase the payroll distributions that were actually paid to the employee. Funding additions will require labor redistributions in order to affect changes to the Effort Report.

Adding New Funding pop-up window

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
------	--------------	-----------------	-------------	--------

Total Sponsored Activity 0.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
1110 Current Education and Gene	10 Office of President	INSDIR Instructional Direct Charge	Direct	82.49
1110 Current Education and Gene	141 Office of VP of Student Servic	INSDIR Instructional Direct Charge	Direct	17.51

Total Non Sponsored Activity 100.00%

Total 100.00%

Request Changes Certify Add New Funding

Effort Report Overview

Report Status Dates

Q4 2011
Quater 4 2011
Oct 01, 2011 - Dec 31, 2011
Awaiting Certification - Unlocked

Funding Chart

82.49% 17.51%

Proxy or Superuser

Training scenario

In this scenario you will add additional funding from the College of Arts and Science to the effort report.

Steps

Follow these steps to add additional funds to an effort report.

1. In the Effort Report view, click the **Add New Funding** button.

Note: The Add New Funding **pop-up window** will open.

Add New Funding

Grant

Fund *

Organization *

Effort *

Cancel Save

2. Select the **Grant**, **Fund**, or **Organization** Search icons and add additional funding. Use the up/down arrows or type the new percentage.

3. Click the **Save** button to return to the Effort Report view.

Note: The system inserts the new information, and returns you to the effort report. Notice that the action button is disabled, letting you know that you must complete a change to the report before any remaining actions can occur.

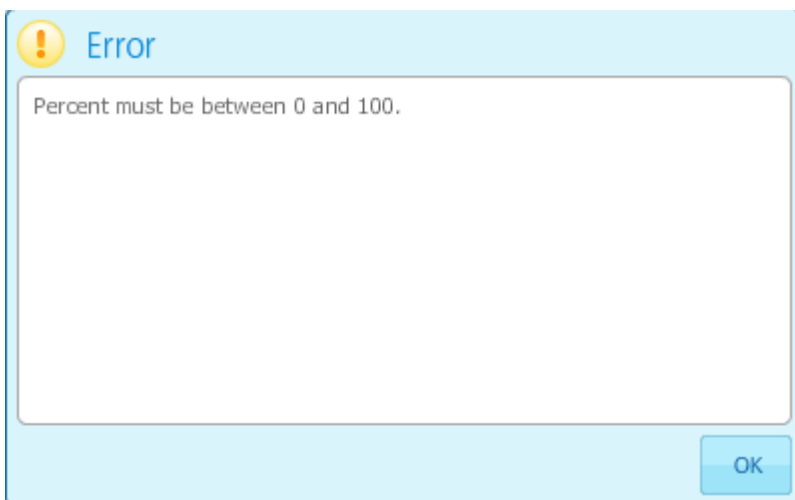
4. Click the or **Look Up** icon, to select a value from the list.

5. Click on a value to highlight it and then click the **Select** button or you can double-click the item you want.

Note: If a list of values is long, you can filter the list to find the value that you want.

6. Enter a value in the **Percent** field.

Note: If the user puts a negative (-10) in the Percent field, a warning message will appear.



7. Click the **Save** button to add the new funding back to the effort report.

8. Adjust an existing line of funding, so that the report totals 100%.

9. Click on the **Save** icon on the toolbar. If the percentage total does not equal 100.00% the user will be forced to fix that before they can click the **Request Change** button.

10. Click the **Request Change** button to open e-mail template.

11. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.

12. Click the **Send** button.

Note: This forwards the request to the individual that handles the labor redistributions. The individual responsible for the labor distribution changes the existing information. You can click the **Cancel** button to cancel requested change. This will revert the report back to its original state, removing any funding entries and changes to the percentages.

A subject line containing the text **Change Request** for, followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional e-mail system is opened.

The Sidebar will change the state of the report to **Awaiting Review – Changes Submitted**.

13. Click the **Close** icon to exit the effort report.

14. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Pay Period Summary

Introduction

Use the Pay Period Summary to access information for each pay event included in the effort report. Use the vertical scroll bar to navigate through the pay events.

Pay Period Summary

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Monthly 9 2011 September 01, 2011 - September 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
141 Office of VP of Studer	215501 NSF Grant Resear	1110 Current Education z	INSDIR Instructional Dire	17.5109	17.5109
10 Office of President	215501 NSF Grant Resear	1110 Current Education z	INSDIR Instructional Dire	82.4891	82.4891

Open Items: Effort Certification Dawn Smith

Effort Report Overview

Report Status Dates

Q4 2011
 Quarter 4 2011
 Oct 01, 2011 - Dec 31, 2011
 Awaiting Certification - Unlocked

Funding Chart

82.49% 17.51%

Proxy or Superuser

Pay Period Monthly 9 2011

Sequence I	Position an	Effective D	Earning Co	Shift	COA	Index	Fund	Organizati	Account	Program	Activity	Location	Percent
0	A00005 - 0	July 01, 20	REG RegPe	1	B		1110 Curre	141 Office of	6112 Salari	30 Public S			10
0	A00005 - 0	July 01, 20	REG RegPe	1	B		1110 Curre	10 Office of	6112 Salari	30 Public S			90
0	A00005 - SI	July 01, 20	REG RegPe	1	B		1110 Curre	141 Office of	6112 Salari	30 Public S			100

Close

Training scenario

In this scenario, you will view the pay period summary and details of each pay event included in the effort report.

Steps

Follow these steps to review the Pay Period Summary page.

1. Click the **Pay Period Summary** link.
2. Click the Pay Event link to view the **Pay Period Details** pop-up window.
3. Click the **Close** button to exit the pop-up window.
4. Clicking the **Close** icon to close the report.
5. Click the **Sign Out** link to exit the Effort Certification module.

Adding Comments

Introduction

Any member of the effort reporting routing queue can add comments to an effort report. Once you add and save comments, you can't delete or update them. They will be displayed in a reverse chronological order, with the most recent appearing first on the list. You can add up to 4000 characters of free-form text. Once a comment has been entered a notation is added to the Effort Reporting Overview page indicating that a comment exists.

In the Banner Effort Reporting 8.6 release, a Comment column has been added to the Review or Certify Reports page.

Comments

The screenshot displays the Banner Effort Reporting 8.6 interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' button and a 'Help' icon. The main content area is titled 'Review or Certify Reports' and features a navigation menu on the left with options: 'Effort Report', 'Pay Period Summary', 'Comments' (highlighted with a blue arrow), and 'Routing Queue'. Below the menu is an 'Open Items' section showing 'Effort Certification' for 'Dawn Smith'. The central area shows the name 'Dawn Smith' in a blue header, followed by a large empty space for comments. At the bottom right of this area is an 'Add Comment' button. The right-hand sidebar contains three sections: 'Effort Report Overview' with 'Report Status' and 'Dates' tabs, showing 'Q4 2011', 'Quarter 4 2011', 'Oct 01, 2011 - Dec 31, 2011', and 'Awaiting Certification - Unlocked'; 'Funding Chart' with a pie chart showing 82.49% (orange) and 17.51% (green); and 'Proxy or Superuser'.

Training scenario

In this training scenario you will add a comment to the effort report stating the reasons for the changes to the effort report.

Steps

Follow these steps to add comments to an effort report.

1. Click the **Comments** link.
2. Click the **Add Comments** button Note: You can click the **More Actions** button in the menu and select **Add Comments** from the menu, on any page in the Effort Reporting module.
3. Type a comment in the **Add Comment** field.

Comment * Need to add new fund.

Cancel Save

4. Click the **Save** button.

Note: The name and date of the person entering the comment is recorded on the Comments page.

In addition, in the Effort Reporting Overview panel, a notation is added indicating that a comment exists.

5. Click the **Close** icon to exit the report.
Notice that the Comment icon is present in the Comments column on the Review of Certify page. This indicates that a comment has been entered.

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Review or Certify Reports

Search by ID

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 163 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Q4 2011	Quater 4 2011	Smith	Dawn	A00010766	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	
B	Q4 2011	Quater 4 2011	Brown	Lisa	A00011888	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	

6. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Routing Queue

Introduction

The Effort Report Routing module contains information related to the routing queue that has been built for the effort certification report. An employee can review actions that are complete or pending for the effort report. The information displayed includes the queue member name, his/her role and current action to be performed. The data is sorted by function pre-review, certify (alternate certifier, graduate student certifier, and certifier - which is the employee), and then by post-reviewer. The people within those functions are sorted by last name in alphabetic order.

Note: The routing queue is built during the extract process, according to the rules defined by the institution on Effort and Labor Routing Queue Form (NTRELRQ) and Effort and Labor Additional Queue Participants Form (NTRELAQ).

Routing Queue

The screenshot shows the 'Effort Certification' module interface. The main window displays the 'Routing Queue' for 'Patricia De Vita' in the 'Certify' role. The status is 'Pending' with a yellow warning triangle icon. Below the name, there is an 'E-mail' link. The interface includes a navigation pane on the left with 'Routing Queue' selected, a top toolbar with 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close', and a right sidebar with 'Effort Report Overview' (showing 'Q4 2011' and 'Awaiting Certification - Changes') and a 'Funding Chart' pie chart. The pie chart shows 70% in orange and 30% in green.

Steps

Follow these steps to review the scheduled routing queue effort reports.

1. Click the **Routing Queue** link.
2. Click link below queue member's name to send email to member(s) of routing queue.

Note: The e-mail address of the member queue is defaulted based on the e-mail type defined that is identified in NTRINST and active on the E-Mail Address Form (GOAEMAL) for that person. If the email address is not active or does not exist on GOAEMAL, the institution e-mail service will open and the user will be able to enter an e-mail address.

3. Click the **Close** icon to exit the effort report.
4. Click the **Sign Out** link to exit the effort certification module.

Adding a Member to the Routing Queue

Introduction

In the Effort Report Routing Queue view, if you are an administrative user, you can click the **Add Member** button. This opens a new pop-up window where you can select a new member to add to the routing queue. When you enter the last name, the system will search for names that match all or a portion of your entry.

The system will take into account the current status of the report and limit the available roles based on that information. For example, if the report is in Awaiting Certification, the roles will be limited to Alternate Certifier, Graduate Student Certifier, or Post-Review. The system knows the report is out of the pre-review period and will not allow the insertion of a pre-reviewer.

Note: New members added to the routing queue must have a record on the Enterprise Access Controls Form (GOAEACC).

Routing Queue

The screenshot shows a web application interface for managing routing queues. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. Below the tabs is a navigation menu with 'Review or Certify Reports' and 'Routing Queue' (highlighted with a blue arrow). The main content area displays a list of members in a routing queue. The first member is Patricia De Vita, with a 'Pending' status and an 'E-mail' link. Below her is another entry for Patricia De Vita, also with a 'Pending' status and an 'E-mail' link. At the bottom right of the main content area, there is a blue 'Add Member' button. The interface also includes a sidebar with 'Open Items' and a search bar.

Training scenario

In this scenario you will add a member to the routing queue.

Steps

Follow these steps to add a member to the routing queue.

1. Click the **Routing Queue** link.
2. Click the **Add Member** button.
3. Select a name in the **Name** field in the **Add New Member** pop-up window.

The screenshot shows a dialog box titled "Add New Member". It features a blue header bar with the title and standard window control icons (minimize, maximize, close). The main area contains three input fields, each with a red asterisk indicating it is required:

- Name:** A text input field containing "Lisa Brown (ADISDAT)".
- Role:** A dropdown menu with "Alternate Certifier" selected.
- Action:** A dropdown menu with "Certify" selected.

At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

4. Select a role in the **Role** field. Note: You can select Pre-Reviewer, Alternate Certifier, Graduate Student, or Post- Reviewer. The role assignment determines the participant's order in the queue. Pre-reviewer actions occur before certification, certification before post-review, and so forth. You can assign a member more than one role, but each additional role requires a new participant entry.
5. Select an action in the **Action** field.
6. Click the **Save** button to store changes.
7. Click the **Close** icon to exit the effort report.
8. Click the **Sign Out** link to exit the Effort Certification module.

SECTION III

Certifying an Effort Report

- Certifying an Effort Report
- Requesting a Change to an Effort Report
- Adding New Funding
- Reviewing the Pay Period Summary
- Adding Comments
- Reviewing the Routing Queue
- Adding a Member to the Routing Queue

CERTIFYING AN EFFORT REPORT

Introduction

Use the **Effort Certification Module** to access your own certification report or certification effort reports that are in your queue to certify. During the certify period, the employee or an individual acting on behalf of the employee can certify the generated effort report. This person can be an employee, the head of the sponsored research project, or someone else who has direct knowledge of the work performed in support of the project. Certifiers can request a labor redistribution change to the effort report. They can also make other changes on their effort report as needed, such as changing the percentage of effort.

The certify action is mandatory and must be completed by an employee, an alternate certifier, or a graduate student certifier.

Review or Certify Reports

The screenshot shows the 'Effort Certification' interface for Adam Smith. The page has a header with 'Effort Certification' and 'Labor Redistribution' tabs. A left sidebar contains navigation options: 'Certify My Effort', 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area displays the user's name 'Adam Smith' and two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table is empty, and the 'Non Sponsored' table contains one entry. At the bottom right, there are buttons for 'Request Changes', 'Certify', and 'Add New Funding'. A summary at the bottom right shows 'Total 100.00%'.

Fund	Organization	Effort Category	Charge Type	Effort
Total Sponsored Activity 0.00%				
Non Sponsored				
1110 Current Education and Gene	12402 Public Information	INSDIR Instructional Direct Charge	Direct	100
Total Non Sponsored Activity 100.00%				
Total 100.00%				

Training scenario

In this scenario you are the employee who works on a federally sponsored grant and must certify your effort.

© SunGard 2009-2011 Effort Reporting Page 121 Steps Steps Steps

Steps

Follow these steps to certify an effort report as an employee.

1. Log into Employee Self-Service.
2. Click the **Employee** button.
3. Click the **Effort Certification** link.
4. The Certify my Effort page will display.

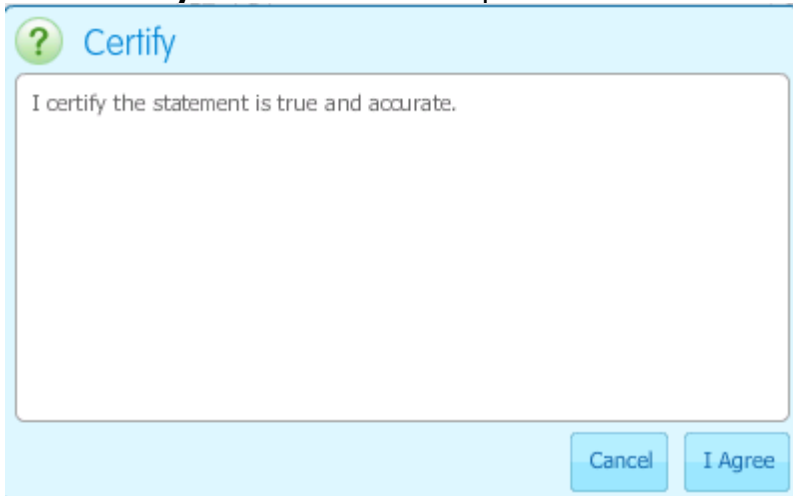
5. Select the report period you wish to certify (the status must be Awaiting Certification) and click the **Open** icon.

Note: You can also double-click the certify effort report.

6. Review the type and percentage of the effort charged for your activities in the **Effort Report** view.

7. Click the **Certify** button.

8. The **Certify statement** window opens.



9. Click **I Agree** to certify, or **Cancel** to return to the **Effort Report** view.

Note: The Certify Begin Date is defined on the Effort Certification Period Rules Form (PTRECPD). If the system date is before the Certify Begin Date, the **Certify** button will not be active. The **Certify** button will be disabled once you have certified their report.

10. Click the **Close** icon to exit the report.

11. Clicking the **Sign Out** link to exit Effort Certification.

Training scenario

In this scenario you are an administrator who is certifying on behalf of the employee who is on sabbatical. You must be identified in the queue as an Alternate Certifier or Graduate Student Certifier.

Steps

Follow these steps to certify an effort report as an alternate certifier or graduate student certifier.

1. Log into Employee Self-Service.

2. Click the **Employee Tab** or **Menu**.

3. Click the **Effort Certification** link.

4. The **Effort Certification** module will display with the user focus in **Certify My Effort**.

5. Select the **Review or Certify Reports** menu.

6. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** to search.
7. The search results will display where the user exists in the queue.
8. Select the report period you wish to certify (it must be in an **Awaiting Certification** status) and click the **Open** icon.

Note: You can also double-click the certify effort report.

9. Review the type and percentage of the effort charged for your activities in the **Effort Report** view.

10. Click the **Certify** button.

11. The **Certify statement** window opens.

12. Click **I Agree** to certify on behalf of the employee, or **Cancel** to return to the **Effort Report** view.

Note: The Certify Begin Date is defined on the Effort Certification Period Rules Form (PTRECPD). If the system date is before the Certify Begin Date, the **Certify** button will not be active. The **Certify** button will be disabled once you have certified their report.

13. Click the **Close** icon to exit the effort report.

14. Click the **Sign Out** link to exit the Effort Certification module.

Requesting a Change to an Effort Report

Introduction

Use the **Request Changes** button to forward to the appropriate labor redistribution initiator any request for change to the certification report. Use the Certify My Effort page to access your previous work effort for a sponsored research project, and navigate to the Effort Report view where you can request changes if necessary.

Note: The column shows the percent of your effort spent on the task divided by the total effort for the reporting period; represented by the dollar amount you were paid and total charges on the changed report must equal to 100%. The system does not permit you to leave the page until your changes equal 100%.

Note: It is good practice to insert a comment when changes are made to the effort report.

Effort Report

The screenshot shows the 'Effort Report' interface for Adam Smith. The interface includes a navigation menu on the left with 'Effort Report' selected. The main area displays a table with columns for Fund, Organization, Effort Category, Charge Type, and Effort. The table is divided into 'Sponsored' and 'Non Sponsored' sections. The 'Non Sponsored' section contains one row of data. At the bottom, there are buttons for 'Request Changes', 'Certify', and 'Add New Funding'.

Fund	Organization	Effort Category	Charge Type	Effort
Sponsored				
Total Sponsored Activity 0.00%				
Non Sponsored				
1110 Current Education and Gene	12402 Public Information	INSDIR Instructional Direct Charge	Direct	100
Total Non Sponsored Activity 100.00%				
Total 100.00%				

Training scenario

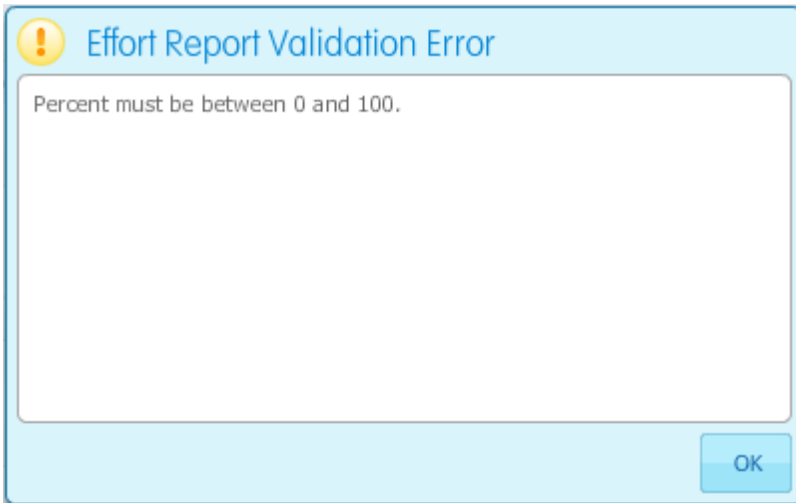
In this scenario you will make changes to the effort report and send your change request to a Labor Redistribution Initiator.

Steps

Follow these steps to request a change to an effort report.

1. Access the **Certify My Effort** page.
2. Highlight the effort report whose status is **Awaiting Certification** and click the **Open** icon.
3. Access the Effort Report view.
4. Click the up/down arrows to increment the percentage or type a new percentage in the Effort column to change the effort report. Note: You can enter a 0 in the effort field, but you cannot delete a line of effort.

Note: If the user puts a negative (-10) in the Percent field, a warning message will appear. The percentages you enter for all effort allocations must total to the amount of Allocable Effort. For example, if the total Allocable Effort is 25%, your entries must also total 25%.



5. Click the **Save** icon in tool bar to store any changes. The sidebar will change the status of the report to **Awaiting Certification – Changes Saved**.

Note: This is a preliminary save. To affect your requested detail changes, click **Request Changes** button, as described in the next step. The effort report must total to 100%. Make additional changes as required to achieve the 100% total.

6. Click **Request Changes** button to open e-mail template.

7. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.

8. Click the **Send** button.

Note: This will route your request for a change to the appropriate individual or group authorized to change the report information. A subject line containing the text "Change Request for", followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional email system is opened.

9. The Sidebar will change the state of the report to **Awaiting Certification – Changes Submitted**.

10. Click the **Close** icon to exit the effort report.

11. Click the **Sign Out** link to exit the Effort Certification module.

Training scenario

In this scenario you will clear changes made to the effort report in the certification phase.

Steps

Follow these steps to clear a requested change to an effort report.

1. Access the **Certify My Effort** page.
2. Highlight the effort report whose status and state is **Awaiting Certification – Changes Submitted** and click the **Open** icon.
3. Access the Effort Report view.
4. Click the **Clear Changes** button.

Note: The system will ask, **Are you sure you want to clear your changes?**

5. Click the **Yes** button, requested changes will be cleared. Status and State of the report will move back to **Awaiting Certification – Unlocked**.
6. Click the **Close** icon to exit the effort report.
7. Click the **Sign Out** link to exit the Effort Certification module.

Adding New Funding

Introduction

Use the **Add New Funding** button to add missing funding sources to an Effort Certification Report.

Note: Remember, you cannot increase the payroll distributions that were actually paid to the employee. Funding additions will require labor redistributions in order to affect changes to the Effort Report.

Note: If the user prints the report when the "Add Funding" section is displayed on the report, the New Funding section will display on the printer-friendly version of the report.

Adding New Funding pop-up window

Patricia De Vita

Sponsored

Fund	Grant	Effort Category	Charge Type	Effort
EC2113 Music and substanc	EC00003 Music and substanc	DROTHER Direct Other Spon	Direct	25

Total Sponsored Activity 100%

Non Sponsored

Organization	Fund	Effort Category	Charge Type	Effort
--------------	------	-----------------	-------------	--------

Total Non Sponsored Activity 0%

Total 100%

Clear Changes Request Changes Certify Add New Funding

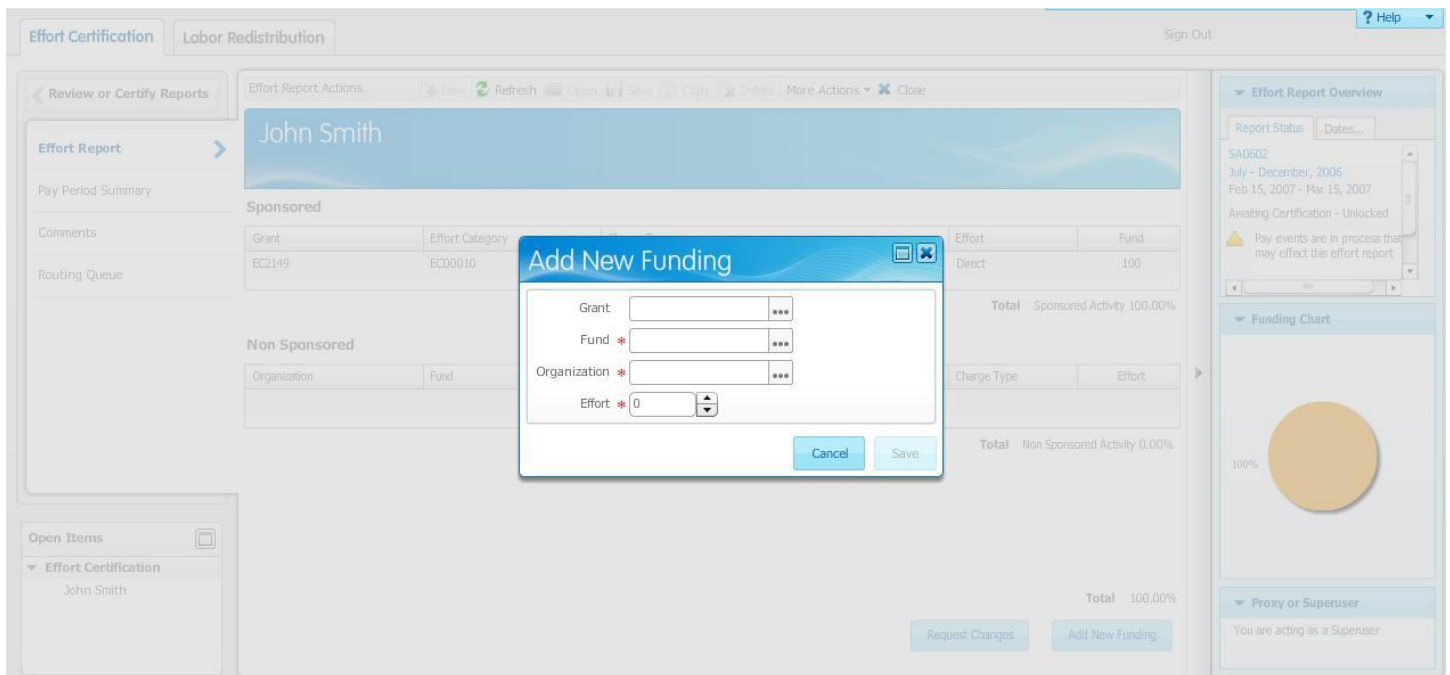
Training scenario

In this scenario you will add additional funding from the College of Arts and Science to the effort report.

Steps

Follow these steps to add additional funds to an effort report.

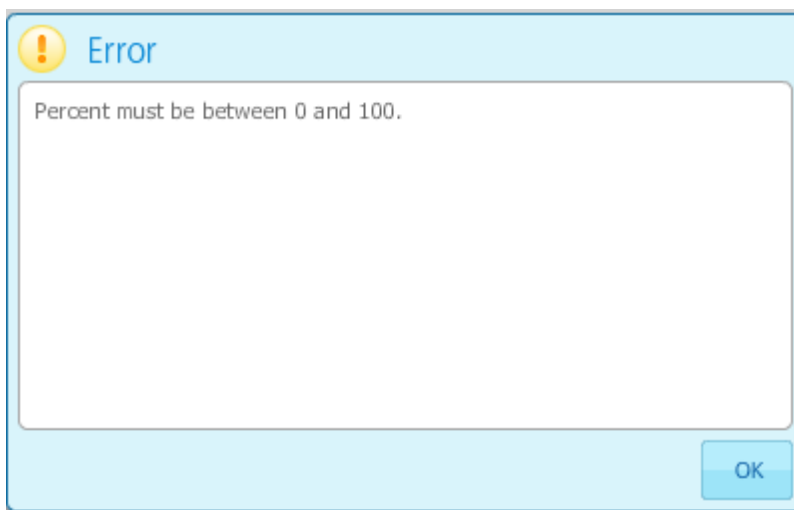
1. In the Effort Report view, click the **Add New Funding** button. Note: The Add New Funding **pop-up window** will open.



2. Select the Look Up icons for **Grant**, **Fund**, or **Organization** to add additional funding.

3. Enter or click the up/down arrows type a new percentage in the **Effort** field.

Note: If the user puts a negative number (-10) in the Effort field, a warning message will appear. The system inserts the new information, and returns you to the effort report. Notice that the action button is disabled, letting you know that you must complete a change to the report before any remaining actions can occur.



4. Click the or **Look Up** icon, to select a value from the list.

5. Click on a value to highlight it and then click the **Select** button or you can double-click the item you want.

Note: If a list of values is long, you can filter the list to find the value that you want.

6. Enter a value in the **Effort** field.

7. Click the **Save** button to add the new funding back to the effort report.

8. Adjust an existing line of funding, so that the report totals 100%.

9. Click on the **Save** icon on the toolbar. If the percentage total does not equal 100.00% you will be forced to fix that before you can click the Request Change button.

10. Click the **Request Change** button to open e-mail template.

11. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.

12. Click the **Send** button.

Note: This forwards the request to the individual that handles the labor redistributions. The individual responsible for the labor distribution changes the existing information. You can click the **Cancel** button to cancel requested change. This will revert the report back to its original state, removing any funding entries and changes to the percentages.

A subject line containing the text **Change Request** for, followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional e-mail system is opened.

The Sidebar will change the state of the report to **Awaiting Certification – Changes Submitted**.

13. Click the **Close** icon to exit the effort report.

14. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Pay Period Summary

Introduction

Use the Pay Period Summary to access information for each pay event included in the effort report. Use the vertical scroll bar to navigate through the pay events.

Pay Period Summary

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Adam Smith

Monthly 9 2011 September 01, 2011 - September 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
12402 Public Information	215501 NSF Grant Resear	1110 Current Education	INSDIR Instructional Dire	100	100

Pay Period Monthly 9 2011

Sequence I	Position an	Effective D	Earning Co	Shift	COA	Index	Fund	Organizati	Account	Program	Activity	Location	Percent
0	A00102 - 0	July 01, 20	REG RegPa	1	B		1110 Curre	12402 Pub	6112 Salari	30 Public S			100

Close

Training scenario

In this scenario, you will view the pay period summary and details of each pay event included in the effort report.

Steps

Follow these steps to review and request changes in the Pay Period Summary page.

1. Click the **Pay Period Summary** link.
2. Click the **Pay Event** link to view the Pay Period Details pop-up window.
3. Click the **Close** button to exit the pop-up window.
4. Click the **Close** icon to exit the effort report.
5. Click the **Sign Out** link to exit the Effort Certification module.

Adding Comments

Introduction

Any member of the effort reporting routing queue can add comments to an effort report. Once you add and save comments, you can't delete or update them. They will be displayed in a reverse chronological order, with the most recent appearing first on the list. You can add up to 4000 characters of free-form text. Once a comment has been entered a notation is added to the Effort Reporting Overview page indicating that a comment exists.

In the Banner Effort Reporting 8.6 release, a Comment column has been added to the Review or Certify Reports page.

Comments

The screenshot displays the Banner Effort Reporting interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', with a 'Sign' link on the right. Below the tabs is a navigation pane on the left with options: 'Certify My Effort', 'Effort Report', 'Pay Period Summary', 'Comments' (highlighted with a blue arrow), and 'Routing Queue'. The main content area shows an 'Effort Report Actions' menu with options: 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. Below the menu is a blue header for 'Dawn Smith'. Underneath, a comment by 'Mike Adams' is displayed: 'Need to add new fund.' with a timestamp 'Posted On Nov 29, 2011 10:05 AM'. At the bottom right of the main area is an 'Add Comment' button. In the bottom left, there is an 'Open Items' section with a dropdown for 'Effort Certification' showing 'Dawn Smith'.

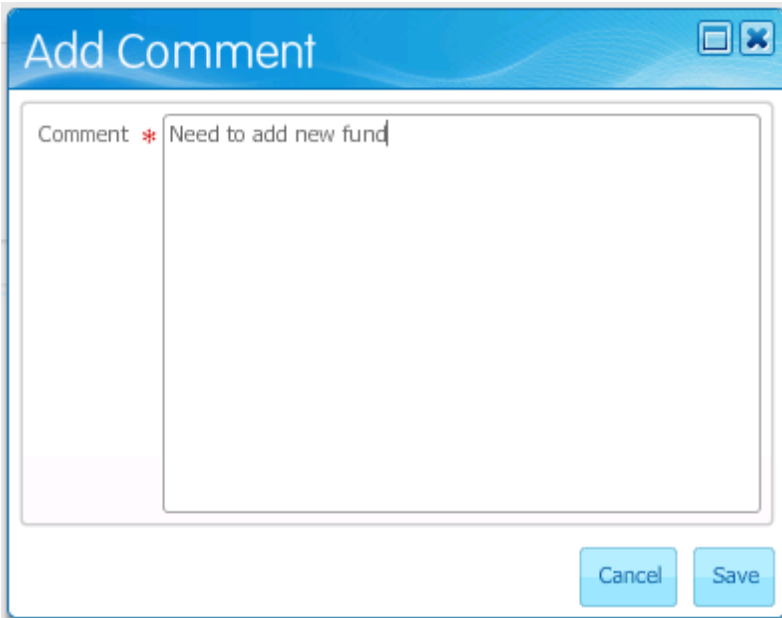
Training scenario

In this training scenario you will add a comment to the effort report stating the reasons for the changes to the effort report.

Steps

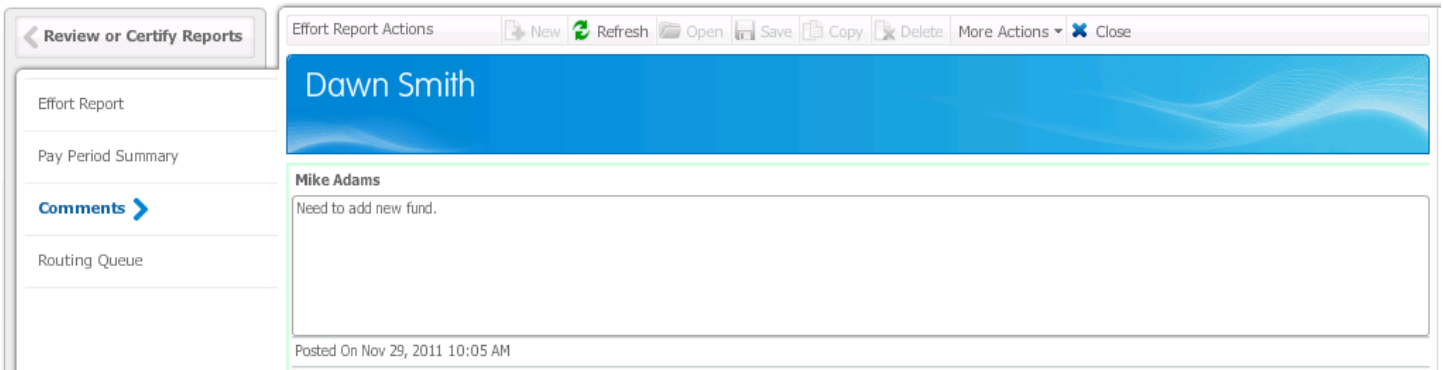
Follow these steps to add comments to an effort report.

1. Click the **Comments** link.
2. Click the **Add Comments** button Note: You can click the **More Actions** button in the menu and select **Add Comments** from the menu from any page in the Effort Certification Module.
3. Type a comment in the **Add Comment** field.



4. Click the **Save** button.

Note: The name and date of the person entering the comment is recorded on the Comments page.



In addition, in the Effort Reporting Overview panel, a notation is added indicating that a comment exists.



5. Click the **Close** icon to exit the report.

Notice that the Comment icon is present in the Comments column on the Review of Certify page. This indicates that a comment has been entered.

Certify My Effort

Effort Report Actions More Actions

Review or Certify Reports

Search by ID

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 163 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Q4 2011	Quater 4 2011	Smith	Dawn	A00010766	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	
B	Q4 2011	Quater 4 2011	Brown	Lisa	A00011888	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	

6. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Routing Queue

Introduction

The Effort Report Routing module contains information related to the routing queue that has been built for the effort certification report. An employee can review actions that are in process, complete, or pending for the effort report. The information displayed includes the queue member name, his/her role and current action to be performed. The data is sorted by function pre-review, certify (alternate certifier, graduate student certifier, and certifier - which is the employee), and then by post-reviewer. The people within those functions are sorted by last name in alphabetic order.

Note: The routing queue is built during the extract process, according to the rules defined by the institution on Effort and Labor Routing Queue form (NTRELRQ) and Effort and Labor Additional Queue Participants form, (NTRELAQ).

Routing Queue

The screenshot shows a web application interface for Effort Certification. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', and a 'Sign Out' link. The main content area is titled 'Effort Report Actions' and displays a list of actions for 'Kayla Landry'. The actions are:

- Cheryl Goe, Review, Pre-Reviewer: Reviewed (green checkmark), E-mail, Posted On December 17, 2009 at 10:29 AM by Ruth Green.
- Cheryl Goe, Alternate Certifier: Pending (yellow triangle), E-mail.
- Kayla Landry, Certify: Pending (yellow triangle), E-mail.
- Cheryl Goe, Review, Post-Reviewer: Pending (yellow triangle), E-mail.

On the right side, there is a 'Funding Chart' showing a pie chart with two segments: 48.82% (orange) and 51.18% (green). Below the chart, it says 'Proxy or Superuser' and 'You are acting as a Superuser'.

Training scenario

In this scenario, you will view the effort reports routing queue and the pending actions that should be taken.

Steps

Follow these steps to review the scheduled routing queue effort reports.

1. Click the **Routing Queue** link.
2. Review a list of the pending actions.
3. Click the **Close** icon to exit the effort report.
4. Click the **Sign Out** link to exit the Effort Certification module.

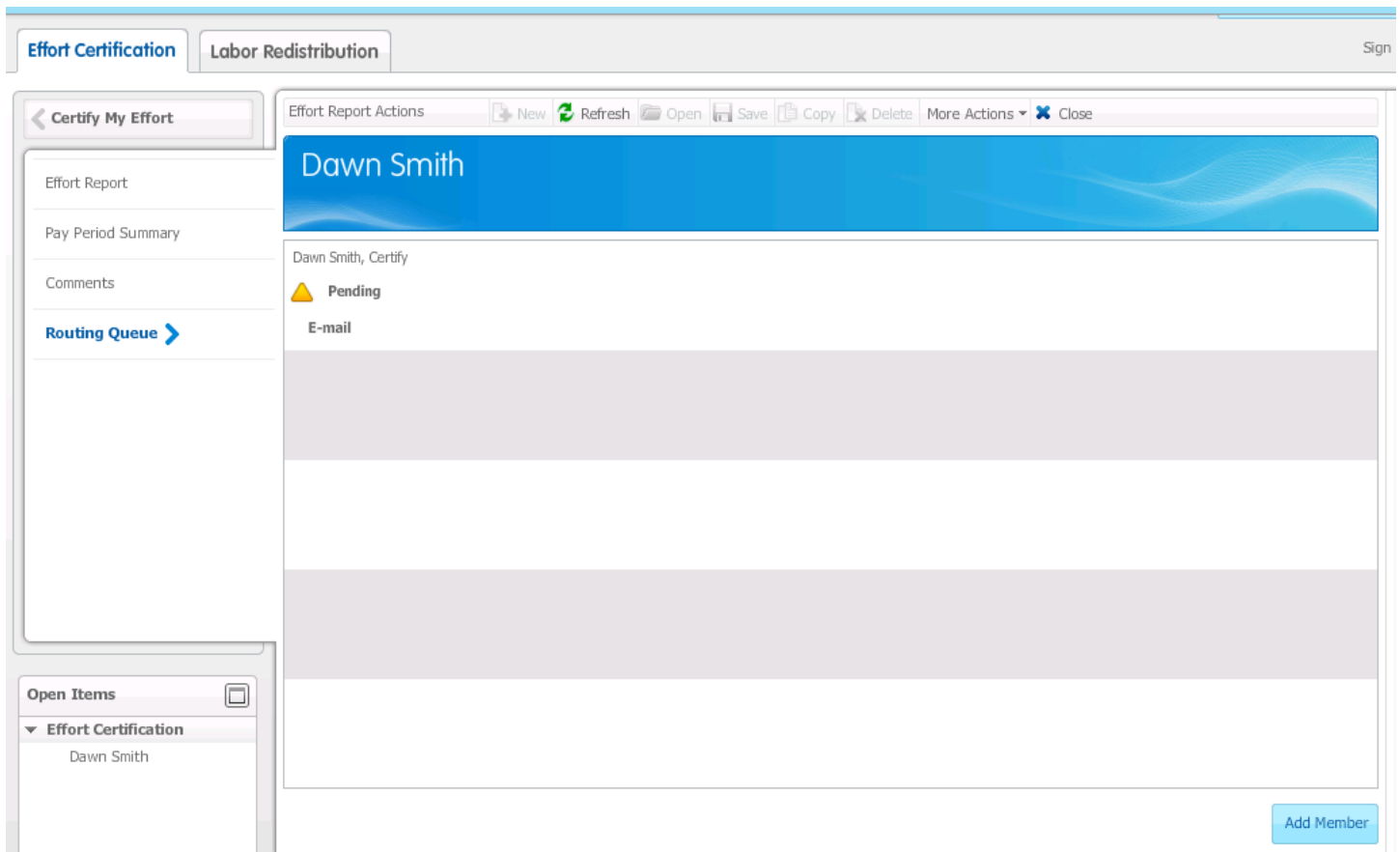
Adding a Member to the Routing Queue

Introduction

Administrative users can add new members to the routing queue. Once the report has reached the status of Awaiting Certification, only Alternate Certifiers, Graduate Student Certifiers, or Post-Reviewers may be added to the routing queue. The pre-review period has been completed, so no pre-reviewers may be added to the report. In the Effort Report Routing Queue view, click the **Add Member** button. This opens a new pop-up window where you can insert a new member into the routing queue. When you enter the last name, the system will search for names that match all or a portion of your entry.

Note: New members added to the routing queue must have a record on the Enterprise Access Controls Form (GOAEACC).

Routing Queue



The screenshot displays the 'Effort Certification' interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. Below the tabs is a navigation pane on the left with options: 'Certify My Effort', 'Effort Report', 'Pay Period Summary', 'Comments', 'Routing Queue' (highlighted with a blue arrow), and 'Open Items'. The 'Open Items' section shows a dropdown for 'Effort Certification' with 'Dawn Smith' listed below it. The main content area is titled 'Effort Report Actions' and includes a toolbar with icons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. The main content area displays a blue header for 'Dawn Smith' and a section titled 'Dawn Smith, Certify' with a yellow warning triangle and the status 'Pending'. Below this is an 'E-mail' field, which is currently empty. At the bottom right of the main content area, there is a blue 'Add Member' button.

Training scenario

In this scenario you will add a new member to the routing queue. You can only add a member to the queue if you are certifying as an Alternate or Graduate Student Certifier. If you are the employee you will not be able to add any new routing members to the queue.

Steps

Follow these steps to add a member to the routing queue.

1. Click the **Routing Queue** link.
2. Click the **Add Member** button.
3. Click the **Name** Look-up icon in the Name field and select a name in the Add New Member pop-up window.

The screenshot shows a dialog box titled "Add New Member". It contains three required fields, each marked with a red asterisk (*):

- Name:** A text input field containing "Brian Bell (BBell)".
- Role:** A dropdown menu currently set to "Alternate Certifier".
- Action:** A dropdown menu currently set to "Certify".

At the bottom right of the dialog are two buttons: "Cancel" and "Save".

4. Click the **Role** drop-down arrow and select an action. Note: You can select Alternate Certifier, Graduate Student Certifier, or Post- Reviewer. The role assignment determines the participant's order in the queue. Pre-reviewer actions occur before certification, certification before post-review, and so forth. You can assign a member more than one role, but each additional role requires a new participant entry.
5. Click the **Action** drop-down arrow and select an action.
6. Click the **Save** button to store changes.
7. Click the **Close** icon to exit the effort report.
8. Click the **Sign Out** link to exit the Effort Certification module.

SECTION IV

Post-Reviewing an Effort Report

- Post-Reviewing an Effort Report
- Requesting a Change to an Effort Report
- Adding New Funding
- Reviewing the Pay Period Summary
- Adding Comments
- Reviewing the Routing Queue
- Adding a Member to the Routing Queue
- Returning Allocations for Corrections

POST-REVIEWING AN EFFORT REPORT

Introduction

Use the **Effort Report** link to access the effort reports that are in your queue for post-review. During the post-review period, a post-reviewer can review or acknowledge certified effort reports. Post-reviewers can request a labor redistribution change to the effort report based on defined rules in the system. Any effort report that is changed must be re-certified by the Certifier.

If the action button on the report is **Acknowledge**, the user may optionally choose to acknowledge their work. If the action button is **Review**, the user must complete this mandatory action and before the report can be moved to a completed status and locked state.

Note: The post-review period and process is optional.

Effort Report

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Kayla Landry

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
2210 NSF	2110 Biology	1000 Direct	Direct	100

Total Sponsored Activity 100.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
------	--------------	-----------------	-------------	--------

Total Non Sponsored Activity 0.00%

Total 100.00%

Request Changes Review Add New Funding

Training scenario

In this scenario you are an administrator of a grant for an institution. You must complete the post-review process for the effort report that is due this week.

Steps

Follow these steps to either Review or Acknowledge an effort report in the post-review phase.

1. Access the **Review or Certify Reports** page.
2. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** to search.
3. The search results will display where the where the user exists in the queue.

4. Highlight the effort report whose status is **Certified** and click the **Open** icon.

Note: You can also double-click the pre-review report.

5. The Effort Report page will display.

6. Review the type and percentage of the effort charged to your activities, in the **Effort Report** view.

7. Click the **Review** or **Acknowledge** button when complete.

Note: If the action button on the report is **Acknowledge**, the user may optionally choose to acknowledge their work. If the action button is **Review**, the user must complete this mandatory action and before the report can move to a completed status in a locked state.

8. Click the **Close** icon to exit the report.

9. Click the **Sign Out** link to exit the Effort Report Module.

Requesting a Change to an Effort Report

Introduction

Use the **Request Changes** button to forward request to the appropriate labor redistribution initiator to change the certification report to the appropriate labor redistribution. Use the **Review** or **Certify Reports** view to access effort reports where you are in the routing queue. When necessary, navigate to the **Effort Report** view and request changes.

Note: The column shows the percent of effort spent on the task divided by the total effort for the reporting period; represented by the dollar amount paid and total charges on the changed report must equal to 100%. The system does not permit you to leave the page until your changes equal 100%.

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

Effort Report

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
B	Q042011	Quarter 04 20	Goe	Cheryl	A00010251	December 01,	January 31, 20	Certified	Unlocked
B	Q042011	Quarter 04 20	Landry	Kayla	A00010869	December 01,	January 31, 20	Certified	Unlocked

Training scenario

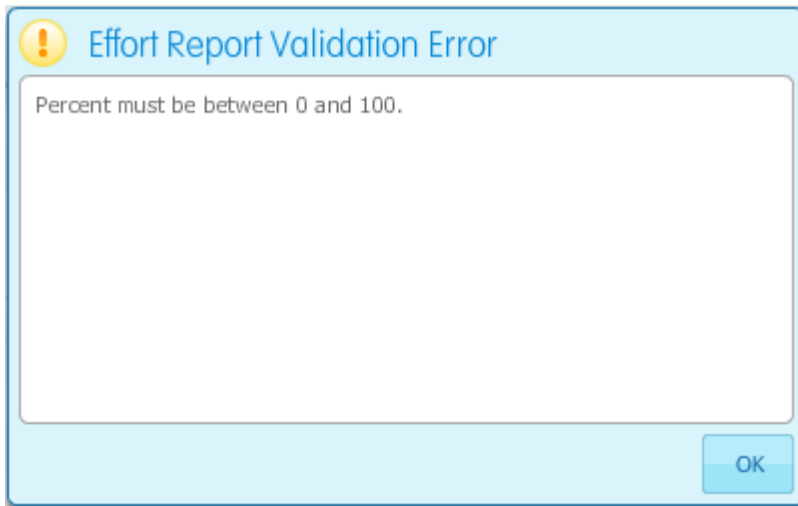
In this scenario you will make changes to effort report in the post-review phase.

Steps

Follow these steps to request a change to an effort report.

1. Access the **Review or Certify Reports** page.
2. Enter a user ID in the **Search by ID** field and press Enter or click the Arrow to search.
Note: The search results will display where the user exists in the queue.
3. Highlight the effort report whose status is **Certified** and click the **Open** icon.
4. Access the **Effort Report** view.

5. Enter or click the up/down arrows to increment the percentage and type a new percentage in the **Effort** column to change the effort report. Note: You can enter a 0 in the effort field, but you cannot delete a line of effort. Note: If the user puts a negative (-10) in the Percent field, a warning message will appear. The percentages you enter for all effort allocations must total to the amount of Allocable Effort. For example, if the total Allocable Effort is 25%, your entries must also total 25%.



9. Click the **Save** icon in tool bar to store any changes. The sidebar will change the status of the report to **Certified – Changes Saved**. Note: This is a preliminary save. To affect your requested detail changes, click **Request Changes** button, as described in the next step.

10. Click **Request Changes** button to open e-mail template.

11. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.

12. Click the **Send** button.

Note: This will route your request for a change to the appropriate individual or group authorized to change the report information. A subject line containing the text "Change Request" for, followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional email system is opened.

13. The Sidebar will change the state of the report to **Certified – Changes Submitted**.

14. Click the **Close** icon to exit the effort report.

15. Click the **Sign Out** link to exit the Effort Certification module.

Training scenario

In this scenario you to clear changes to the effort report in the post-review phase.

Steps

Follow these steps to clear a requested change to an effort report.

1. Access the Review or Certify Reports page.
2. Enter an ID in the **Search by ID** field and press **Enter** or click the **Arrow** to search.
3. The search results will display where the where the user exists in the queue.
4. Highlight the effort report whose status and state is **Certified – Changes Submitted** and click the **Open** icon.
5. Access the Effort Report view.
6. Click the **Clear Changes** button. Note: The system will ask, Are you sure you want to clear your changes?
7. Click the **Yes** button to request changes will be cleared. Note: Status and State of the report will move back to **Certified – Unlocked**.
8. Click the **Close** icon to exit the effort report.
9. Click the **Sign Out** link to exit the Effort Certification module.

Adding New Funding

Introduction

Use the **Add New Funding** button to add missing funding sources to an Effort Certification Report. Note: Remember, you cannot increase the payroll distributions paid to the employee. Funding additions will require labor redistributions in order to affect changes to the Effort Report.

Adding New Funding pop-up window

The screenshot shows the Effort Certification Report for Kayla Landry. The interface includes a navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' button. The main content area is divided into several sections:

- Review or Certify Reports:** A sidebar with options like 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'.
- Effort Report Actions:** A toolbar with buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'.
- Kayla Landry:** A header section for the employee's name.
- Sponsored:** A table showing sponsored activity with columns for Fund, Organization, Effort Category, Charge Type, and Effort. The total sponsored activity is 48.82%.
- Non Sponsored:** A table showing non-sponsored activity with the same columns. The total non-sponsored activity is 51.18%.
- Funding Chart:** A pie chart showing the distribution of activity: 48.82% (orange) and 51.18% (green).
- Proxy or Superuser:** A section indicating the user is acting as a Superuser.
- Buttons:** 'Request Changes', 'Review', and 'Add New Funding' buttons are located at the bottom right.

Fund	Organization	Effort Category	Charge Type	Effort
2210 NSF	2110 Biology	1000 Direct	Direct	48.82
Total Sponsored Activity 48.82%				
Fund	Organization	Effort Category	Charge Type	Effort
1010 General Funds	2110 Biology		Direct	51.18
Total Non Sponsored Activity 51.18%				
Total 100.00%				

Training scenario

In this scenario you will add additional funding from the College of Arts and Science to the effort report.

Steps

Follow these steps to add additional funds to an effort report.

1. In the Effort Report view, click the **Add New Funding** button.

Note: The Add New Funding window will open.

The 'Add New Funding' pop-up window contains the following fields and buttons:

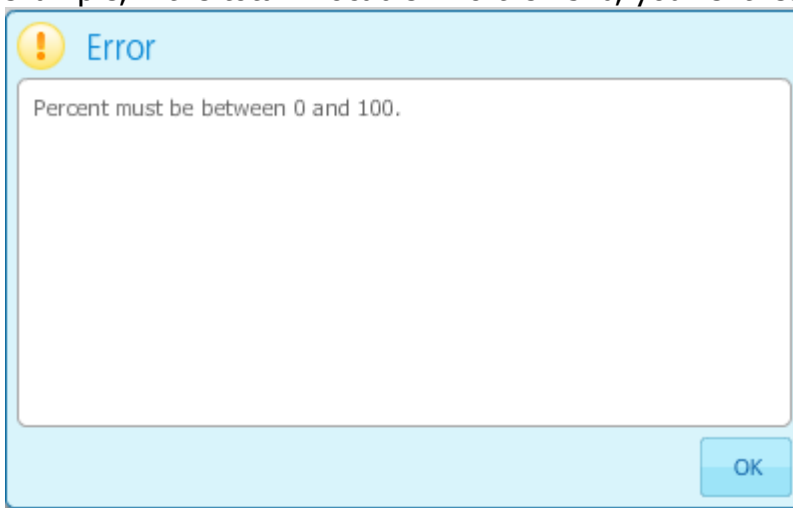
- Grant:** A text input field with a dropdown arrow.
- Fund:** A text input field with a dropdown arrow and a red asterisk indicating it is required.
- Organization:** A text input field with a dropdown arrow and a red asterisk indicating it is required.
- Effort:** A text input field with a red asterisk indicating it is required.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right.

2. Click the **Grant, Fund, or Organization Look Up icons** to add additional funding. Use the up/down arrows or type the new percentage and click the Save button to return to the Effort Report view.
Note: The system inserts the new information, and returns you to the effort report. Notice that the action button is disabled, letting you know that you must complete a change to the report before any remaining actions can occur.
3. Click the or **Look Up** icon, to select a value from the list.
4. Click on a value to highlight it and then click the **Select** button or you can double-click the item you want.

Note: If a list of values is long, you can filter the list to find the value that you want.

5. Enter a value in the **Percent** field.

6. Note: If the user puts a negative (-10) in the Effort field, a warning message will appear. The percentages you enter for all effort allocations must total to the amount of Allocable Effort. For example, if the total Allocable Effort is 25%, your entries must also total 25%.



7. Click the **Save** button to add the new funding back to the effort report.
8. Adjust an existing line, so that the report totals 100%.
9. Click on the **Save** icon on the toolbar. If the percentage total does not equal 100.00% you will be forced to fix that before you can click the Request Change button.
10. Click the **Request Change** button to open e-mail template.
11. Enter the e-mail address of the person you want to receive this e-mail and a personal message regarding the effort report change.
12. Click the **Send** button.

Note: This forwards the request to the individual that handles the labor redistributions. The individual responsible for the labor distribution changes the existing information.

You can click the **Cancel** button to cancel requested change. This will revert the report back to its original state, removing any funding entries and changes to the percentages.

A subject line containing the text **Change Request** for, followed by the name of the employee to whom this report belongs, "for Effort Certification period", followed by the description of the effort certification period of the report will be created when the institutional e-mail system is opened.

The Sidebar will change the state of the report to **Awaiting Review – Changes Submitted**.

13. Click the **Close** icon to exit the effort report.

14. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Pay Period Summary

Introduction

Use the Pay Period Summary to access information for each pay event included in the effort report. Use the vertical scroll bar to navigate through the pay events.

Pay Period Summary

The screenshot displays a web application interface for reviewing effort reports. At the top, there are tabs for "Effort Certification" and "Labor Redistribution", and a "Sign Out" button. The main content area is titled "Kayla Landry" and shows a "Monthly 7 2011" report for the period July 01, 2011 - July 31, 2011. A table lists the following data:

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Perce
2110 Biology	2221 Study of Brai	2210 NSF	1000 Direct	100	100

On the left, there is a sidebar with "Review or Certify Reports" and "Pay Period Summary" (selected). Below it are sections for "Open Items" and "Effort Certification" listing "Kayla Landry". On the right, there is an "Effort Report Overview" section showing "Report Status" as "Certified - Unlocked" and "Dates" as "Oct 15, 2011 - Nov 14, 2011". Below that is a "Funding Chart" showing a 100% orange circle, and a "Proxy or Superuser" section.

Adding Comments

Introduction

Any member of the effort reporting routing queue can add comments to an effort report. Once you add and save comments, you can't delete or update them. They will be displayed in a reverse chronological order, with the most recent appearing first on the list. Note: You can add up to 4000 characters of free-form text.

Comments

The screenshot displays the Banner Effort Certification web application. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. The main content area is titled 'Patricia De Vita' and contains a large empty text field for adding comments. A toolbar at the top of the main area includes buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. On the left side, there is a navigation menu with options: 'Certify My Effort', 'Effort Report', 'Pay Period Summary', 'Comments' (highlighted with a blue arrow), and 'Routing Queue'. Below the navigation menu is an 'Open Items' section showing a dropdown for 'Effort Certification' with 'Patricia De Vita' listed underneath. At the bottom right of the main content area, there is a blue 'Add Comment' button. The footer of the page includes the 'SUNGARD HIGHER EDUCATION' logo and the text 'Banner Effort Certification (Version 1)'.

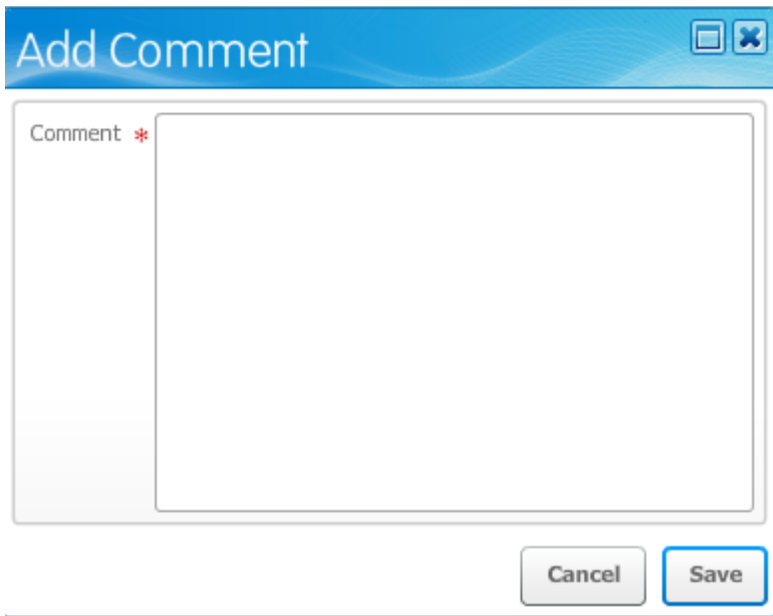
Training scenario

In this training scenario you will add a comment to the effort report stating the reasons for the changes to the effort report.

Steps

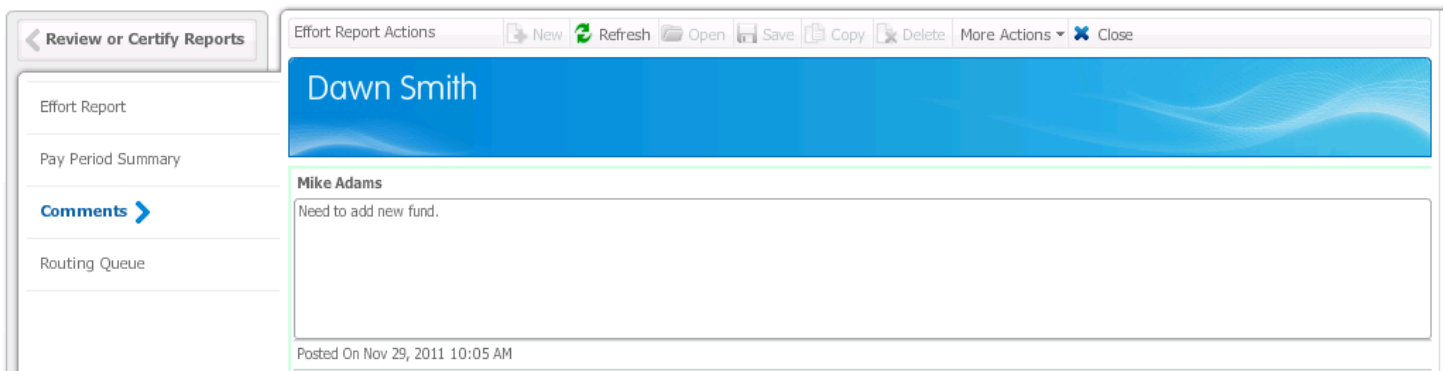
Follow these steps to add comments to an effort report.

1. Click the **Comments** link.
2. Click the **Add Comments** button Note: You can click the **More Actions** button in the menu and select **Add Comments** for the menu, from any page in the Effort Certification module.
3. Type a comment in the **Add Comment** field.



4. Click the **Save** button.

Note: The name and date of the person entering the comment is recorded on the Comments page.



In addition, in the Effort Reporting Overview panel, a notation is added indicating that a comment exists.



5. Click the **Close** icon to exit the report.

Notice that the Comment icon is present in the Comments column on the Review of Certify page. This indicates that a comment has been entered.

Certify My Effort

Effort Report Actions More Actions

Review or Certify Reports

Search by ID

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 163 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Q4 2011	Quarter 4 2011	Smith	Dawn	A00010766	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	
B	Q4 2011	Quarter 4 2011	Brown	Lisa	A00011888	October 01, 2011	December 31, 201	Awaiting Certificat	Unlocked	

6. Click the **Sign Out** link to exit the Effort Certification module.

Reviewing the Routing Queue

Introduction

The Effort Report Routing module contains information related to the routing queue that has been built for the effort certification report. An employee can review actions that complete or pending for the effort report. The information displayed includes the queue member name, his/her role and current action to be performed. The data is sorted by function pre-review, certify (alternate certifier, graduate student certifier, and certifier - which is the employee), and then by post-reviewer. The people within those functions are sorted by last name in alphabetic order.

Note: The routing queue is built during the extract process, according to the rules defined by the institution on Effort and Labor Routing Queue form (NTRELRQ) and Effort and Labor Additional Queue Participants form, (NTRELAQ).

Routing Queue

The screenshot displays the 'Effort Report Routing Queue' interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' link and a 'Help' icon. The main content area is titled 'Effort Report Actions' and shows a list of actions for 'Kayla Landry'. The actions are:

- Reviewed** (green checkmark): Judith Cush, Review, Pre-Reviewer. E-mail | Posted On November 18, 2011 at 11:39 AM by Judith Cush.
- Certified** (green checkmark): Kayla Landry, Certify. E-mail | Posted On November 18, 2011 at 12:06 PM by Judith Cush.
- Pending** (yellow triangle): Judith Cush, Review, Post-Reviewer. E-mail.

The right sidebar contains a 'Funding Chart' showing a 100% completion rate with a blue circle. Below it, the 'Proxy or Superuser' status is shown as 'You are acting as a Superuser'. An 'Add Member' button is located at the bottom right of the main content area.

Steps

Follow these steps to review the scheduled routing queue effort reports.

1. Click the **Routing Queue** link.
2. Review actions.
3. Click the **Close** icon to exit the effort report.
4. Click the **Sign Out** link to exit the effort certification.

Adding a Member to the Routing Queue

Introduction

In the Effort Report Routing Queue page, an administrative user can click the **Add Member** button. This opens a new pop-up window where you can select a new member to add to the routing queue. When you enter the last name, the system will search for names that match all or a portion of your entry.

The system will take into account the current status of the report and limit the available roles based on that information. For example, if the report is Certified, the roles will be limited to Post-Review. The system knows the report is out of the pre-review and certify phases and will not allow the insertion of a pre-reviewer or certifier.

Note: New members added to the routing queue must have a record on the Enterprise Access Controls Form (GOAEACC).

Routing Queue

The screenshot displays the 'Effort Certification' tab in a web application. The main content area shows a list of actions for 'Kayla Landry'. The actions are:

- Judith Cush, Review, Pre-Reviewer**
 - ✓ **Reviewed**
 - E-mail | Posted On November 18, 2011 at 11:39 AM by Judith Cush
- Kayla Landry, Certify**
 - ✓ **Certified**
 - E-mail | Posted On November 18, 2011 at 12:06 PM by Judith Cush
- Judith Cush, Review, Post-Reviewer**
 - ⚠ **Pending**
 - E-mail

An 'Add Member' button is visible at the bottom right of the interface.

Training scenario

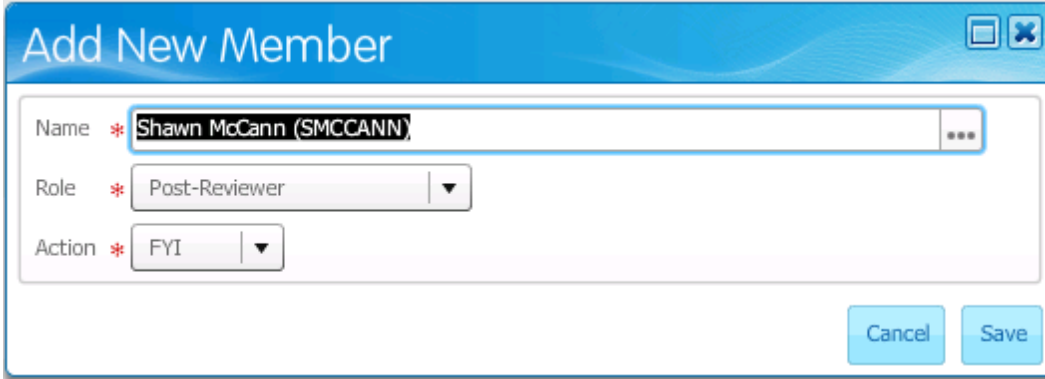
In this scenario you will view the effort reports that are in the routing queue and the actions that should to be taken.

Steps

Follow these steps to add a member to the routing queue.

1. Click the **Routing Queue** link.

2. Click the **Add Member** button.
3. Click the **Name Look Up icon** and select a name in the **Add New Member** pop-up window.



© SunGard 2009-2011 Effort Reporting Page 161 Training scenario Training scenario Training scenario

Training scenario

In this scenario you will view the effort reports that are in the routing queue and the actions that should to be taken.

Steps

Follow these steps to add a member to the routing queue.

1. Click the **Routing Queue** link.
2. Click the **Add Member** button.
3. Click the **Name Look Up icon** and select a name in the **Add New Member** pop-up window.
4. Select a role in the **Role** field.

Note: You can select Pre-Reviewer, Alternate Certifier, Graduate Student, or Post- Reviewer. The role assignment determines the participant's order in the queue. Pre-reviewer actions occur before certification, certification before post-review, and so forth. You can assign a member more than one role, but each additional role requires a new participant entry.

5. Select an action in the **Action** field.
6. Click the **Save** button to store changes.
7. Click the **Close** icon to exit the effort report.
8. Click the **Sign Out** link to exit the Effort Certification module.

SECTION V

Proxies

Add or Remove a Proxy

Act as an Effort Certification Proxy

Acting as a Superuser of Proxy for Superuser

Locking or Unlocking an Effort Report

Add or Remove a Proxy

Introduction

Use the **Effort Certification Proxy or Superuser page** to add or remove an effort certification proxy. This page is developed for administrative users of effort reporting.

The link will be available to all people who have a record on the Enterprise Access Form (GOAEACC) and are identified in a routing queue or are Effort Certification Superusers.

Note: Proxies can be added or removed via the Electronic Approvals Form (NTRPROX) under the Other Modules tab, with a Module Type of Effort.

Proxy or Superuser

The screenshot shows a web application interface for managing proxies and superusers. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', with 'Sign Out' and 'Help' links on the right. The main content area is titled 'Proxy or Superuser' and contains three sections: 'Superuser', 'Proxy', and 'Update Proxy'. The 'Superuser' section has a checkbox for 'Act as an Effort Certification Superuser'. The 'Proxy' section has a dropdown menu for 'Act as Proxy For' with 'Self, RGROSSBA' selected. The 'Update Proxy' section is a table with columns for 'Person Name' and 'Remove'. The table contains one entry: 'Allison Brown, ABADUM' with a 'Remove' checkbox. At the bottom right, there are 'Add Proxy' and 'Save' buttons. A left sidebar contains navigation links: 'Certify My Effort', 'Review or Certify Reports', and 'Proxy or Superuser' (which is highlighted with a blue arrow). Below the sidebar is an 'Open Items' section with a small icon.

Training scenario

In this scenario, you will add a specific employee as a new proxy.

Steps

Follow these steps to add proxy users.

1. Access the Proxy or Superuser page.
2. Click the **Add Proxy** button.
3. Select the proxy from the drop-down list.
4. Click the **Save** button.

5. Repeat steps 1 through 4 and add another proxy.

Note: The result is that the user has just added two proxies.

Training scenario

In this scenario, you will remove a specific employee as a new proxy.

Steps

Follow these steps to remove proxy users.

1. Access the Proxy or Superuser page.
2. Check the **Remove** check box to remove a proxy.
3. Click the **Save** button.

Note: The result is the first proxy has been removed.

Act as an Effort Certification Proxy

Introduction

Use the **Effort Certification Proxy or Superuser** page to establish proxies for yourself act as a proxy for another person or act as an Effort Certification Superuser. An effort certification proxy can act on behalf of another administrator in that person's absence.

If the user is acting as a proxy the list will contain all effort reports where the proxy user is in the queue.

Proxy or Superuser

The screenshot shows the 'Proxy or Superuser' interface. The sidebar on the left includes 'Certify My Effort', 'Review or Certify Reports', and 'Proxy or Superuser'. The main area features a toolbar with 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. The 'Proxy or Superuser' section includes a 'Superuser' checkbox, a 'Proxy' dropdown menu, and an 'Update Proxy' table. The table lists 'Allison Brown, ABADUM' with a 'Remove' checkbox. 'Add Proxy' and 'Save' buttons are at the bottom right.

Training scenario

In this scenario you will act as a proxy for another employee.

Steps

Follow steps to act as a proxy for an effort report.

1. Access the Proxy or Superuser view.
2. Select the individual from the **Act as Proxy** drop-down list, the default is Self.

Note: When you choose to act as a proxy for another administrator, the sidebar displays whether you are acting as a Superuser, a proxy, or as both. You can collapse the sidebar to hide all but the title, or expand it with the down arrow.

3. Click the **Review or Certify Reports** link, and execute a search to return a list of effort reports for employees' who meet the desired search criteria.

Note: If the user is acting as a proxy the Review or Certify page will contain all effort reports where the proxy user is in the queue.

Acting as a Superuser or Proxy for Superuser

Introduction

Use the Effort Report Proxy or Superuser page to define yourself as a Superuser for the purpose of effort certification for this session.

A Superuser can act on any certification report, for any action in the queue. The Superuser can certify the report on behalf of the certifier, or mark off the mandatory Review or Post- Review actions. The Superuser is also responsible for unlocking locked effort reports.

If the user is a Superuser, when accessing the Review or Certify page, the search results will contain all effort reports to view or act upon.

Note: The Institutional Rules Form (NTRINST) provides the ability for an institution to define if proxy users can assume Superuser capabilities for either the Effort Certification or Labor Redistribution modules. If the check box is checked then a proxy can assume the original user's Superuser status.

Proxy or Superuser

The screenshot shows a web application interface for managing user roles. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. The 'Effort Certification' tab is selected. The main content area is titled 'Proxy or Superuser' and contains three sections: 'Superuser' with a checked checkbox 'Act as an Effort Certification Superuser', 'Proxy' with a dropdown menu set to 'Self, RGROSSBA', and 'Update Proxy' with a table listing 'Allison Brown, ABADUM' and 'Judith Cushman, JCUSH' with 'Remove' checkboxes. There are 'Add Proxy' and 'Save' buttons at the bottom right. A sidebar on the left has 'Open Items' and a 'Proxy or Superuser' link. A top navigation bar includes 'Sign Out' and a 'Help' dropdown.

Training scenario

In this scenario, you will set yourself as a superuser for the session.

Steps

Follow these steps to act as a superuser.

1. Access the Proxy or Superuser page.
2. Check the **Act as an Effort Certification Superuser** check box. Note: This gives you authority for all effort certification reports. When you choose to act as a Superuser, or as a proxy, the information displays in the **Proxy or Superuser** sidebar.
3. Click the **Review or Certify Reports** link, and execute a search to return a list of effort reports for employees' who meet the desired search criteria.

Note: If the user is acting as a superuser the Review or Certify page will contain all effort reports.

Training scenario

In this scenario, you will set yourself as a proxy for a superuser for the session.

Steps

Follow these steps to act as a proxy for a Superuser.

1. Access the Proxy or Superuser page.
2. Select the individual from the **Act as Proxy** drop-down list to act as a proxy for a Superuser.

Note: The **Act as an Effort Certification Superuser** check box is enabled.

3. Check the **Act as an Effort Certification Superuser** check box. Note: This gives you authority for all effort certification reports. When you choose to act as a Superuser, or as a proxy, the information displays in the **Proxy or Superuser** sidebar.

4. Click the **Review or Certify Reports** link, and execute a search to return a list of effort reports for employees' who meet the desired search criteria.

Note: If the user is acting as a proxy superuser the Review or Certify Reports page will contain all effort reports.

5. Click the **Sign Out** link to exit the Effort Certification module.

Locking or Unlocking an Effort Report

Introduction

As an administrator in the effort certification process, you can access the **Review or Certify Reports** page to display the effort reports of employees in your routing queue to review or certify. There you can select a single certification report from a group of reports to view or act upon.

As a Superuser, you can use the Unlocked/Locked toggle to unlock a previously completed certification report. Once you initiate subsequent pay transactions or labor redistribution transactions, you must process the report through the routing queue again to complete and re-lock the report.

Review or Certify Reports

The screenshot displays the 'Review or Certify Reports' interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' button and a 'Help' icon. The main area features a search bar with 'Search by ID' and a search description 'Status = COMPLETED'. Below the search bar is an 'Advanced Search' dropdown. The table below shows two rows of effort reports. The second row is highlighted, and its 'Unlocked/Lo' column has a dropdown menu open showing 'Locked' and 'Unlocked' options.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q042010	Quarter 04 21	Burke	Amanda	A00010993	August 25, 21	September 31	Completed	Locked	
B	Q032010	Quarter 03 21	Burke	Matthew	A00010995	December 01	December 15	Completed	Locked	

Training scenario

As an administrator, in this scenario, you will unlock an effort report.

Steps

Follow these steps to unlock an effort report.

1. Access the Proxy or Superuser page.
2. Check the **Act as an Effort Certification Superuser** check box.
3. Access the Review or Certify Reports page.
4. Enter advanced search criteria to select effort reports that are in a "Locked" state.

Note: The system will return a list of all effort reports that are in a locked state.

5. Select an effort report from the list by highlighting the line in the list.

6. As a Superuser, click the **Unlocked/Locked** toggle. Note: Any pay event in an unlocked report is eligible for changes or labor redistributions.

7. Click the **Open** icon.
8. The Add Comment pop-up window will display.
9. Type comments in **Comments** field.
10. Click the **Save** button.
11. Click the **Sign Out** link to exit the Effort Certification module.

EFFORT CERTIFICATION TERMINOLOGY

TERM	DEFINITION
Certification	This main process includes the distribution and certification of effort reports to designated Certifiers. This process will be set-up based on institution defined Certification Rules. Labor redistributions can happen during this process.
Certification Period	The timeframe of data that is displayed to the Pre-Reviewer, Certifier, and Post-Reviewer. The Certifier will review and certify the effort within that Certification period. Institution defined rules dictate what factors are included in the Certification Period
Certifier	Certifies generated effort reports. This person could be the employee, the PI, or someone else that has direct knowledge of the work performed. Certifiers can initiate or request a labor redistribution change to the effort report based on defined rules in the system. They can also make other changes as needed (i.e. change to percentage of effort).
Cost Sharing	Funding for research is shared among the sponsor and the university.
Labor Redistribution	Within Banner, the Labor Redistribution Form, (PHAREDS) includes functionality for institutions to redistribute FOAPAL components on previous pay events. Sometimes these redistributions can affect grant related funds and sometimes they do not.
Labor Redistribution Approver	Requests or make changes to FOAPAL components on the Labor Redistribution Form, (PHAREDS). These types of individuals come into play in two separate processes. First of all, they will be the individuals who, after approving labor redistributions, will return the effort report back to the Certifier for re-certification (if rules require it). Secondly, they have final approval for non-grant related labor redistributions.
Non-Sponsored Project	Research conducted departmentally without sponsor funding.
Online Effort Certification Report	This self-service display of information is the product of Certification Rules set up within the system by the institution. Pre-Reviewers, Certifiers, and Post-Reviewers will review and/or make changes to the reports within self-service. We will be building this functionality into the system.
Post Review	This process will allow an institution to review certified effort reports as necessary for additional changes that may have come about after original certification. Labor redistributions can happen during this process.
Post-Reviewer	Reviews the certified effort reports. Post-Reviewers can initiate or request a labor redistribution change to the effort report based on defined rules in the system. Any effort report that is changed must be re-certified by the Certifier. The Post-Review process is optional.
Pre-Review	This optional process does not include certification rights, but allows for pro-active changes to the effort reports by administrative staff prior to notifying employees that their effort reports are available for review and certification. Labor redistributions can happen during this process.
Pre-Reviewer	Reviews generated effort reports prior to notifying employees they need to certify their effort. This role does not certify the effort reports. Pre-Reviewers can initiate or request labor redistribution changes to the effort reports based on defined rules in the system. The Pre-Review process is optional.
Sponsor	Someone who provides the funding for research.
Sponsored Projects	Research funded by a sponsor.