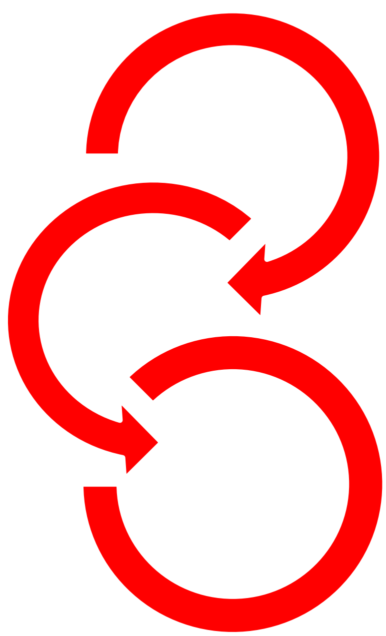
THE UNIVERSITY OF TOLEDO
1872

Grants Accounting

Effort Certification



EffortReport@utoledo.edu

Contents`

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

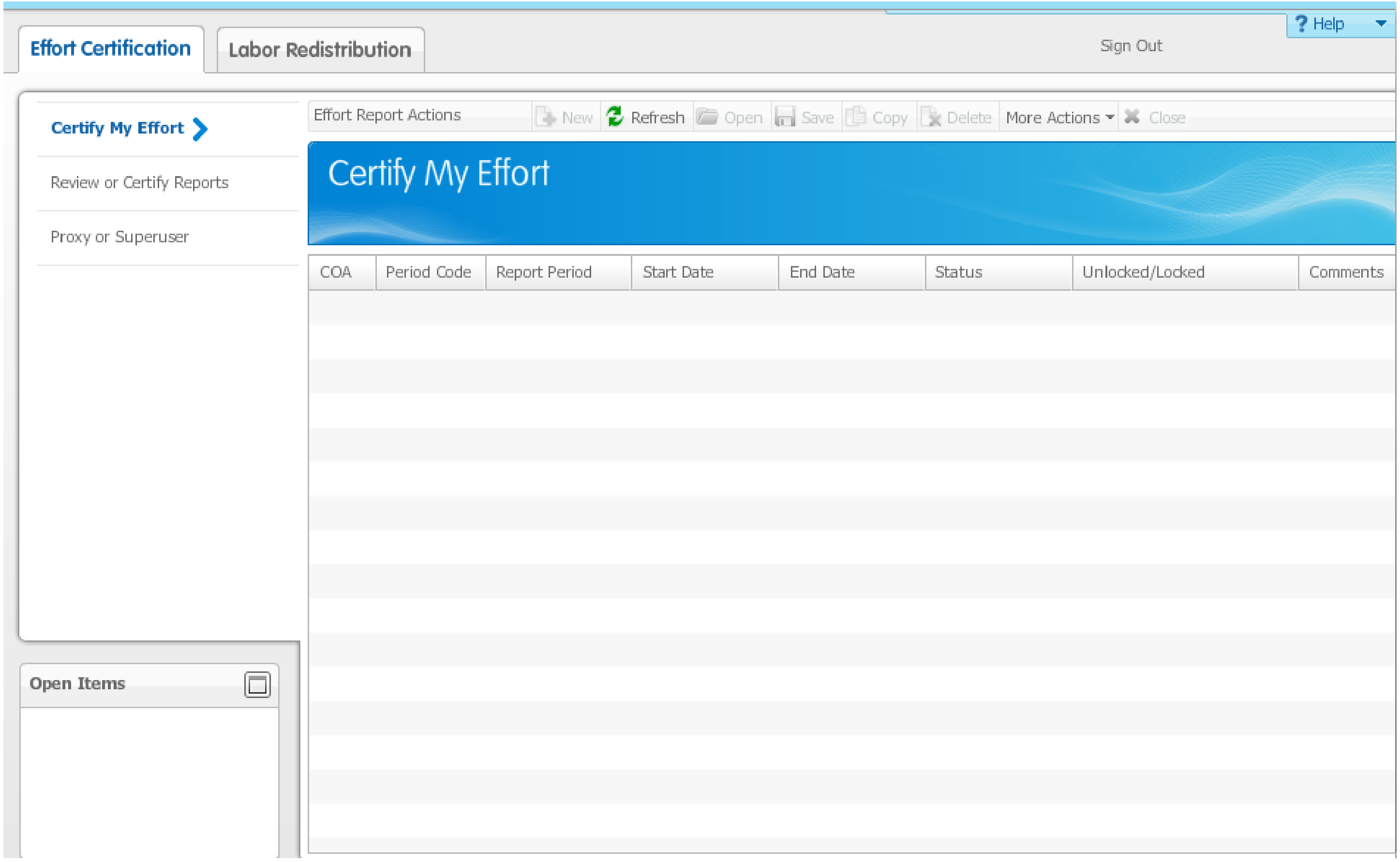
DAY-TO-DAY OPERATIONS – EMPLOYEE SELF-SERVICE

Accessing Banner Effort Reporting

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



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.

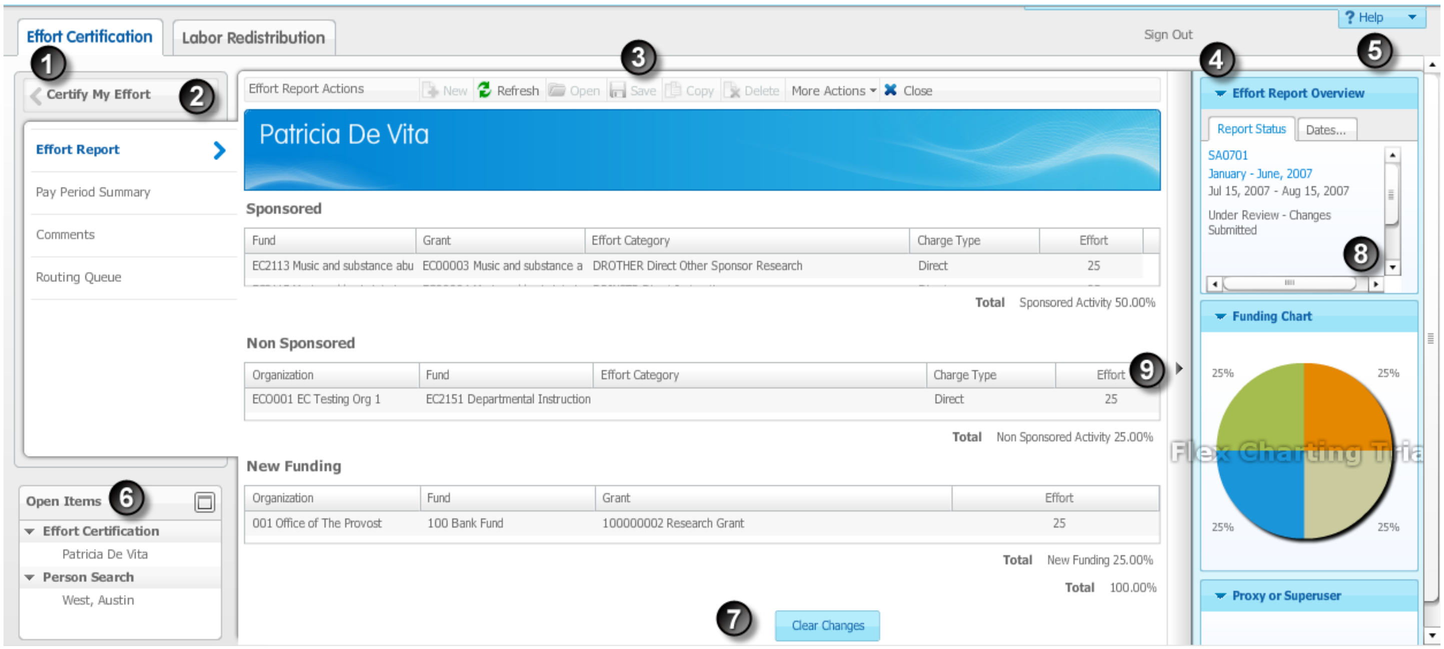
4. The **Effort Certification** module will display the Certify My Effort page.

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

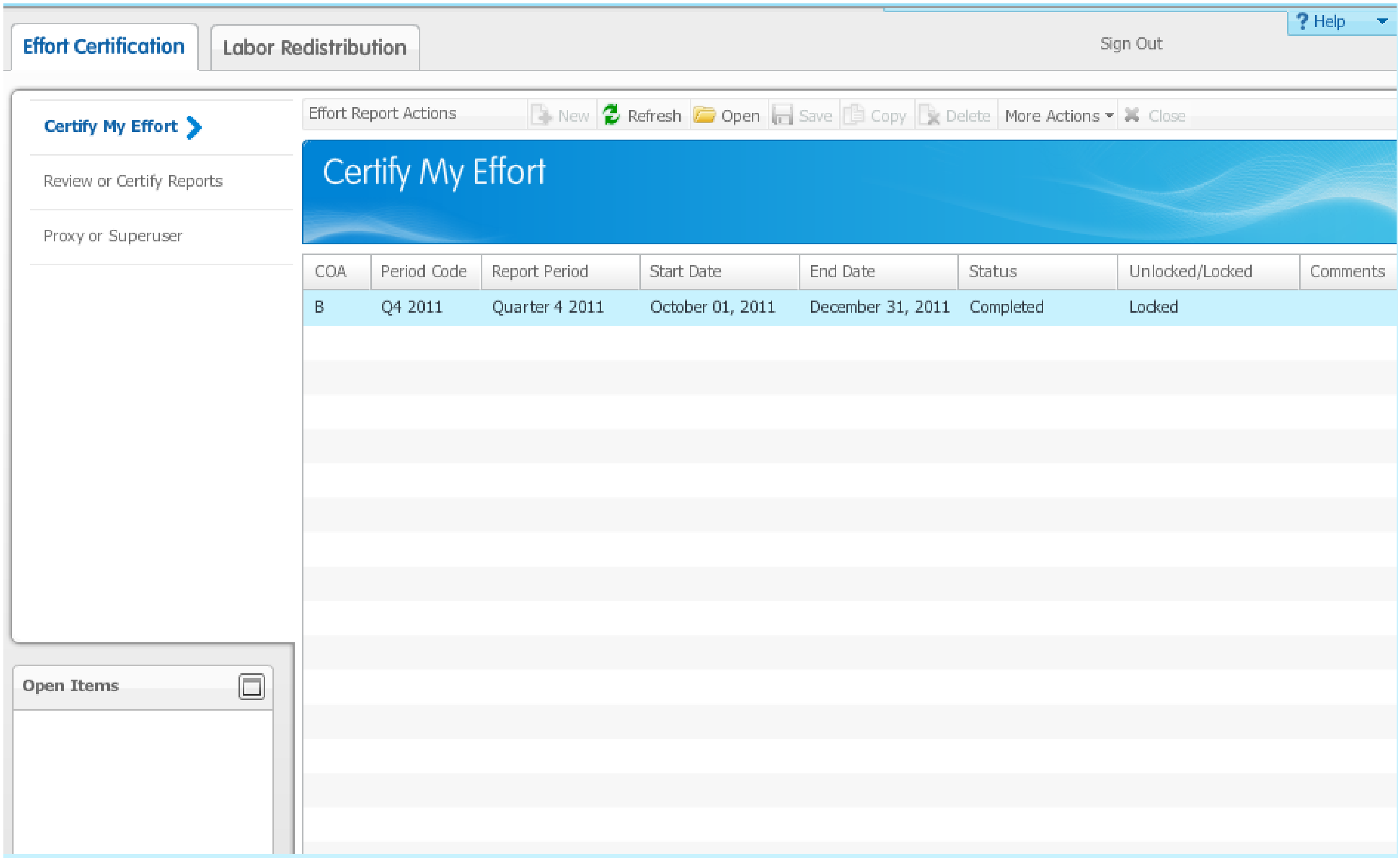
		what is open during the current session. You can click on any item to view it. It can act as a toggle if you are viewing multiple effort reports and want to return to a previous one.
7	Buttons	Context-specific buttons can appear below the main workspace window if applicable.
8	Scroll bars	If more information 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



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.

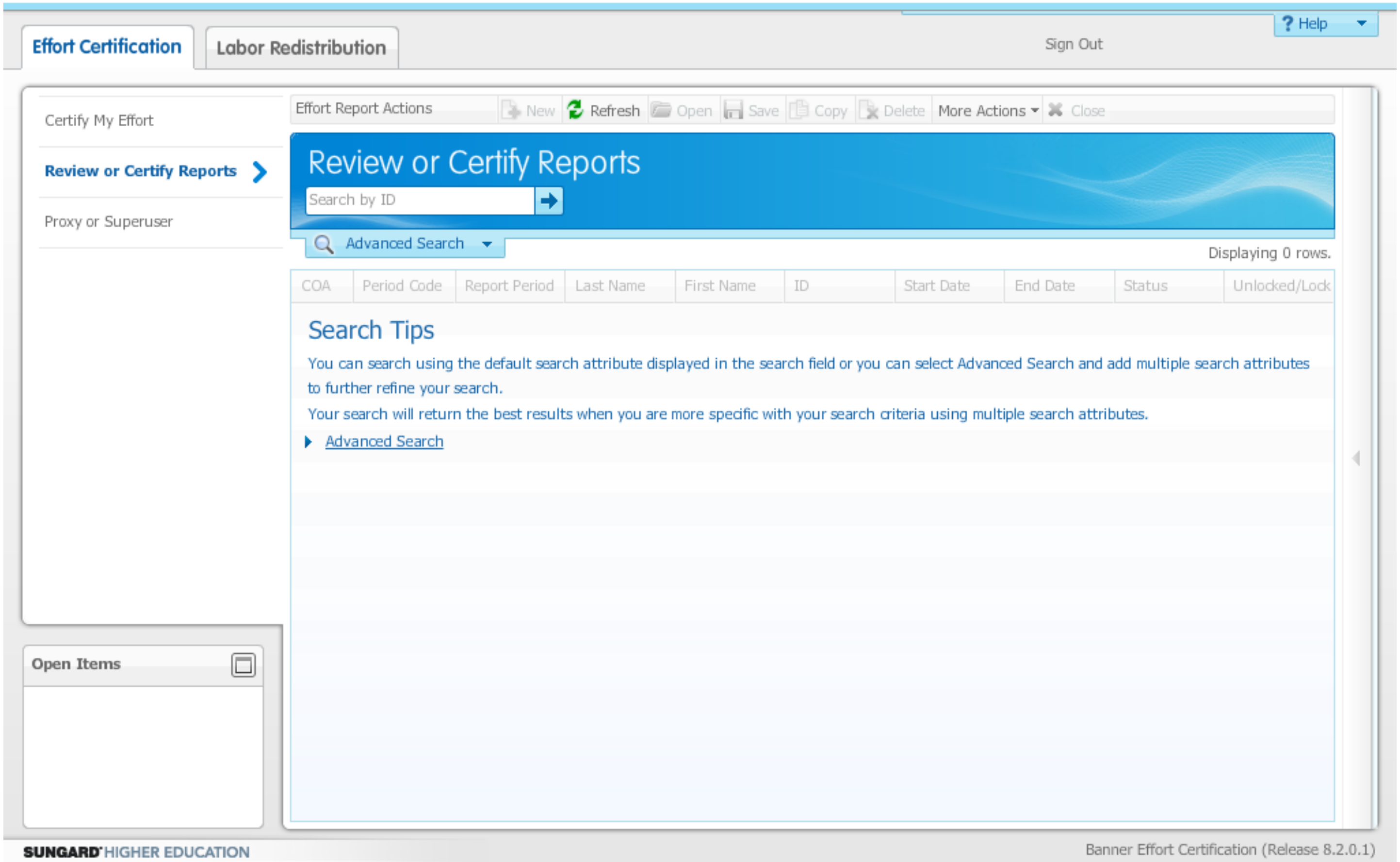
6. Click the **Close** icon to exit the report.

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



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.

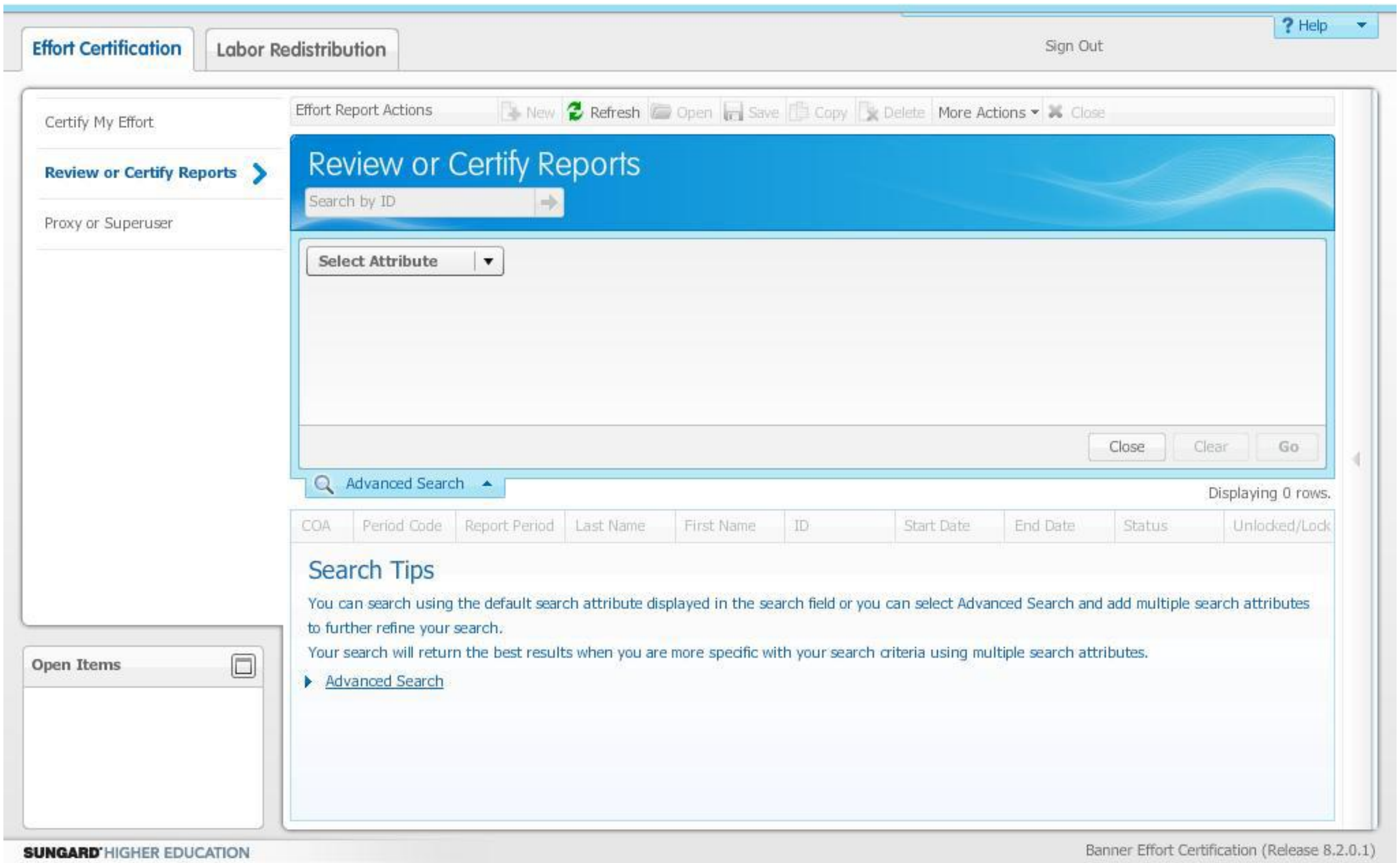
Note: You can also double-click the effort report.

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



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.

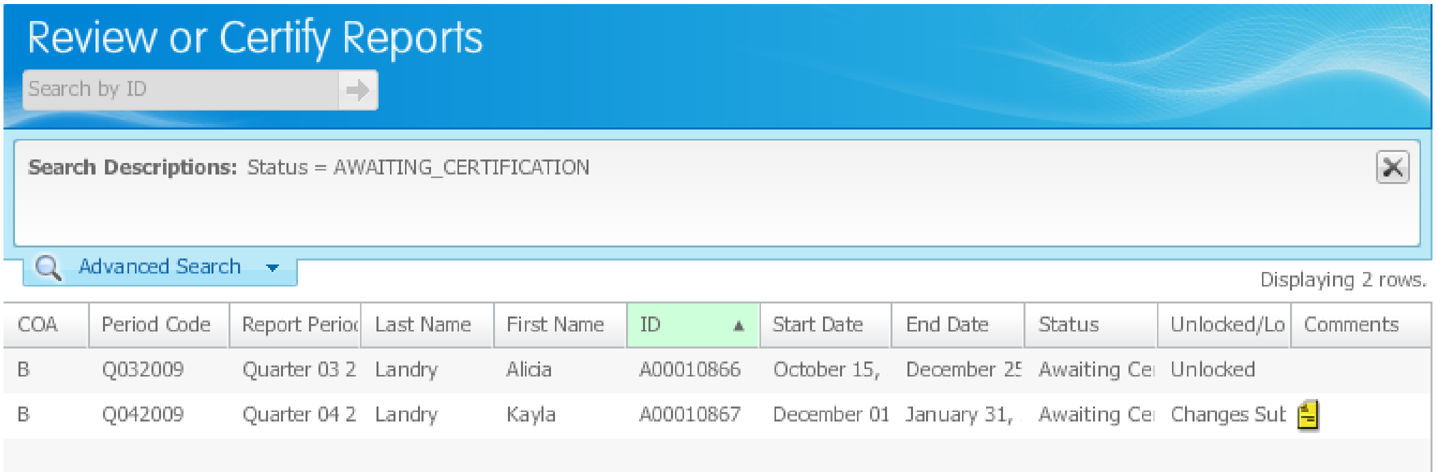
8. Highlight the line and click the **Open** icon.

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.



Steps

Follow these steps to sort a column.

1. Click on the column name that you want to sort.

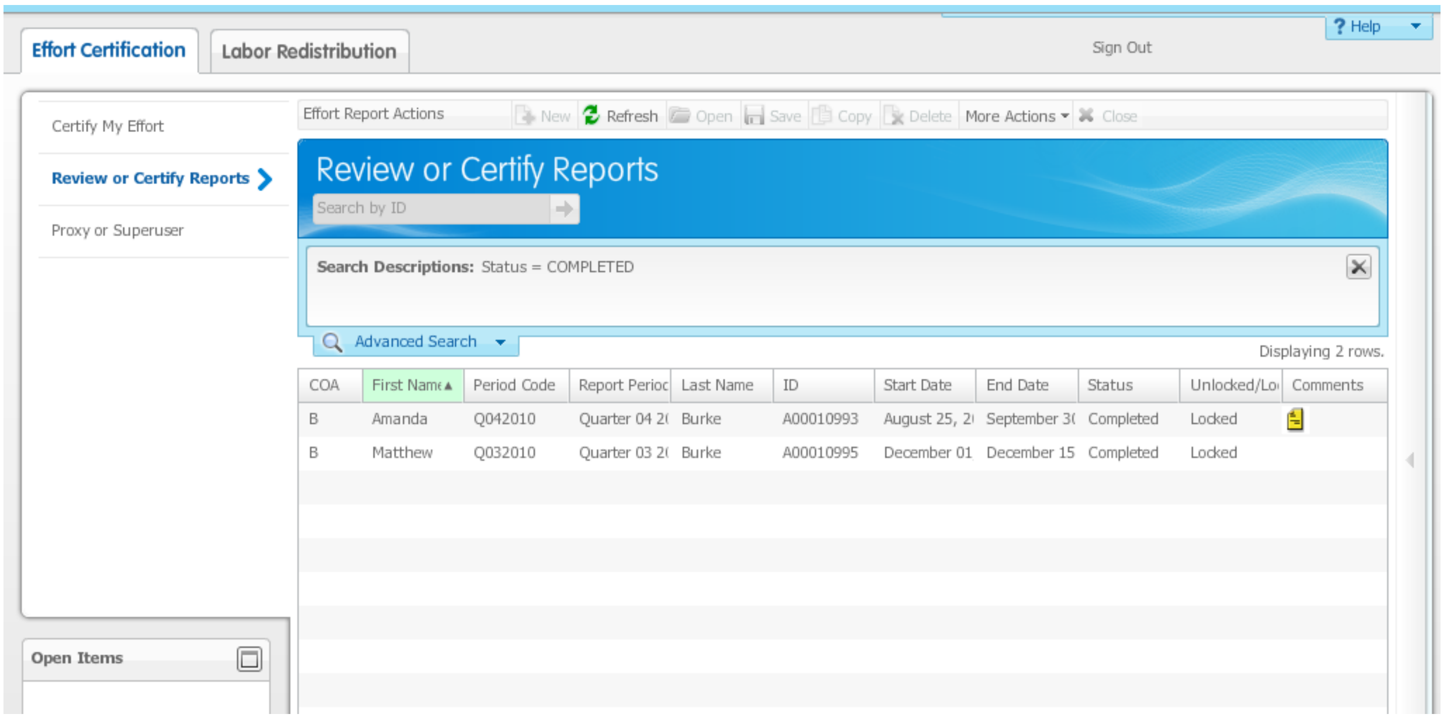
2. Click on the column name again to reverse the sort order.

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.



Steps

Follow these steps to reorder a column.

1. Click on the column that you want to move.

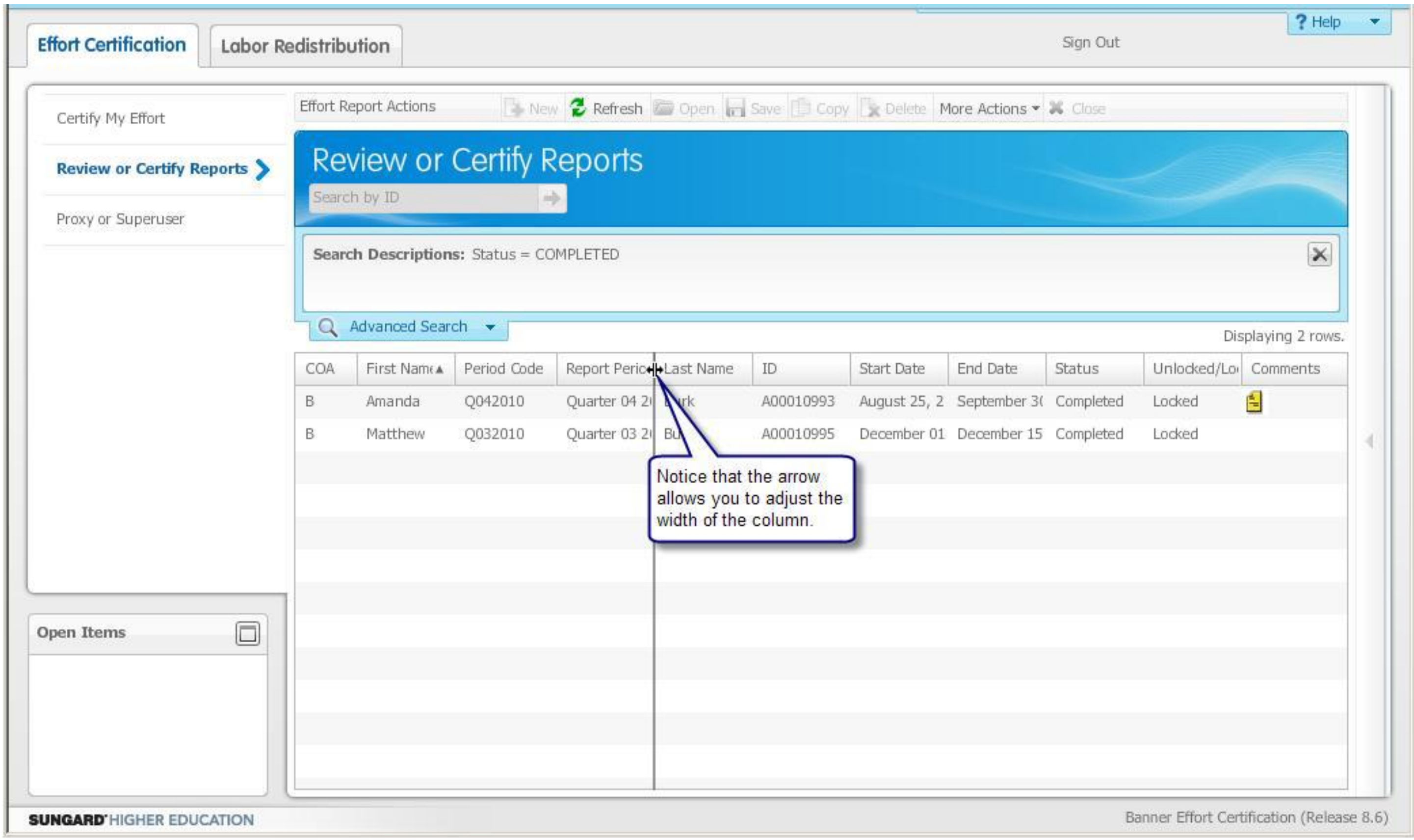
2. While holding down the left mouse button, move the column to its new location.

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.



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

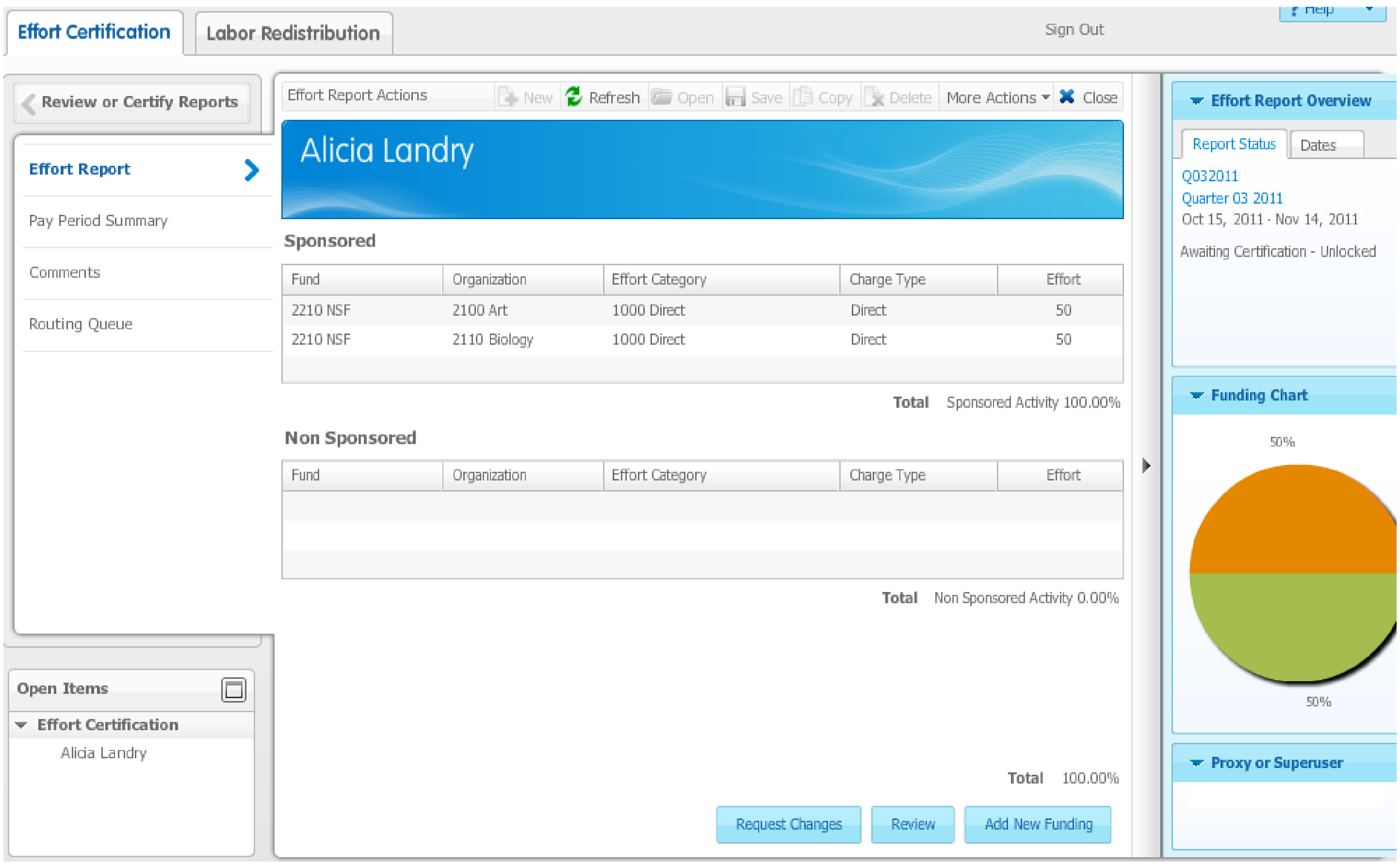
Introduction

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



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

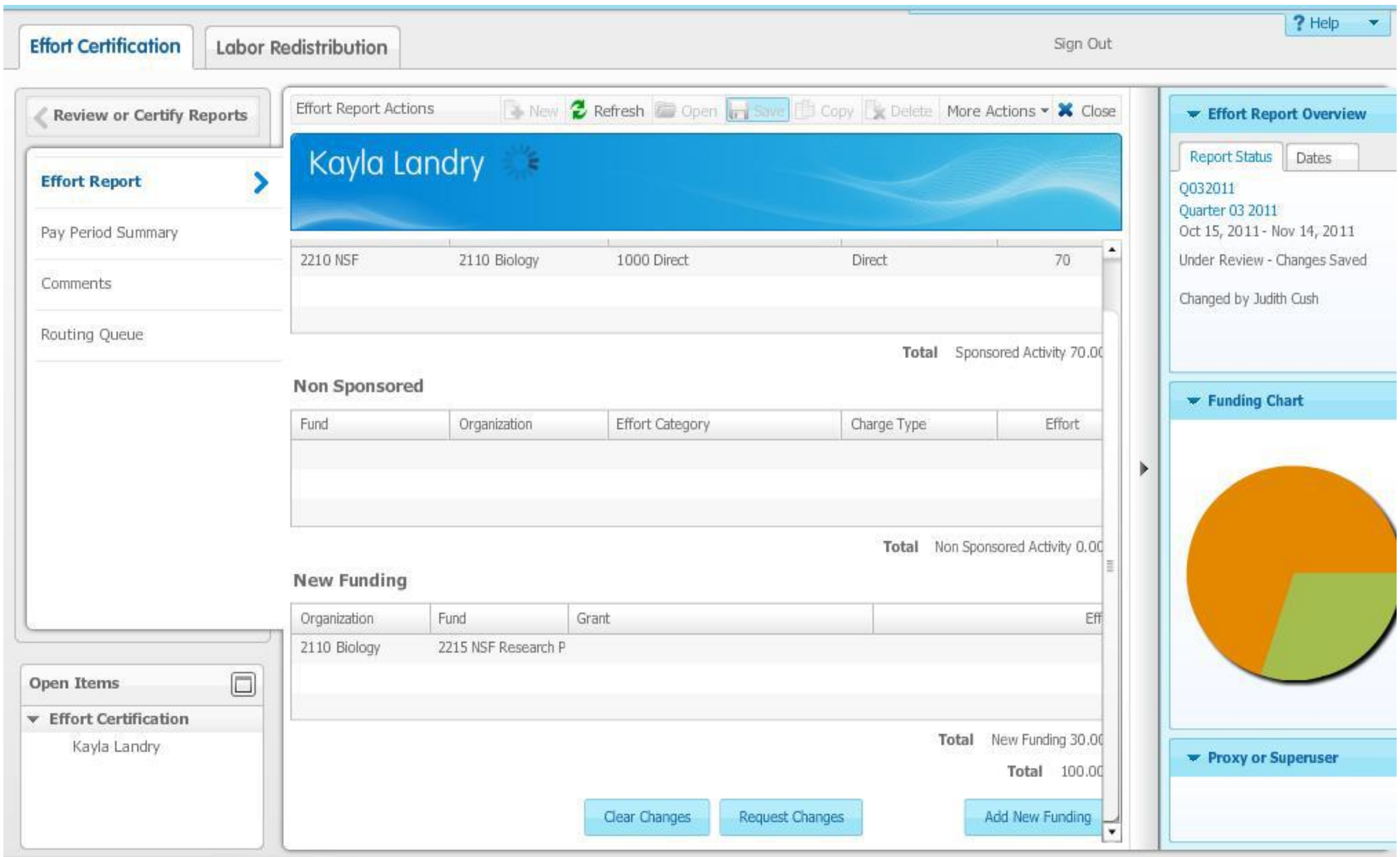
Introduction

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



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.

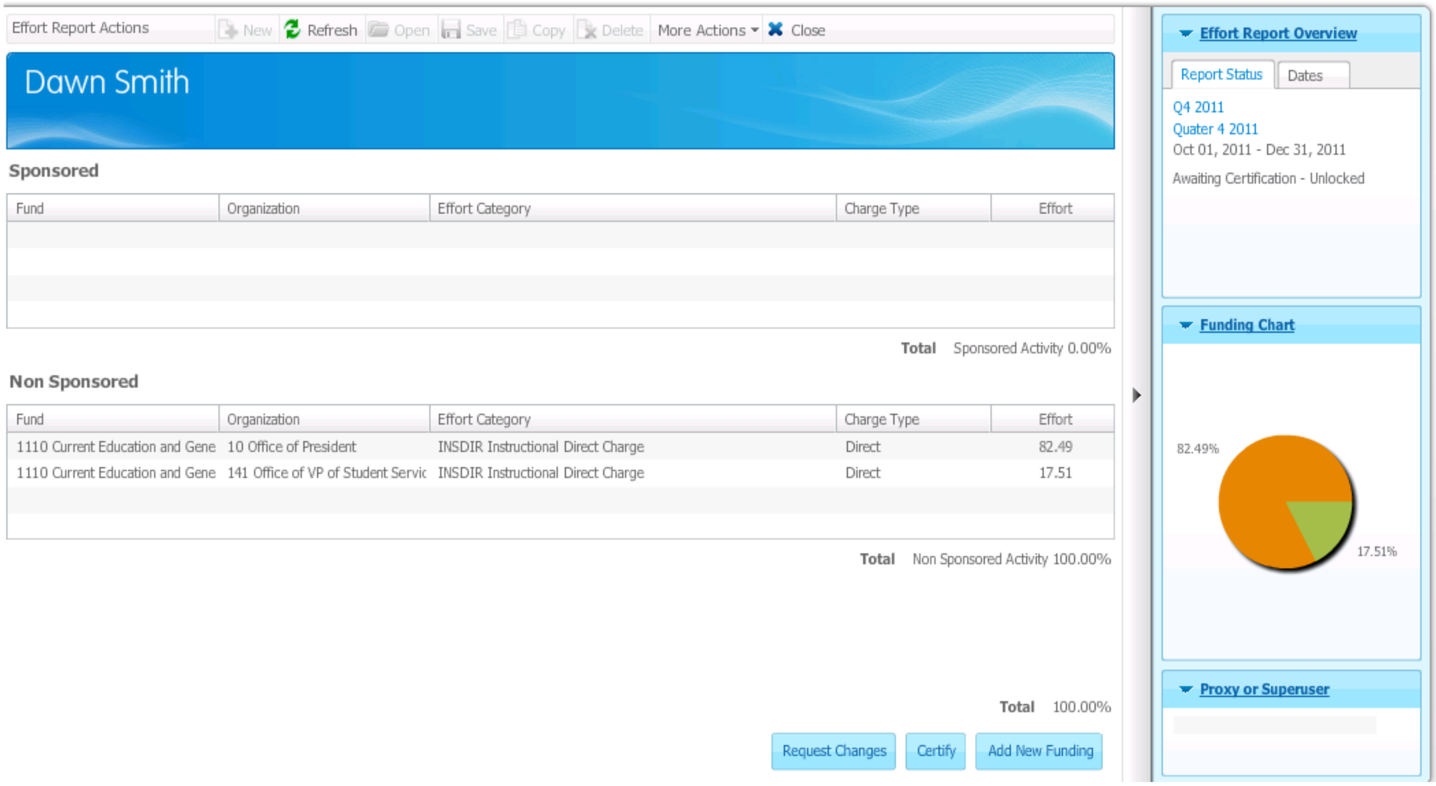
Adding New Funding

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



Training scenario

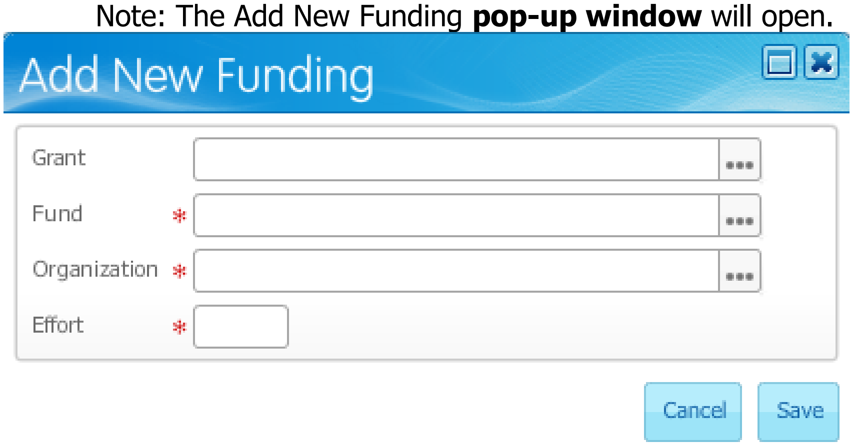
In this scenario you will add additional funding from the College of Arts and Science to the effort report.

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.



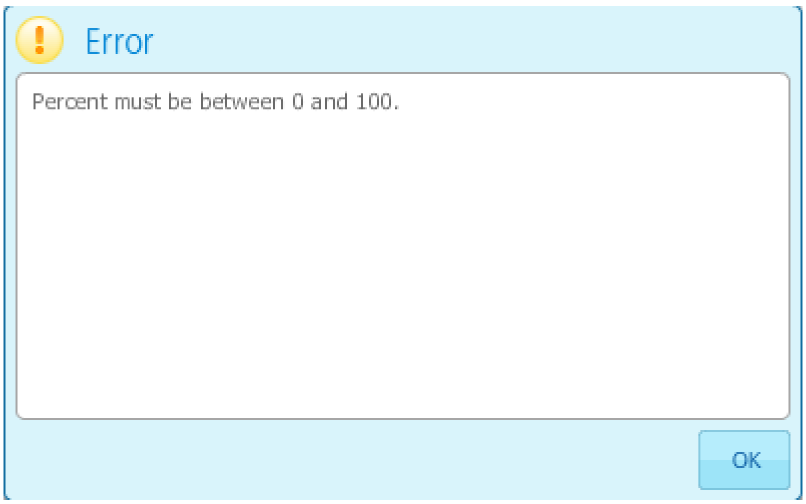
2. Select the **Grant**, **Fund**, or **Organization** Search icons and add additional funding. Use the up/down arrows or type the new percentage.

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.

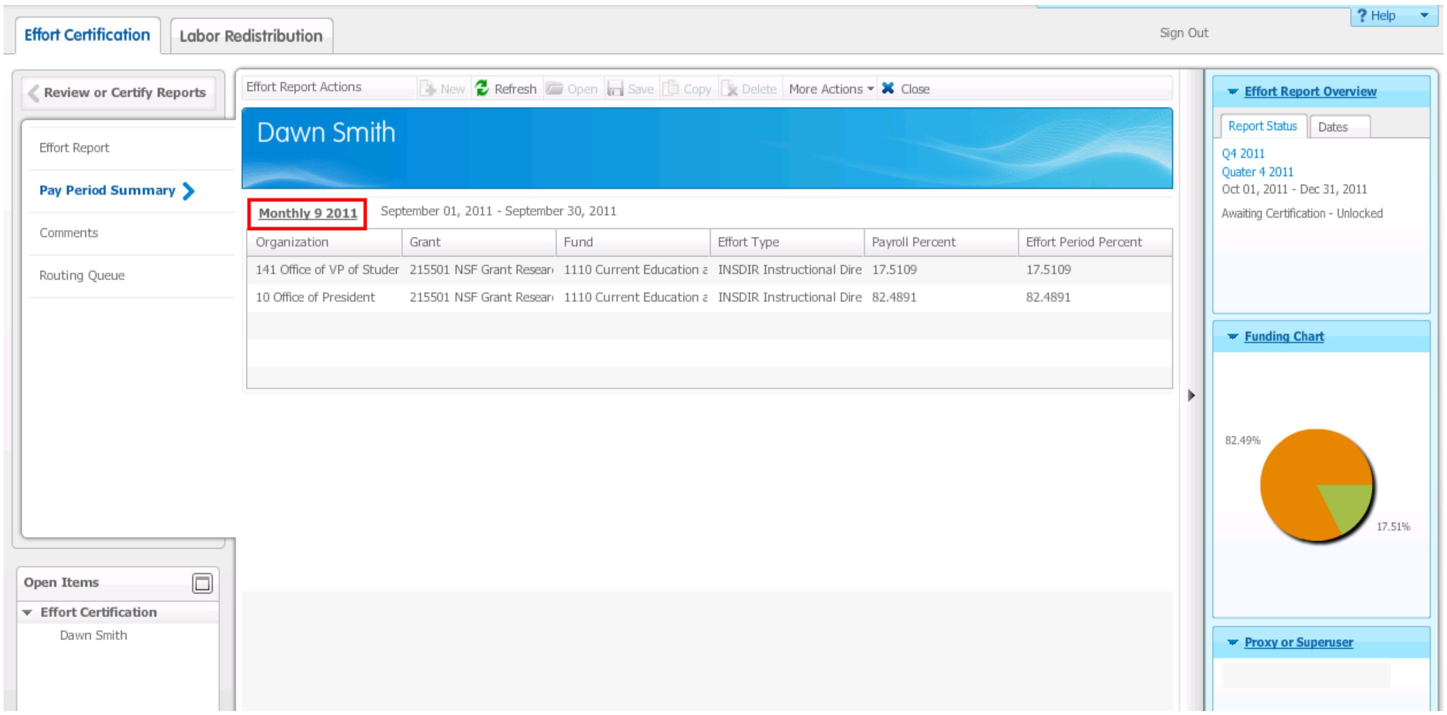
14. Click the **Sign Out** link to exit the Effort Certification module.

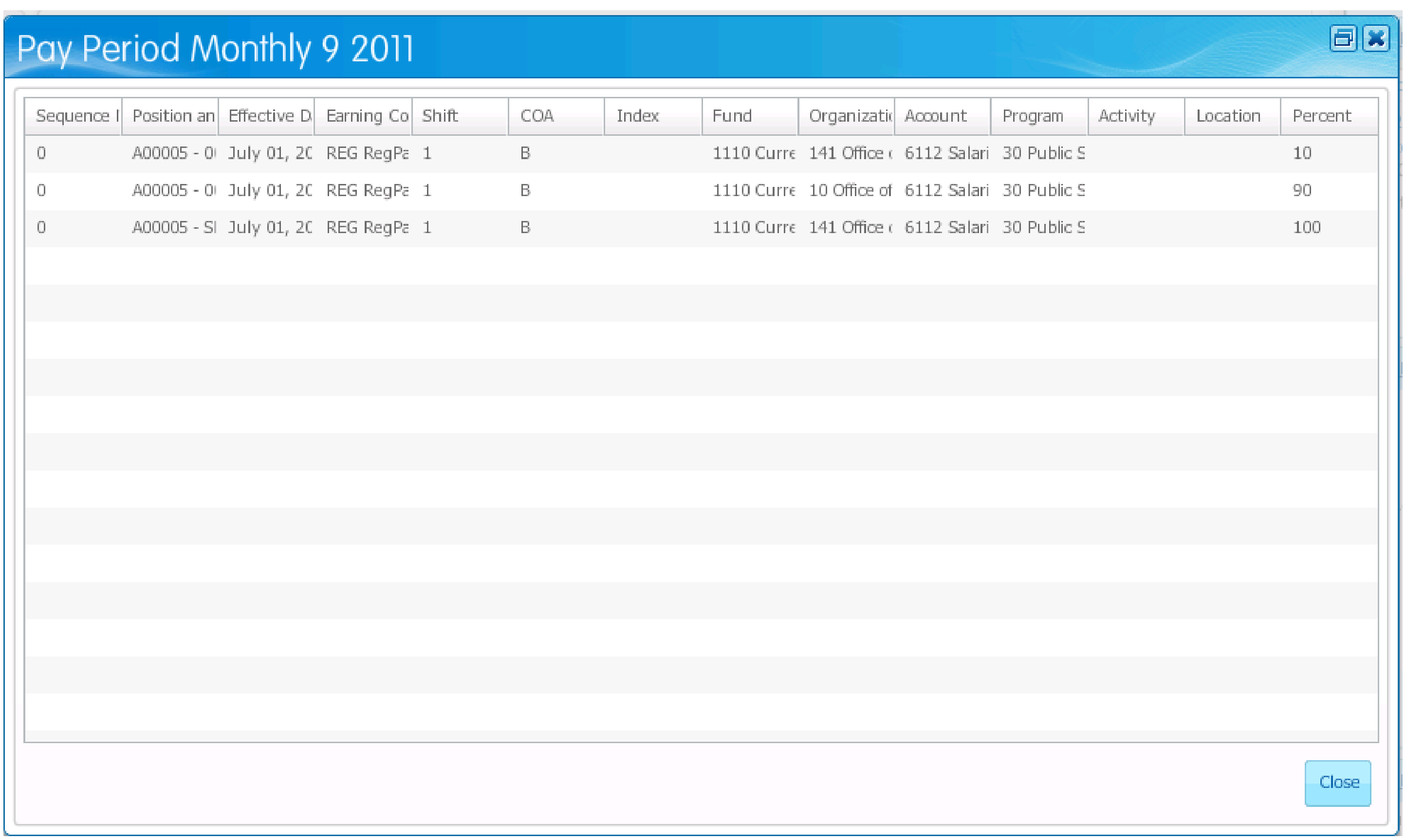
Reviewing the Pay Period Summary

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





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.

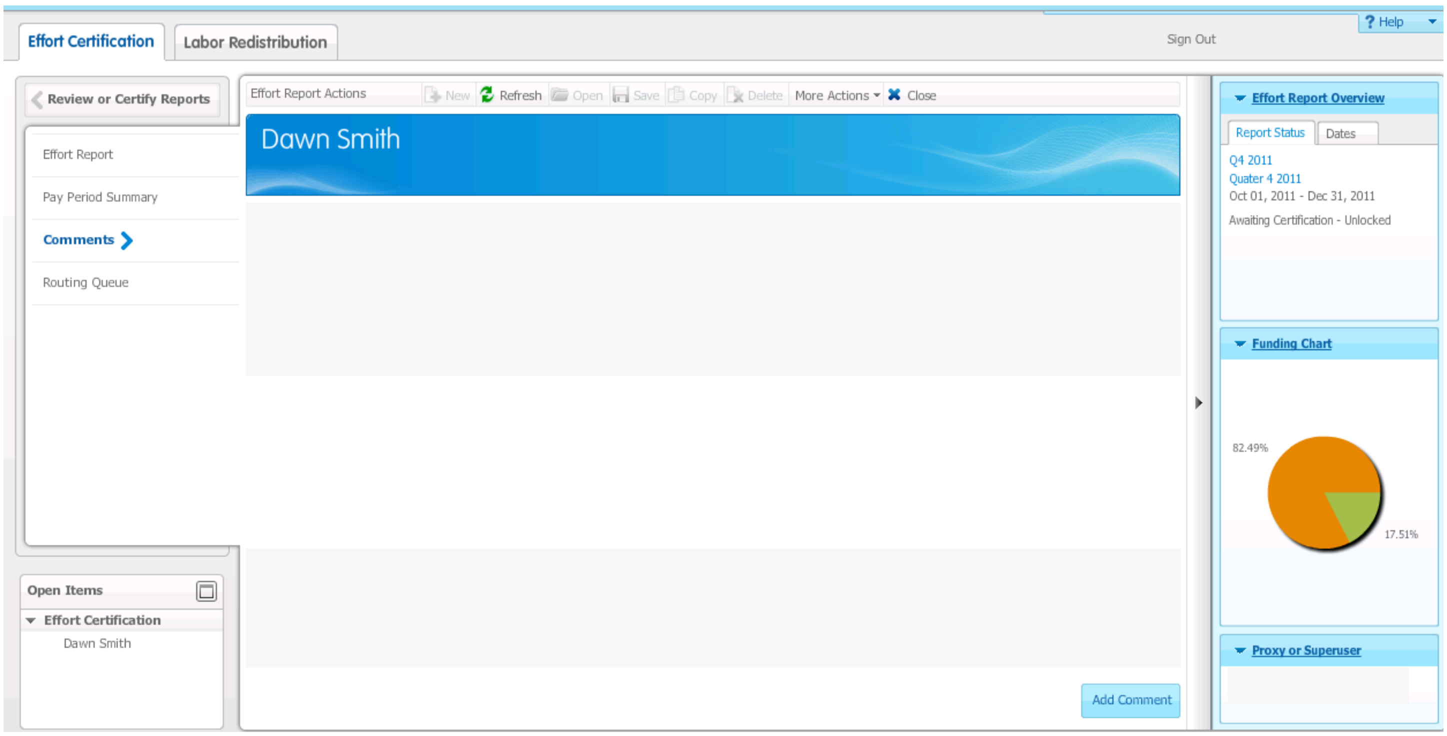
Adding Comments

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



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.

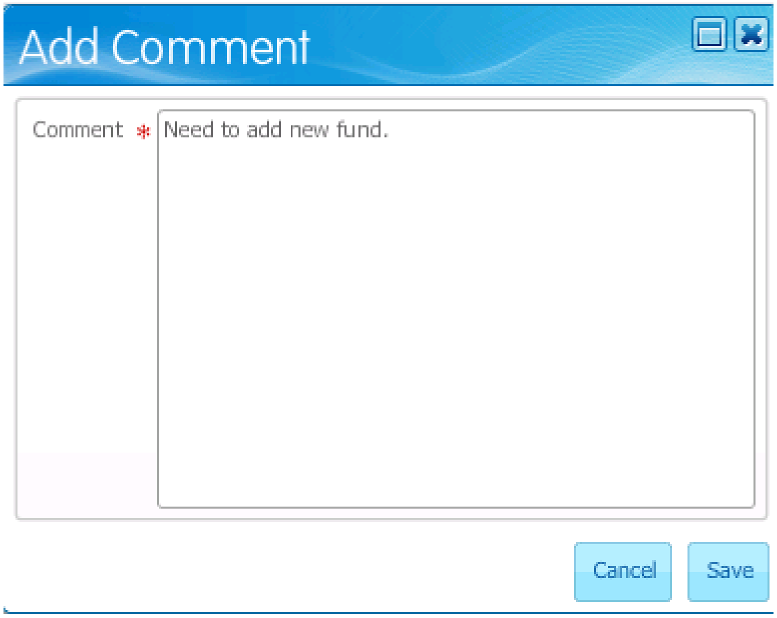
Steps

Follow these steps to add comments to an effort report.

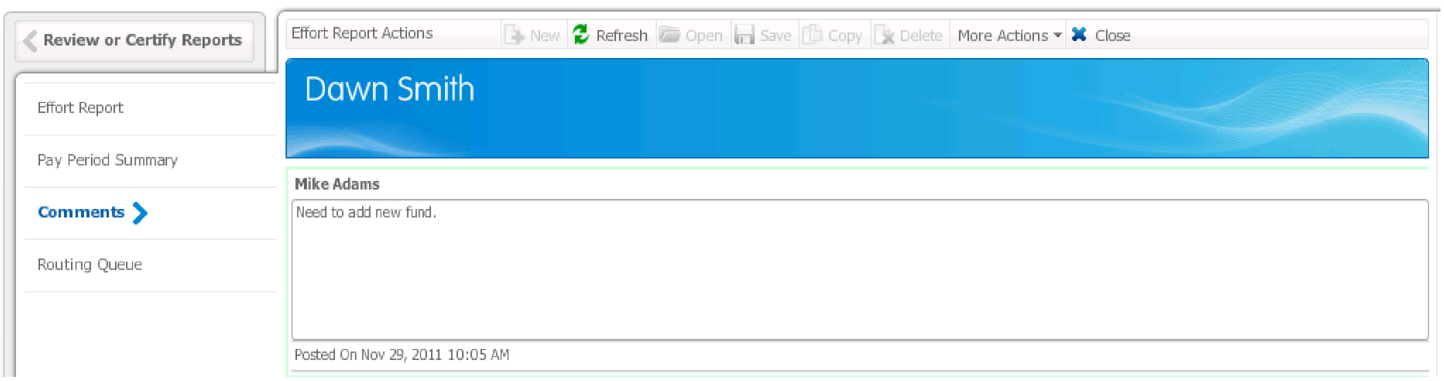
1. Click the **Comments** link.

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.

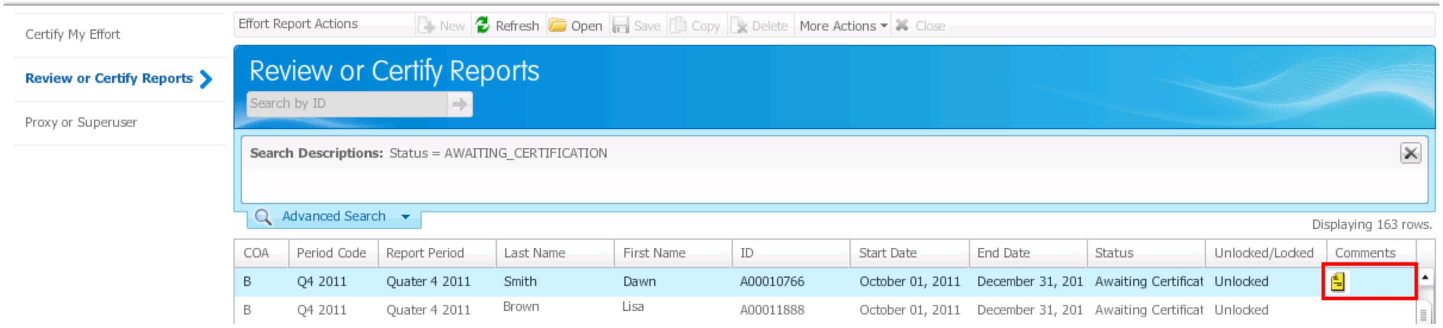


4. Click the **Save** button.
Note: The name and date of the person entering the comment is recorded on the Comments page.



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.



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

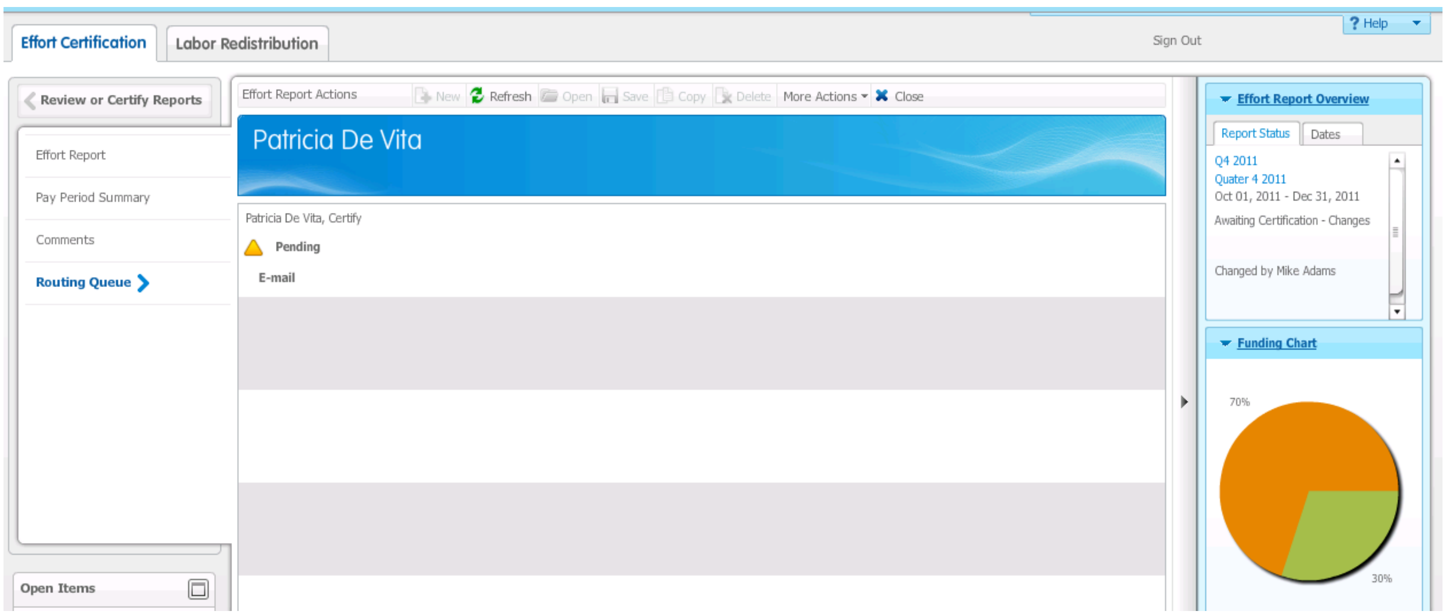
Reviewing the Routing Queue

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



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-email 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

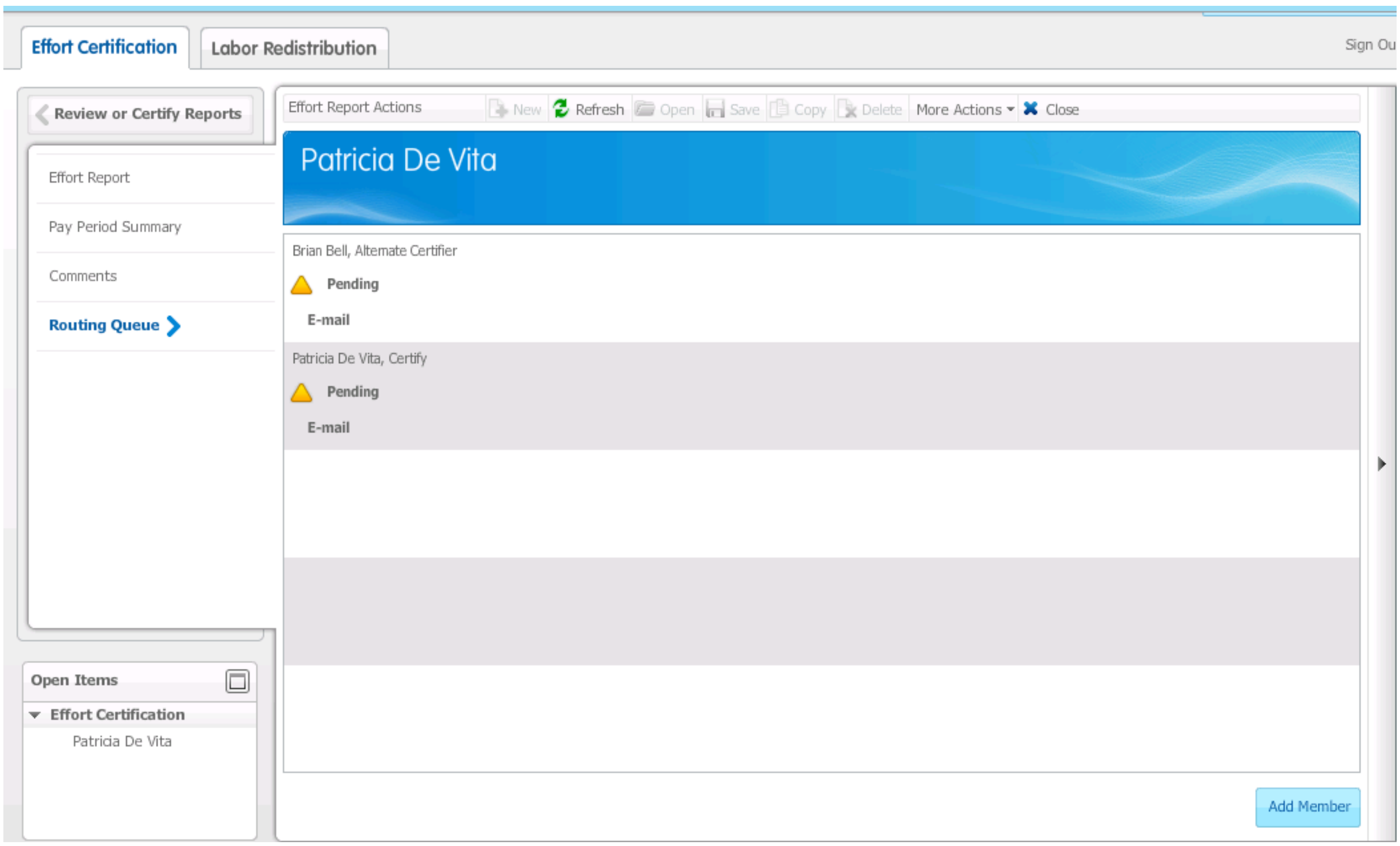
Introduction

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



Training scenario

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

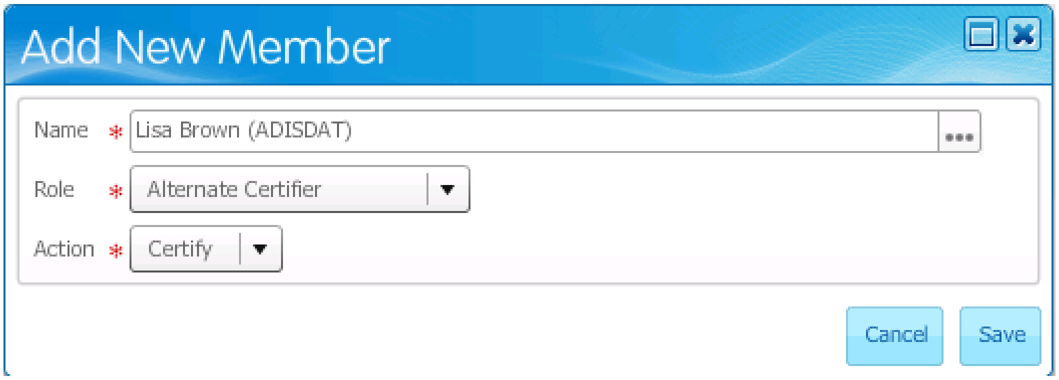
Steps

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.



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

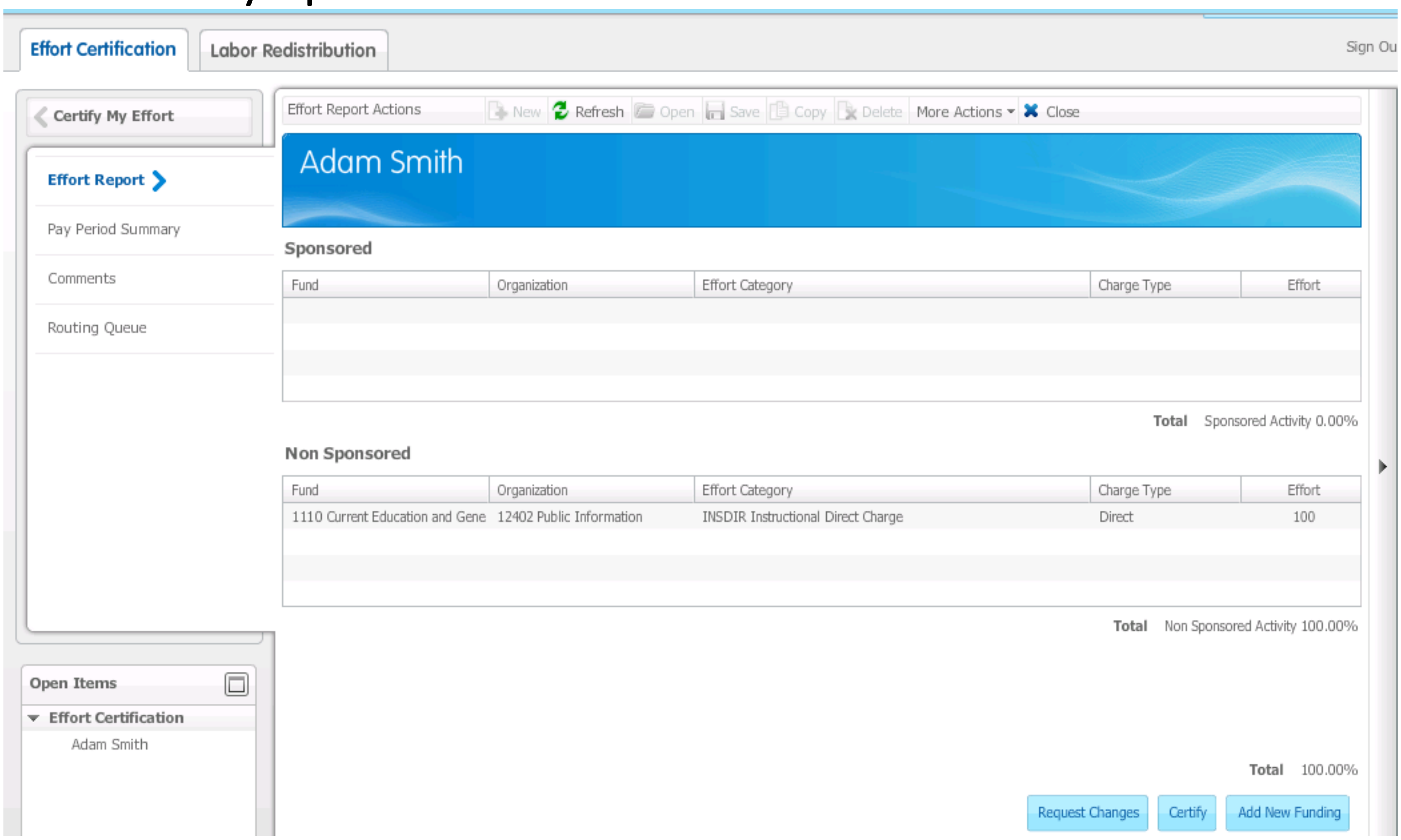
CERTIFYING AN EFFORT REPORT

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



Training scenario

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

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.

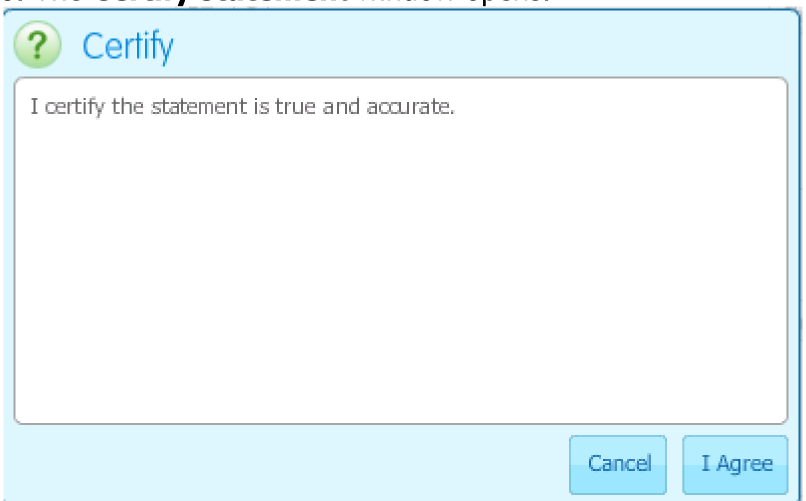
4. The Certify my Effort page will display.

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 statemen**t 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 and click the **Arrow** to search.

7. The search results will display where the 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 statemen**t 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.

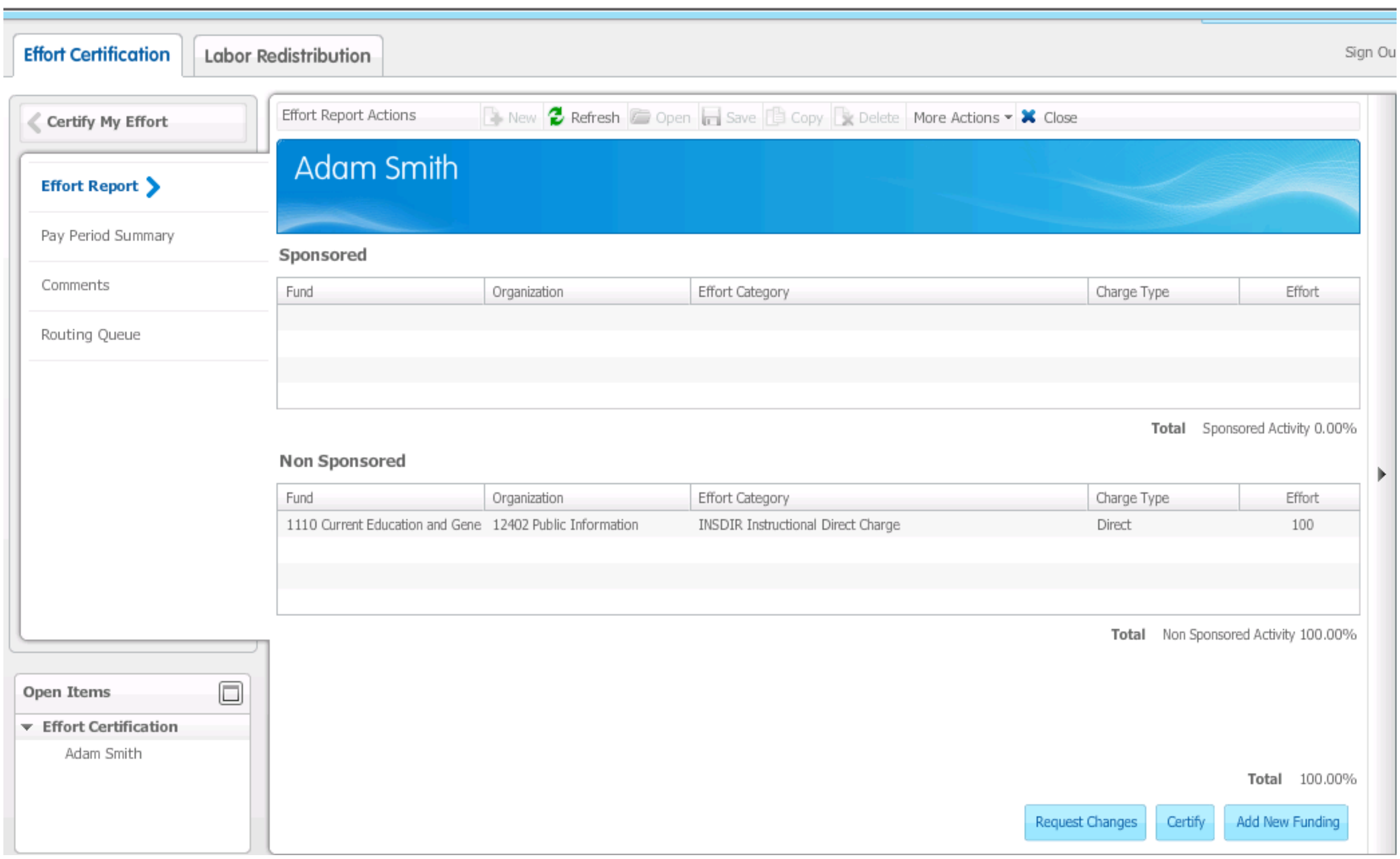
Requesting a Change to an Effort Report

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



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.

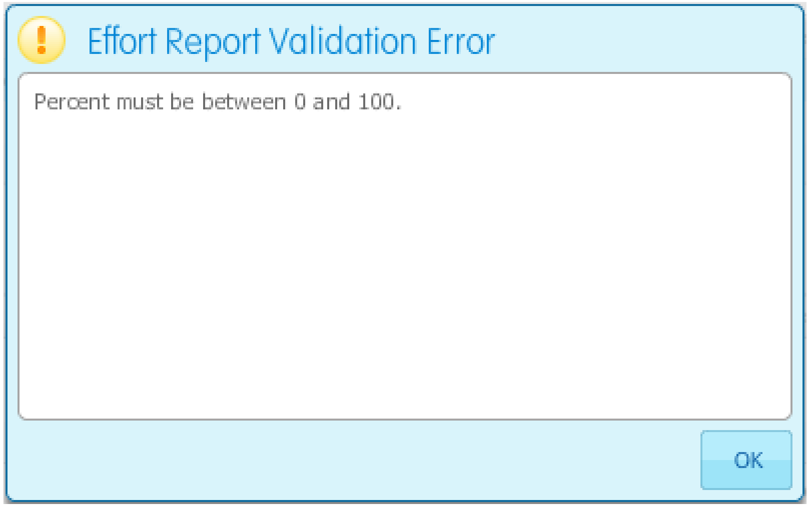
1. Access the **Certify My Effort** page.

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

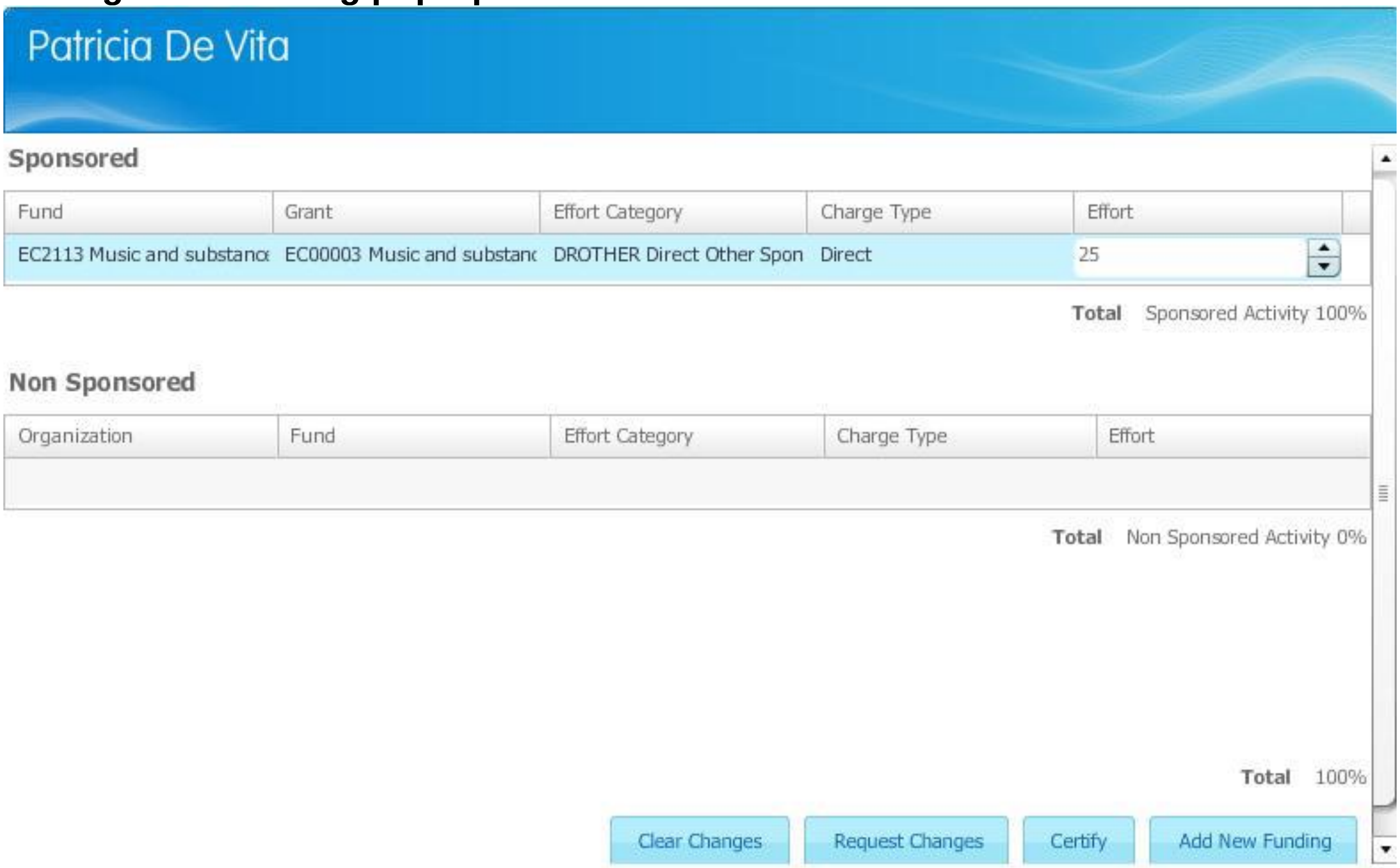
Introduction

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



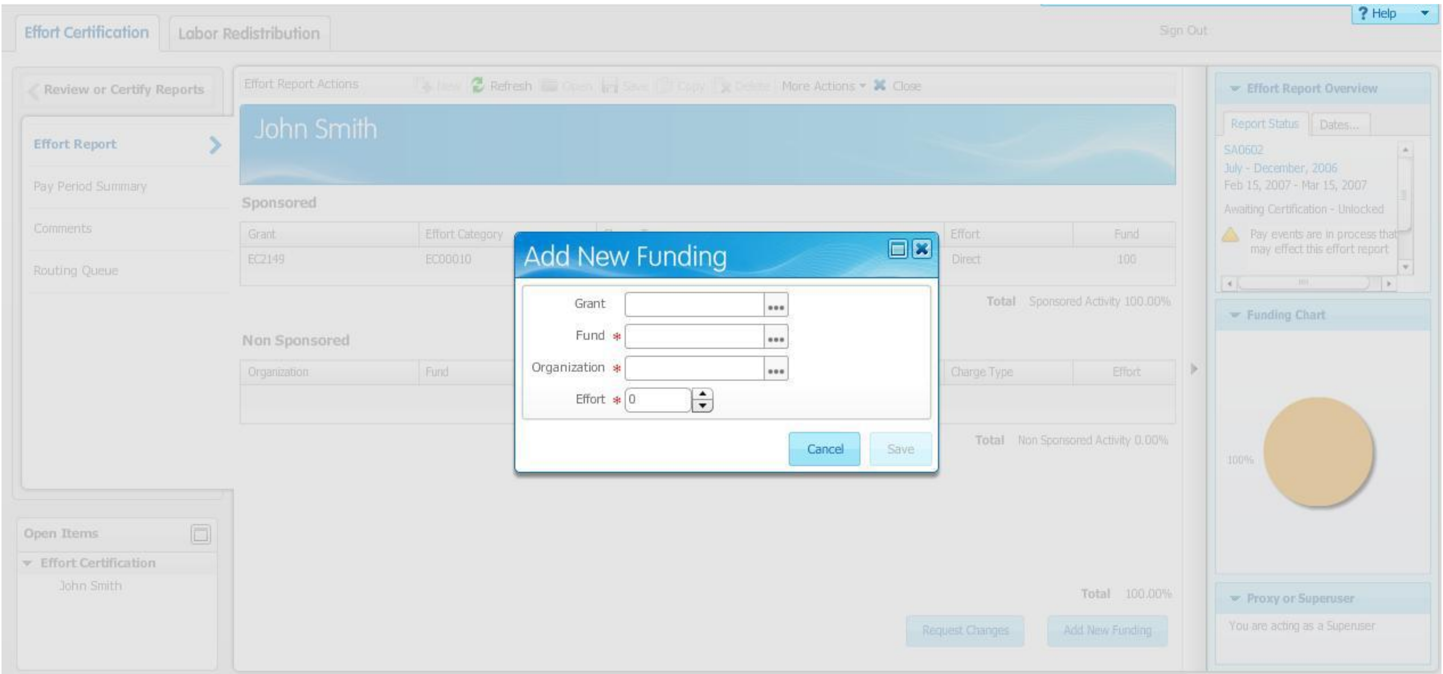
Training scenario

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

Steps

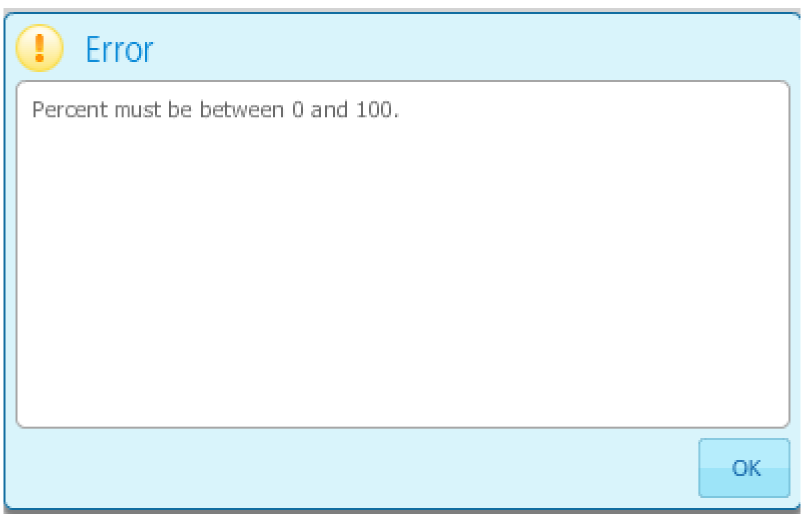
Follow these steps to add additional funds to an effort report.

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.

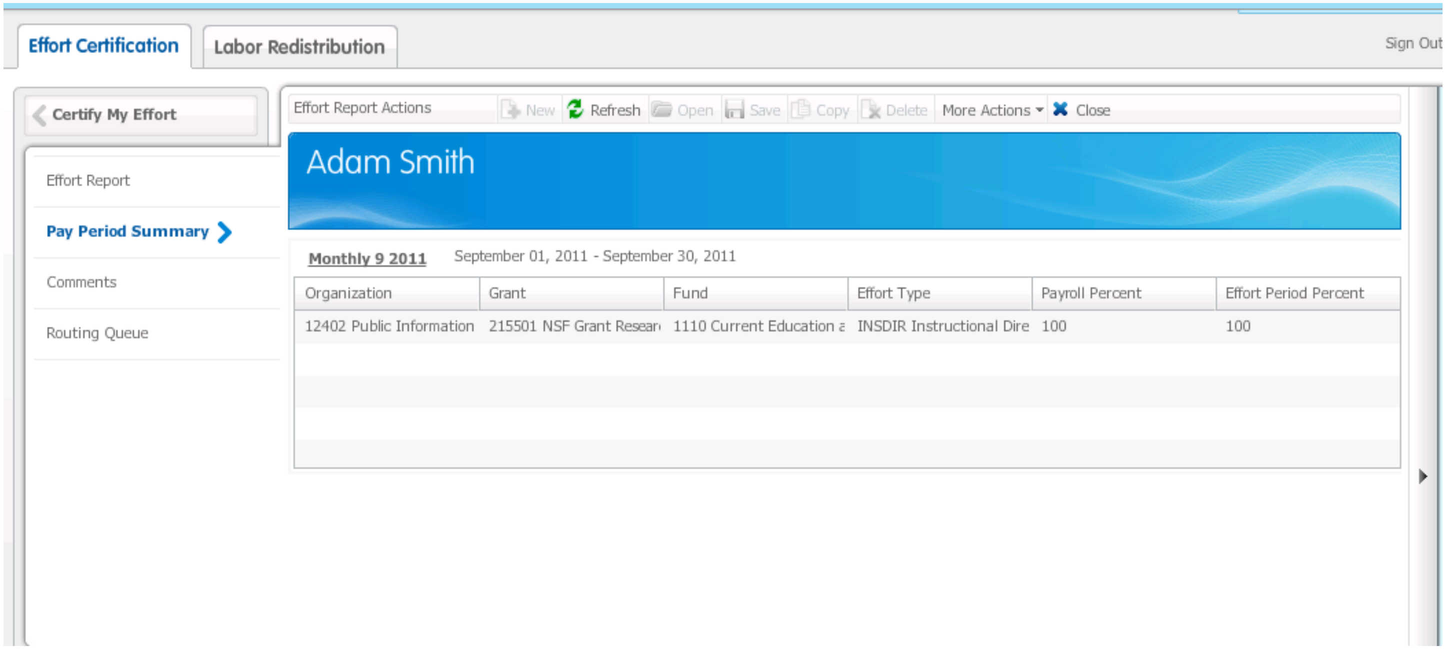
14. Click the **Sign Out** link to exit the Effort Certification module.

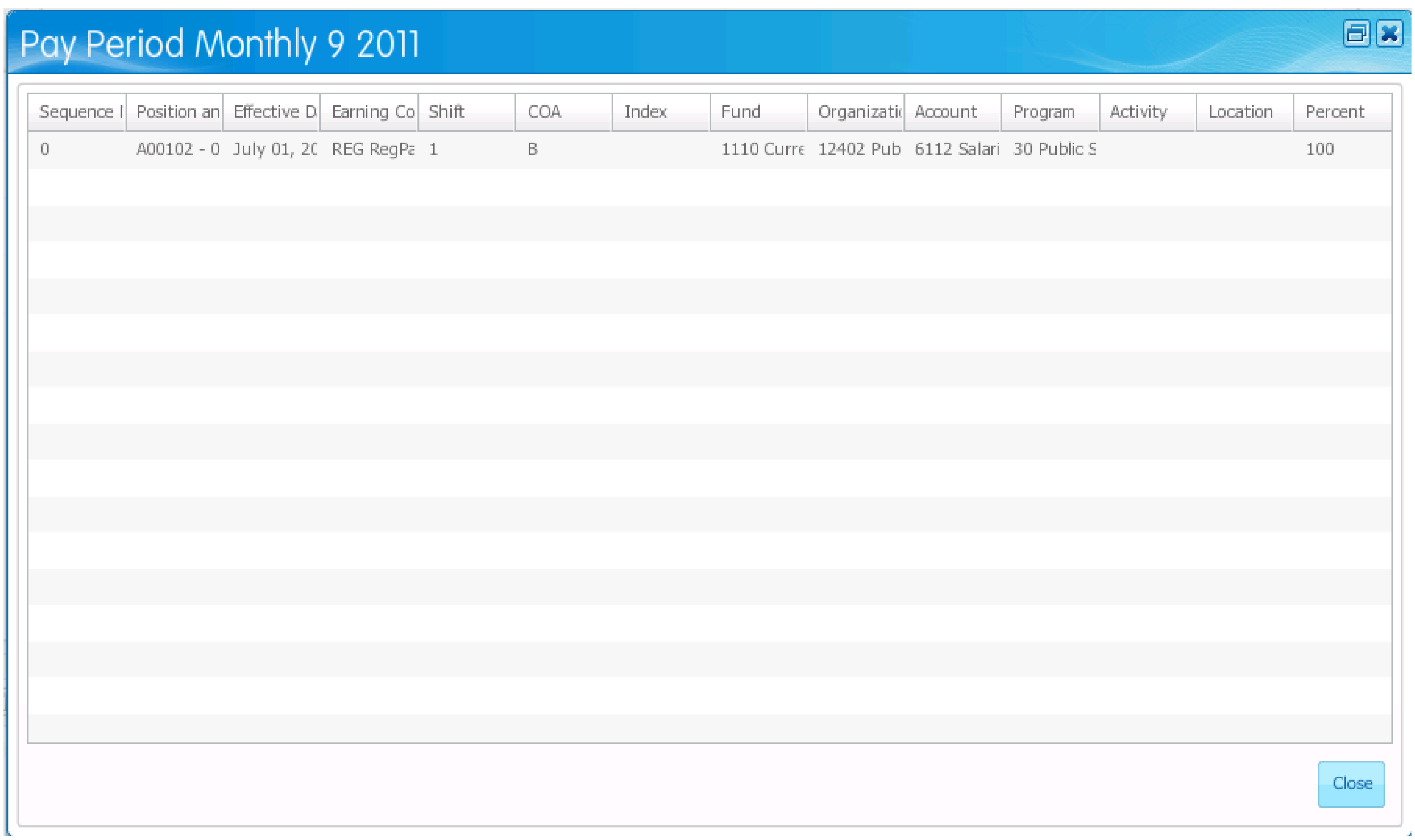
Reviewing the Pay Period Summary

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





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.

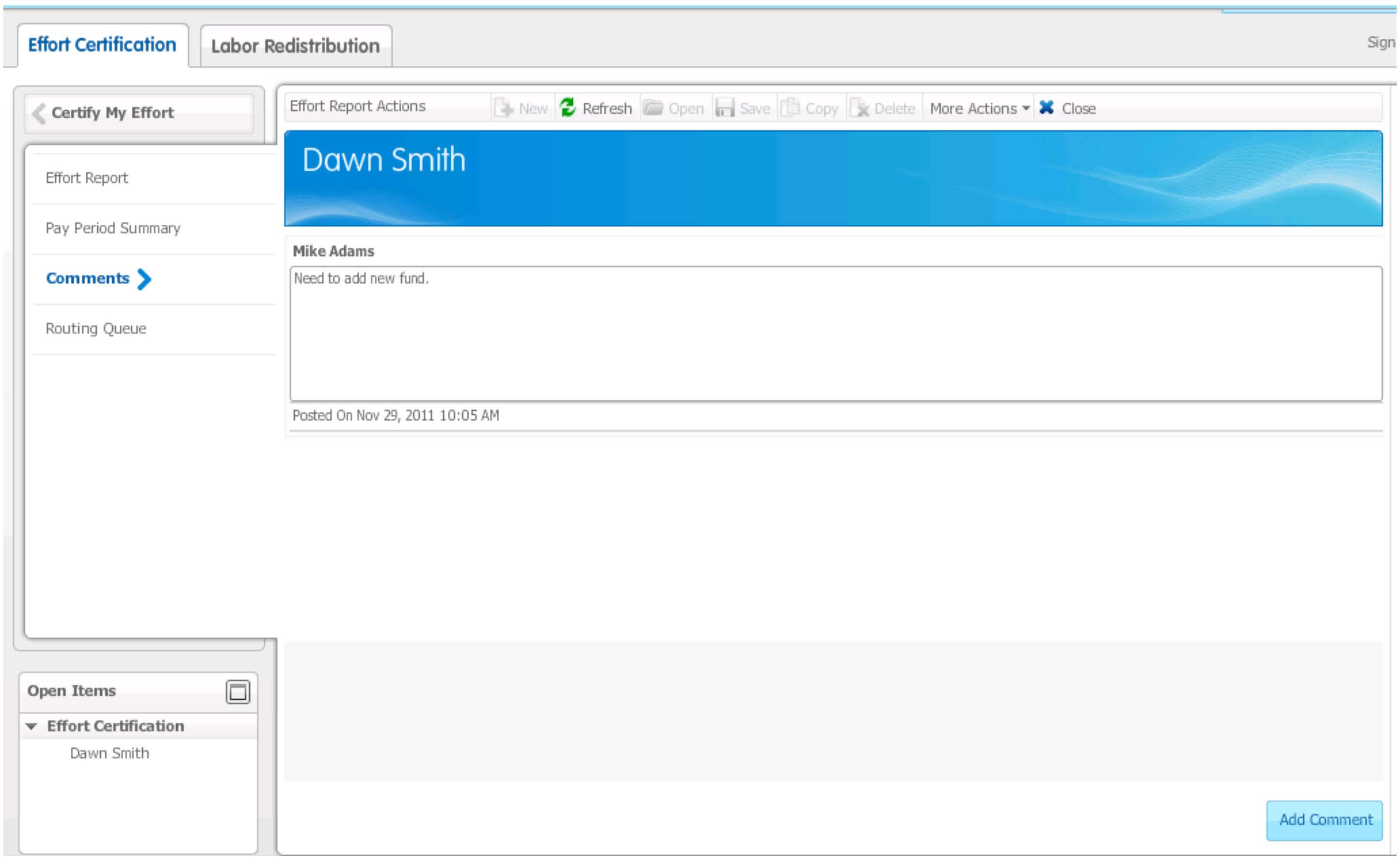
Adding Comments

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



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.

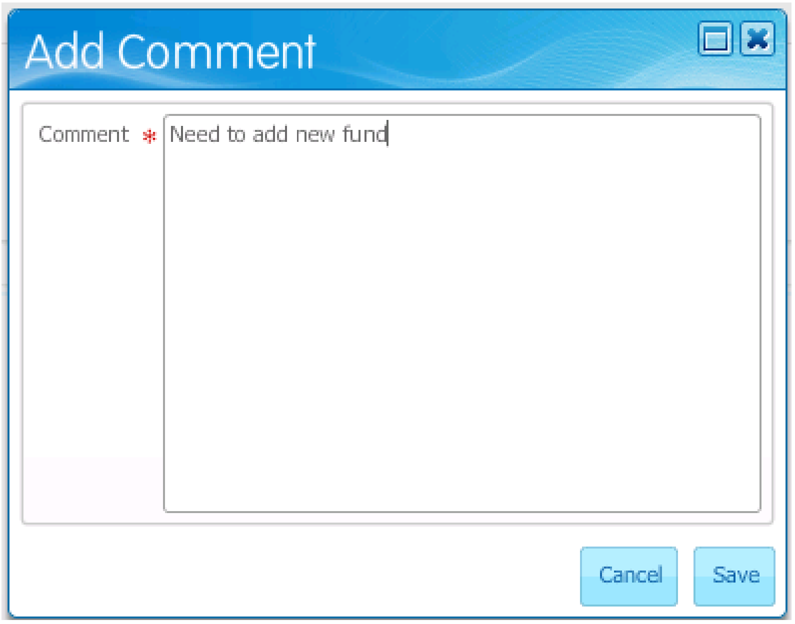
Steps

Follow these steps to add comments to an effort report.

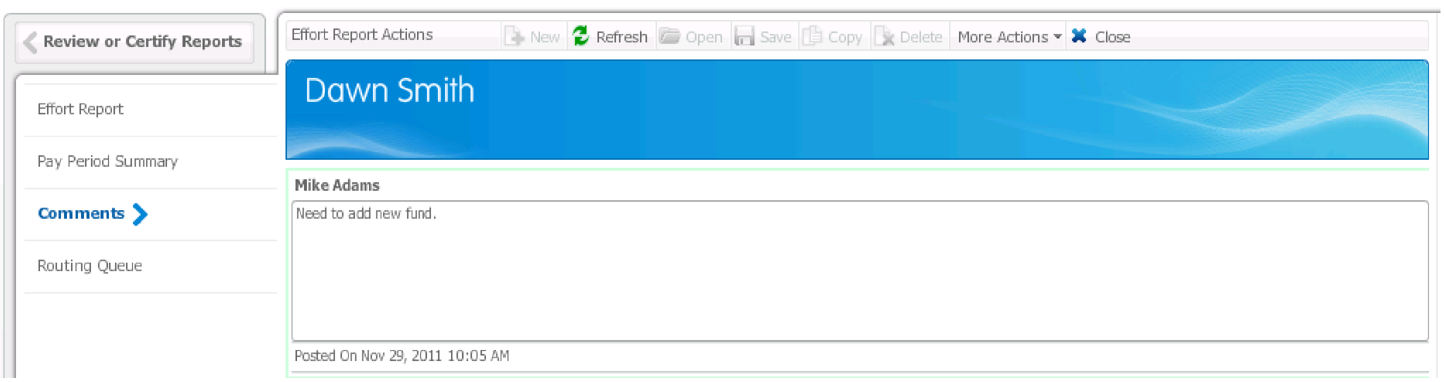
1. Click the **Comments** link.

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.



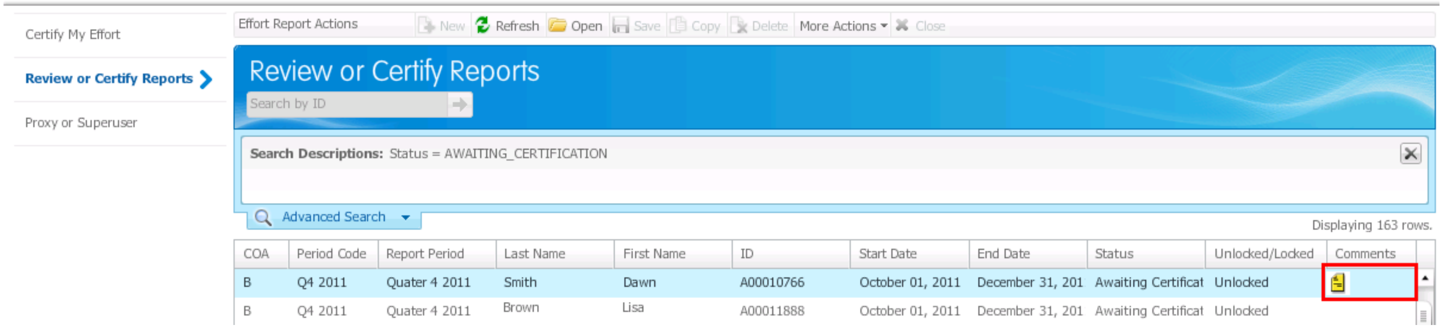
4. Click the **Save** button.
Note: The name and date of the person entering the comment is recorded on the Comments page.



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.



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

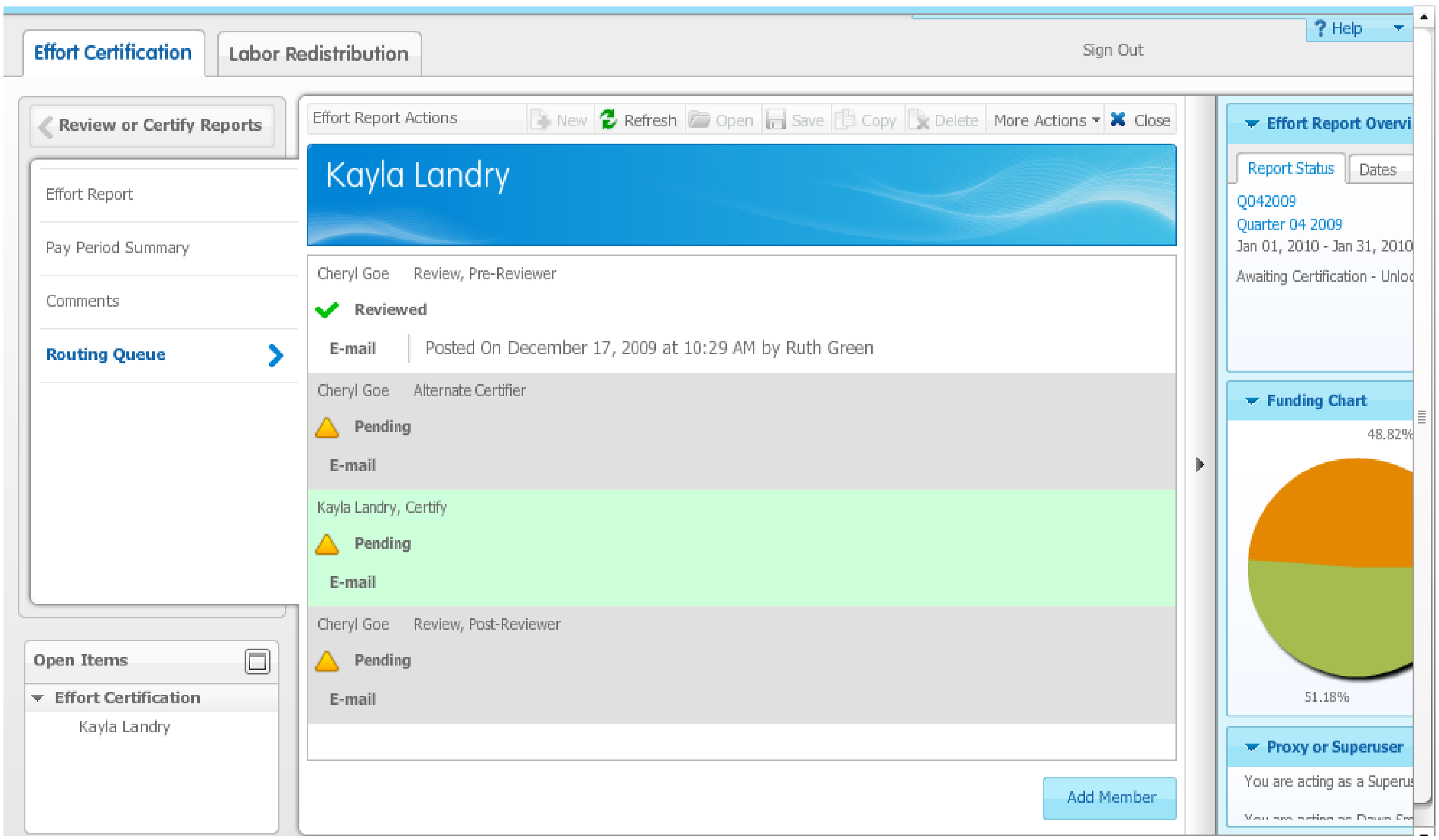
Reviewing the Routing Queue

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



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.

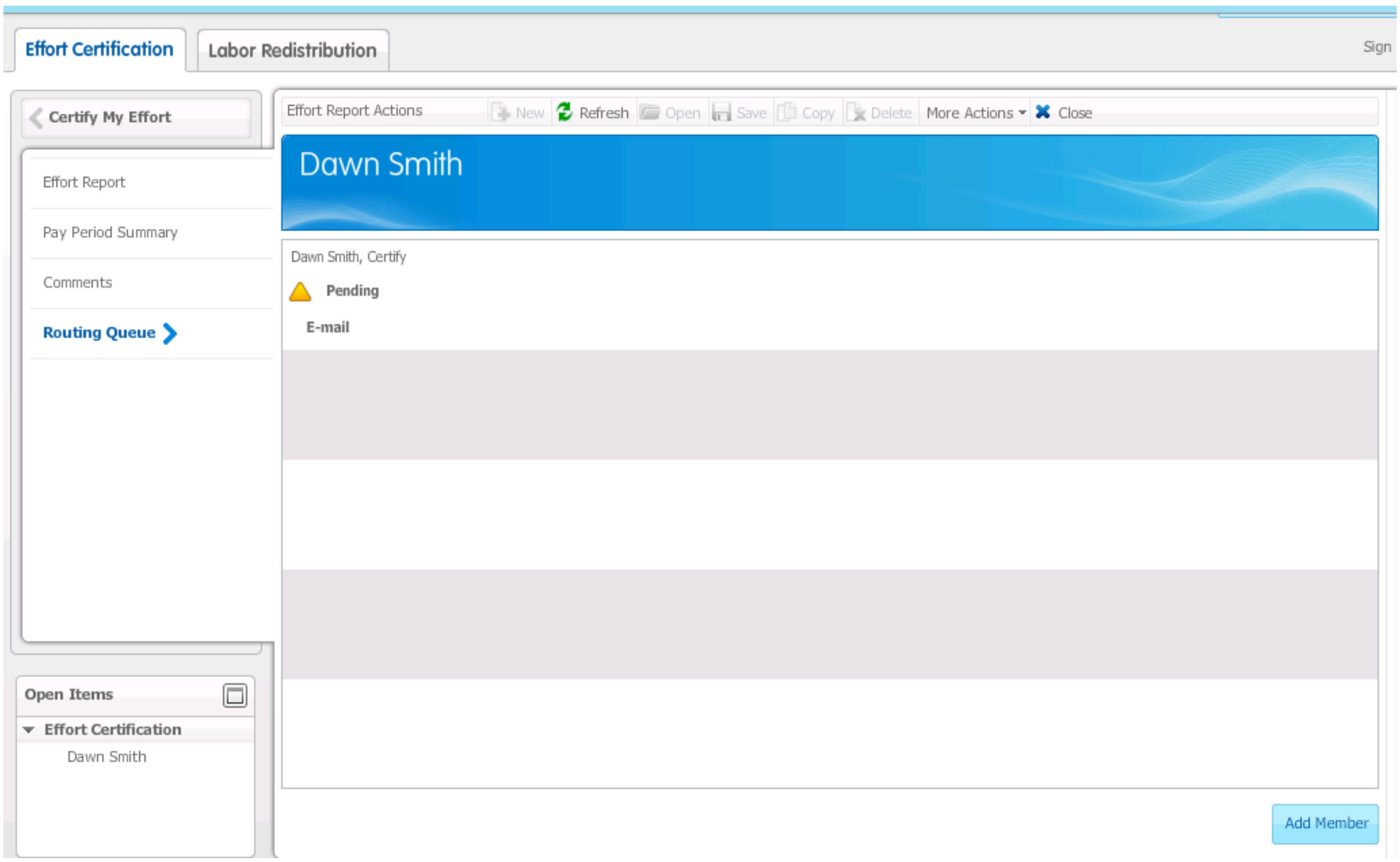
Adding a Member to the Routing Queue

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



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.

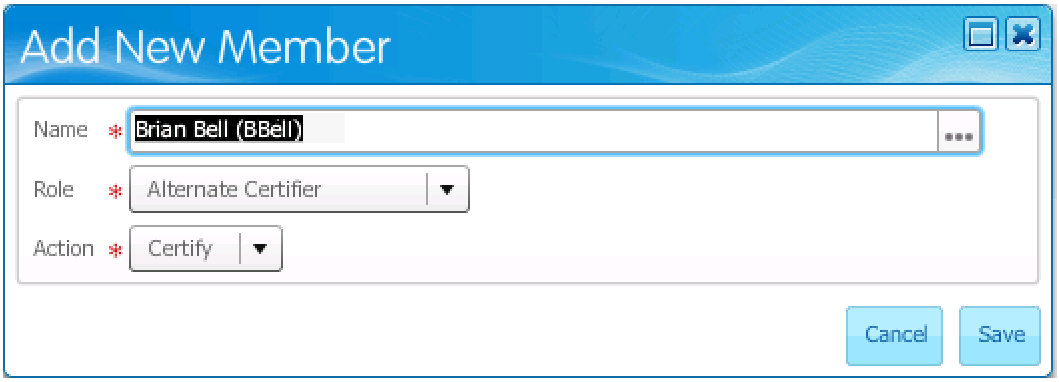
Steps

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.



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

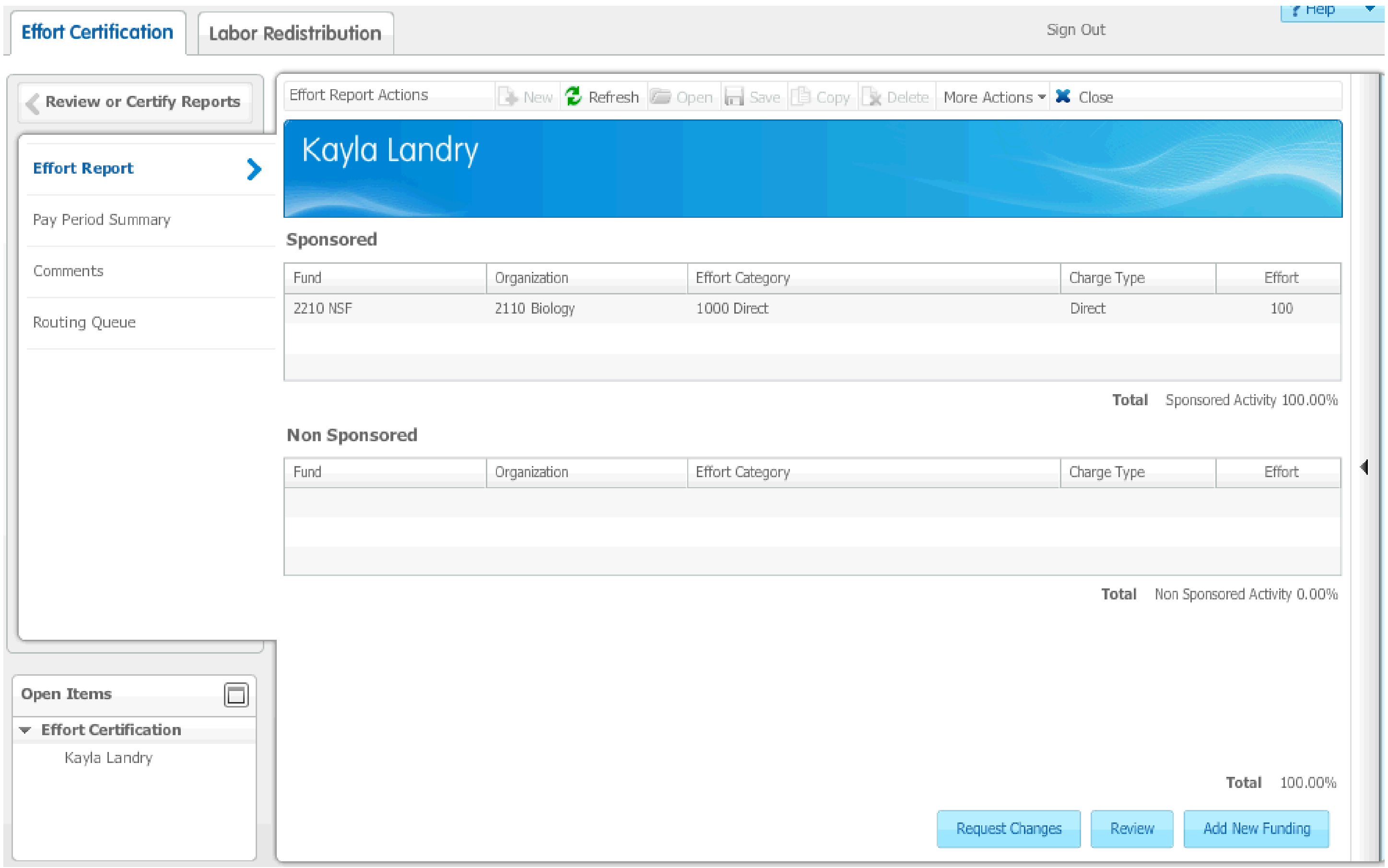
POST-REVIEWING AN EFFORT REPORT

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



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

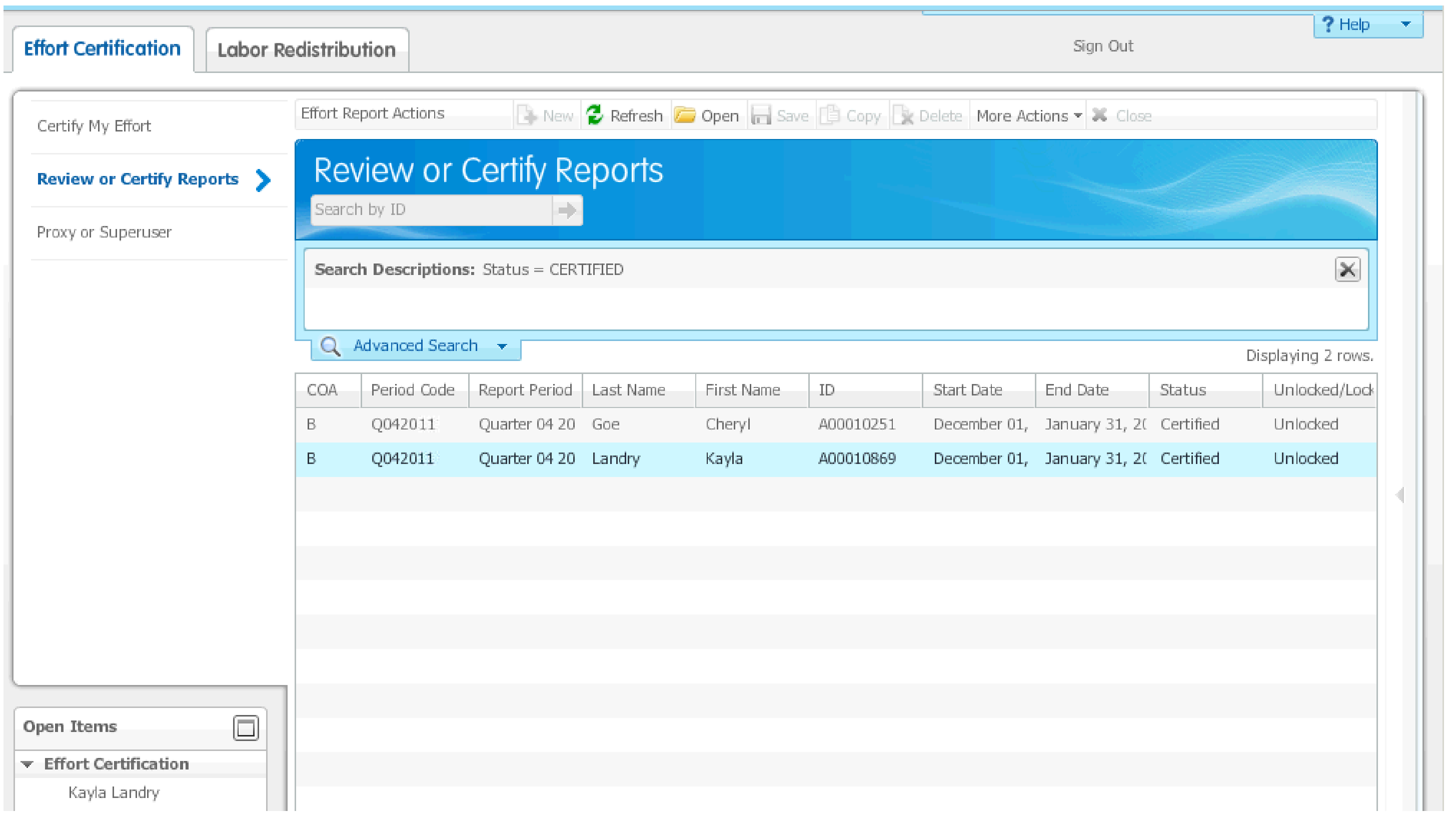
Introduction

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



Training scenario

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

Steps

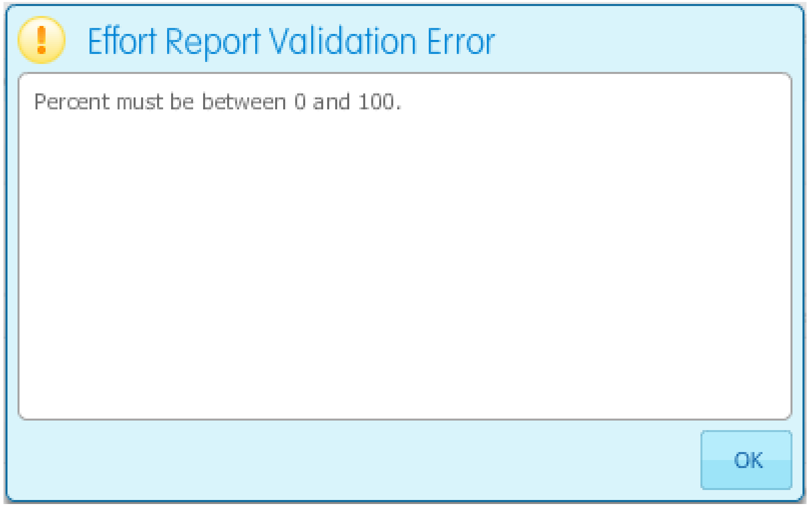
Follow these steps to request a change to an effort report.

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 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.

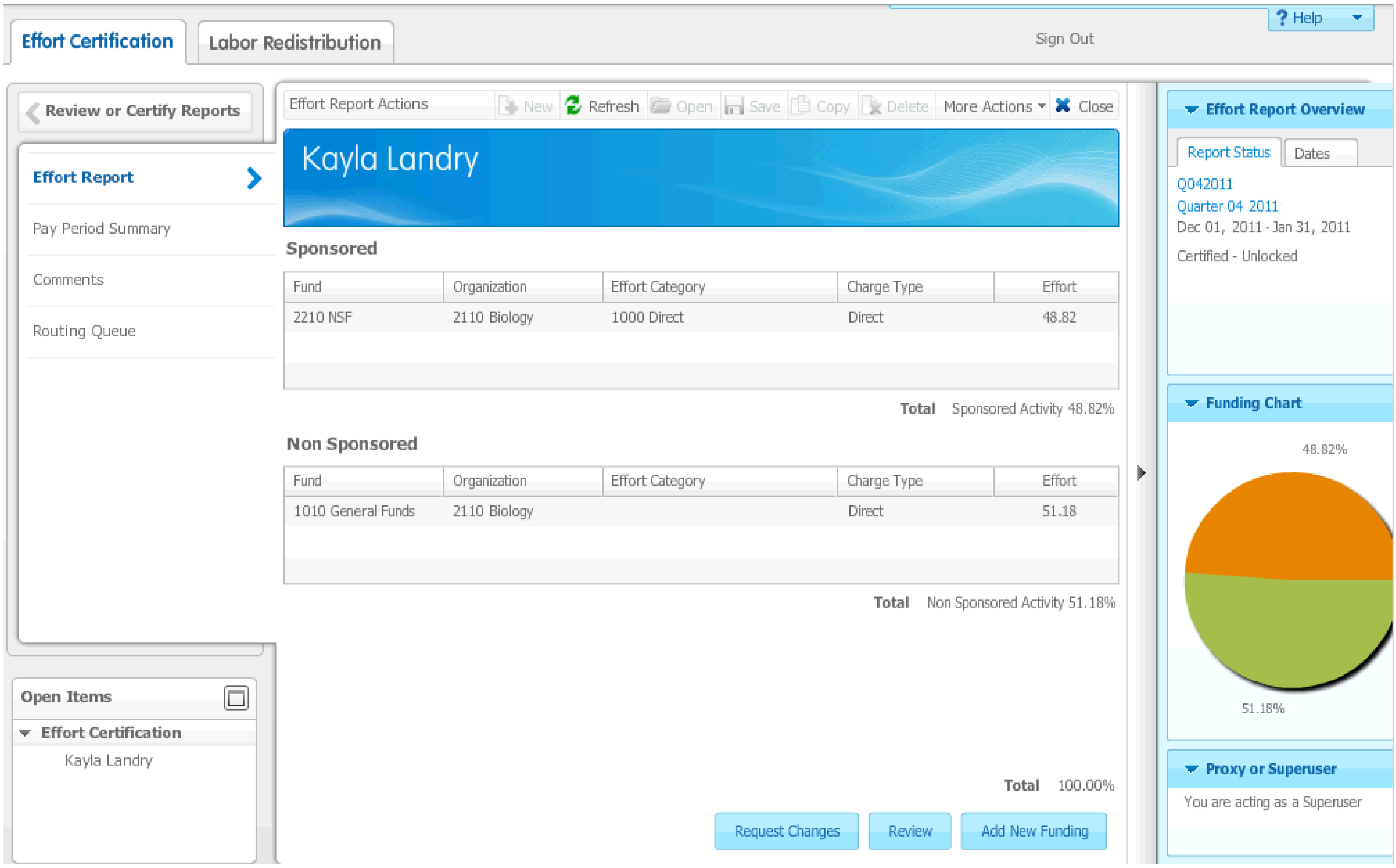
9. Click the **Sign Out** link to exit the Effort Certification module.

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



Training scenario

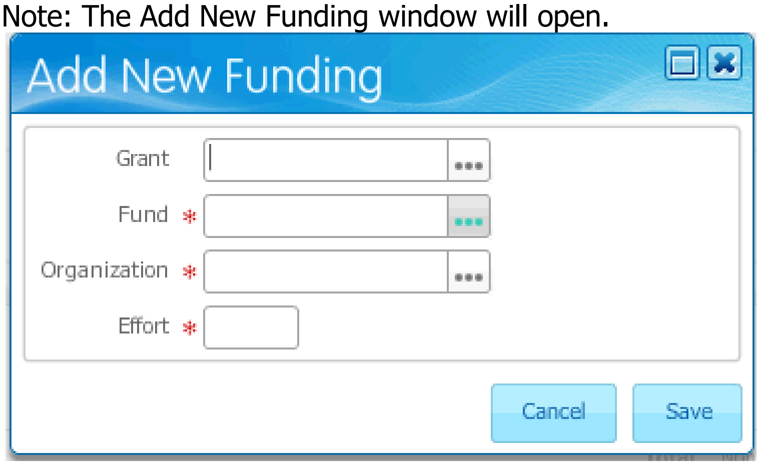
In this scenario you will add additional funding from the College of Arts and Science to the effort report.

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.

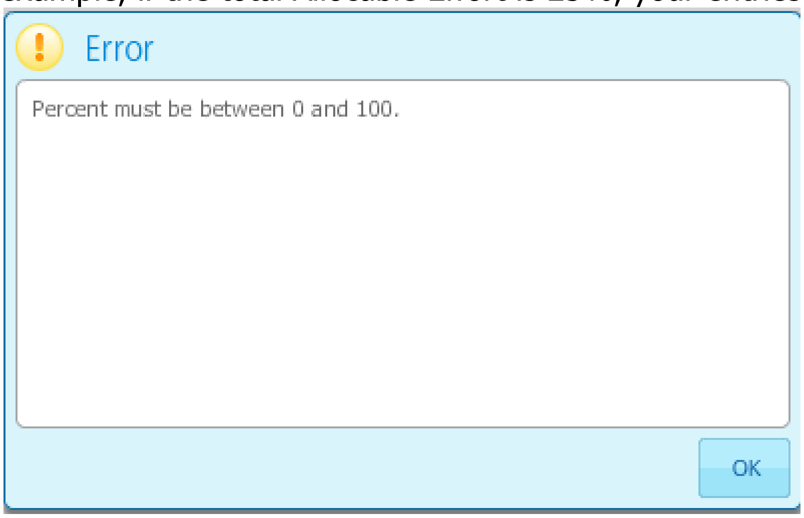


2. Click the **Grant**, **Fund**, or **Organization Look Up icons** to add additional funding. Use the up/down arrows or type the new percentage and click the Save button to return to the Effort Report view.
Note: The system inserts the new information, and returns you to the effort report. Notice that 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.

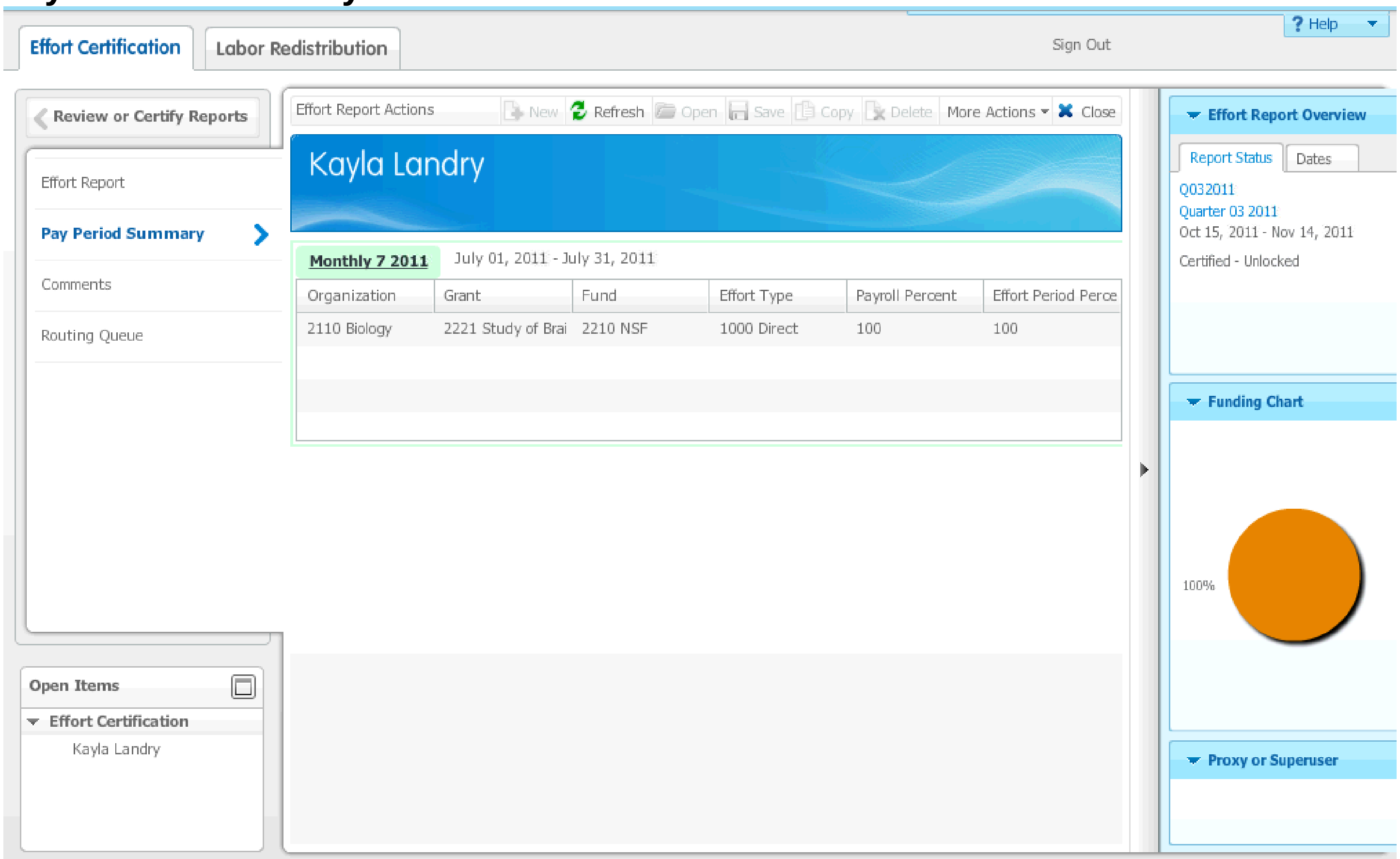
14. Click the **Sign Out** link to exit the Effort Certification module.

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



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.

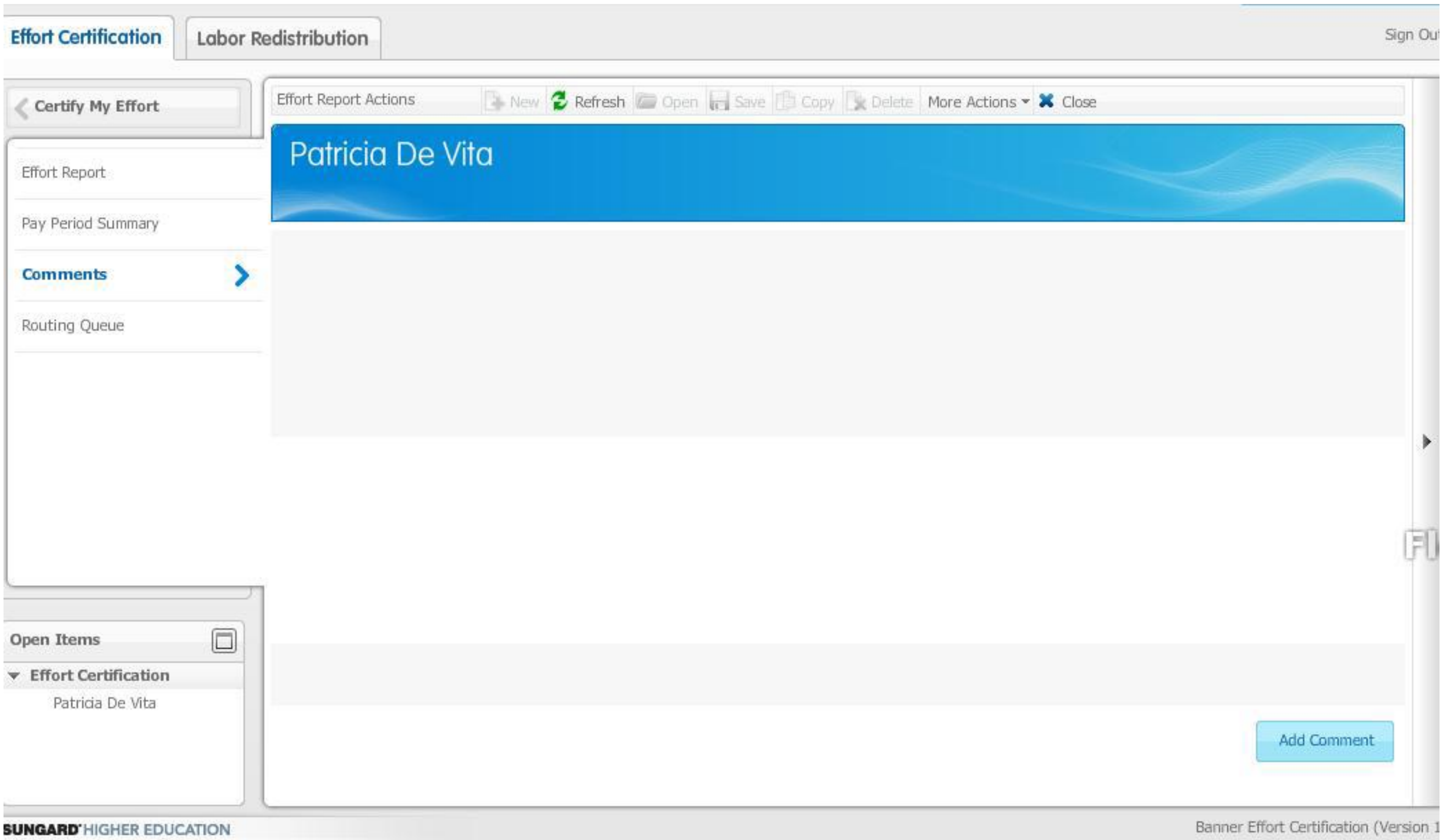
5. Click the **Sign Out** link to exit the Effort Certification module.

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. Note: You can add up to 4000 characters of free-form text.

Comments



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.

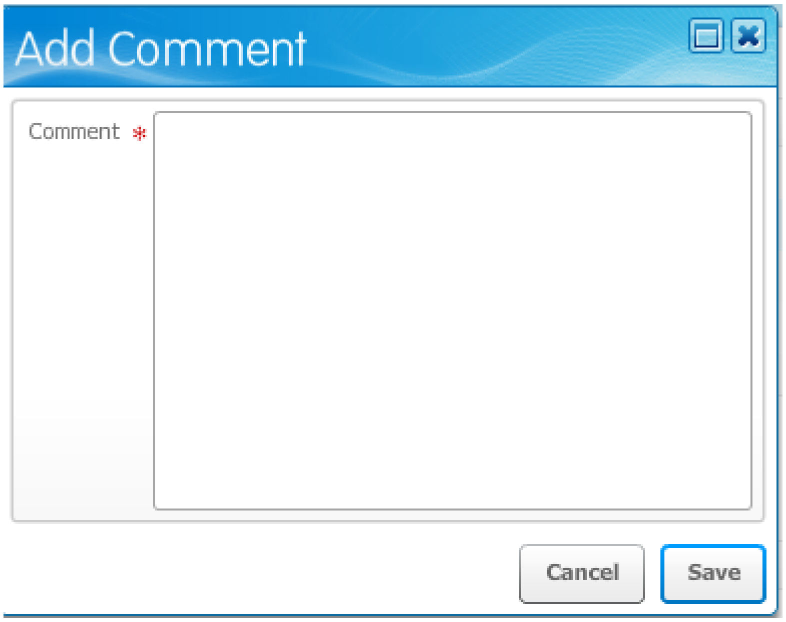
Steps

Follow these steps to add comments to an effort report.

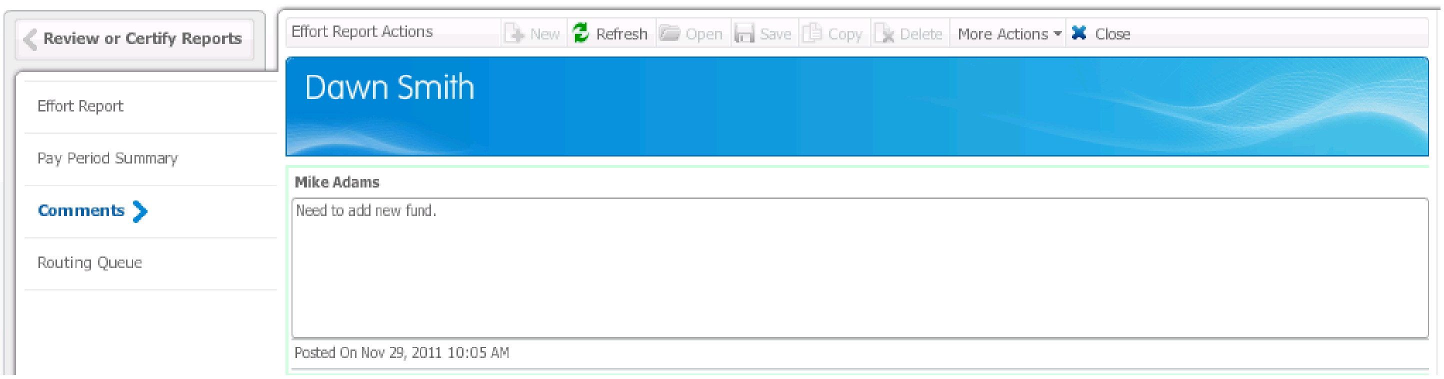
1. Click the **Comments** link.

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.



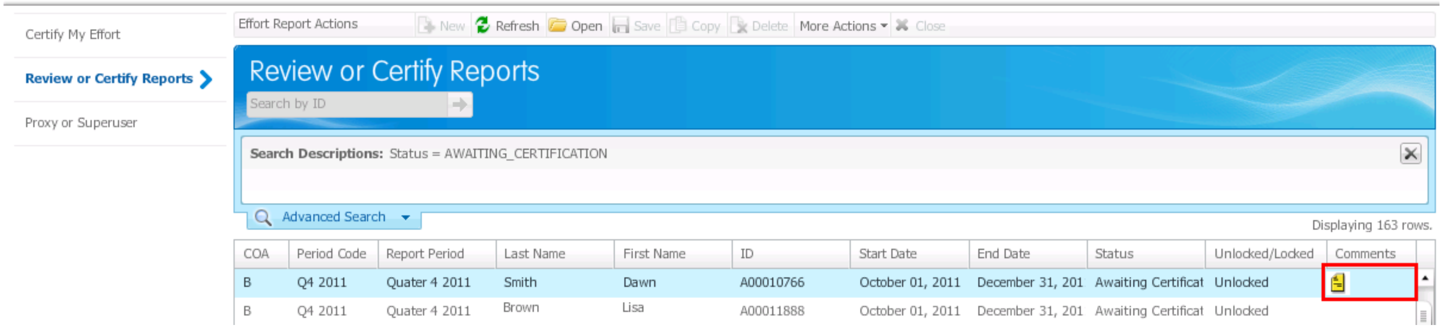
4. Click the **Save** button.
Note: The name and date of the person entering the comment is recorded on the Comments page.



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.



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

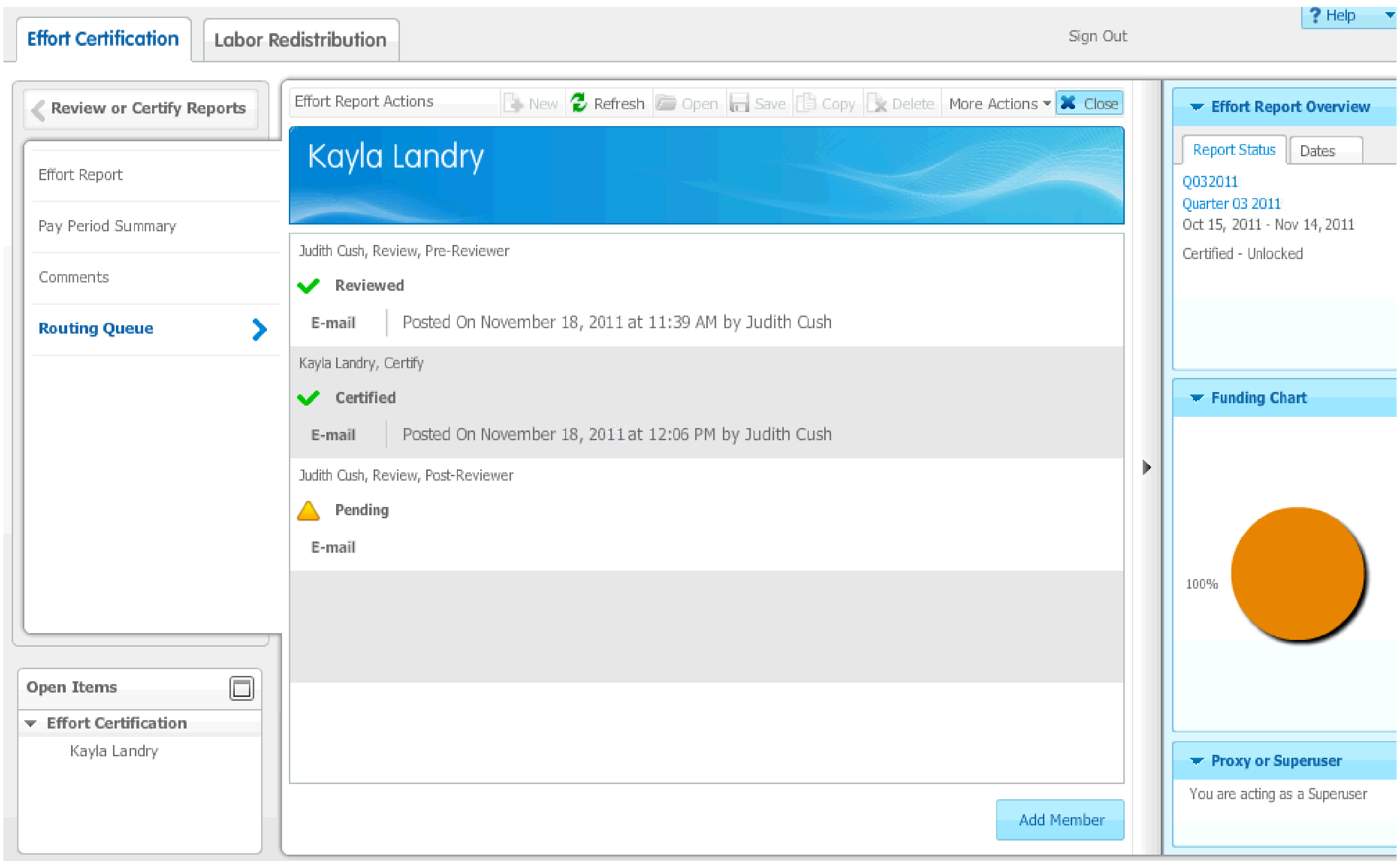
Reviewing the Routing Queue

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



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

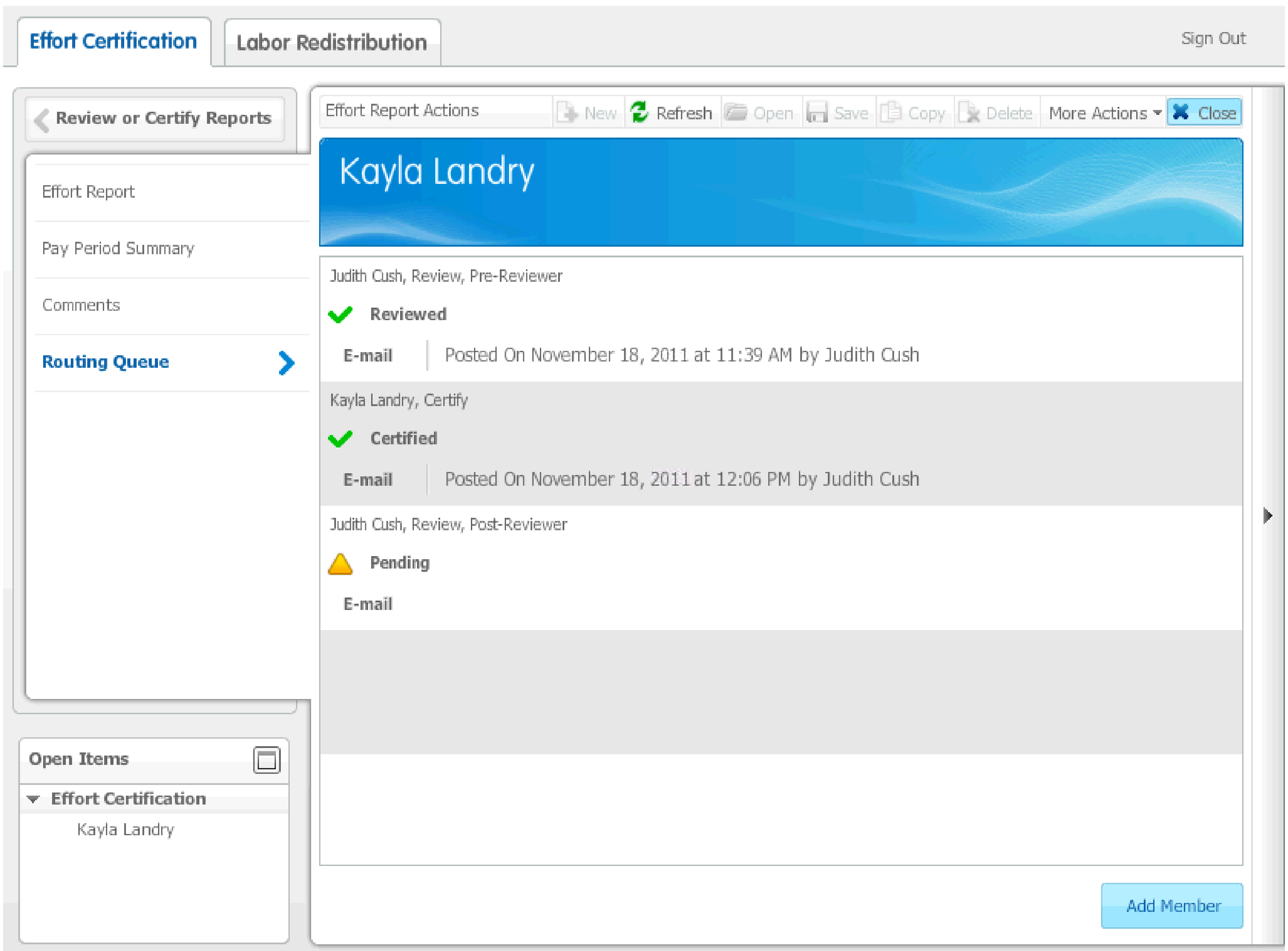
Introduction

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



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.

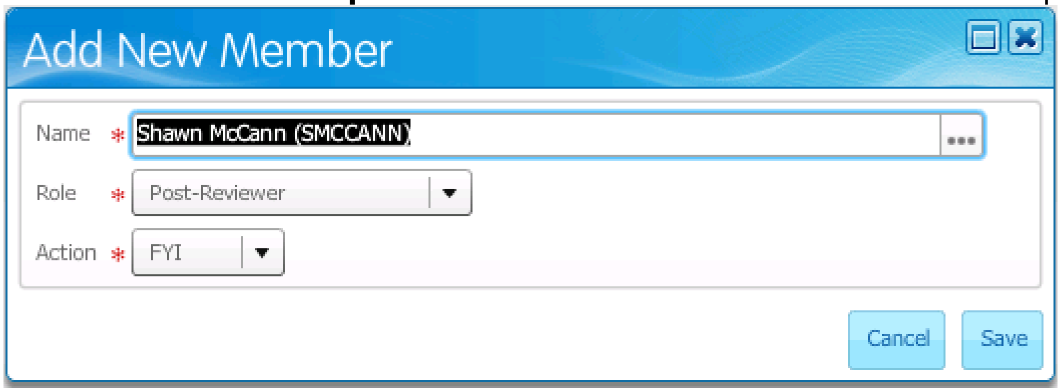
Steps

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.



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

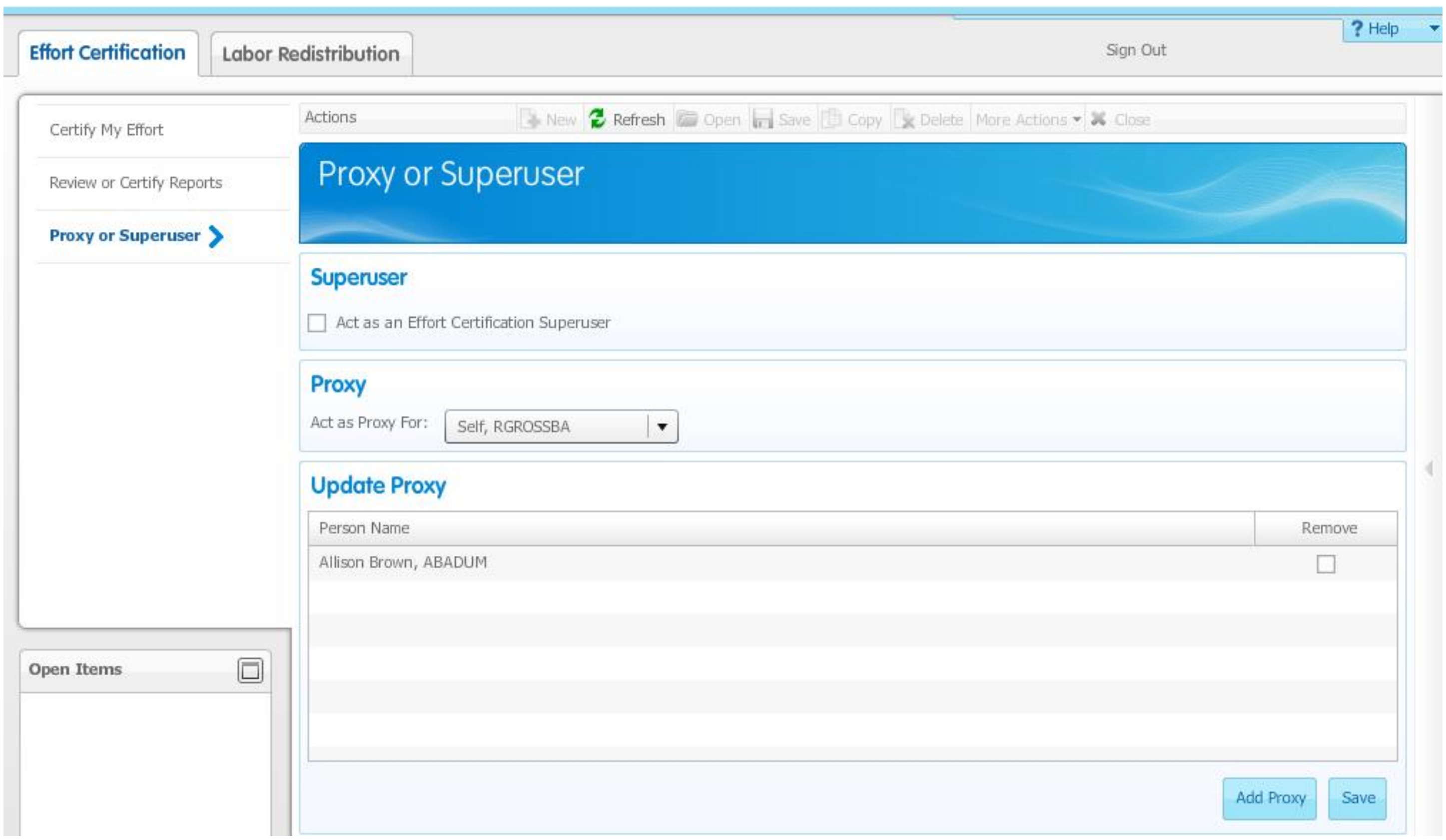
PROXIES

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



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.

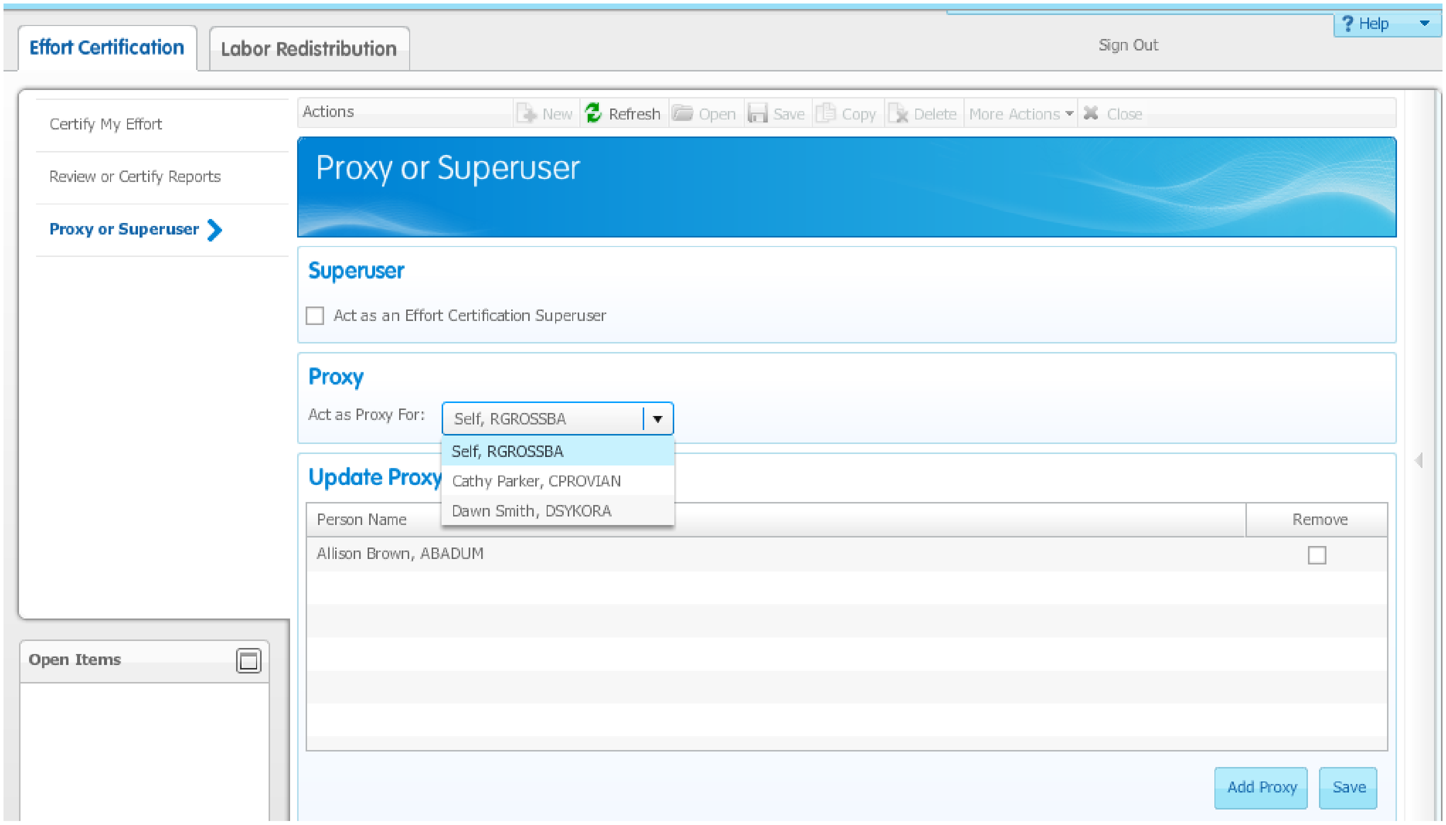
Note: The result is the first proxy has been removed.

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



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

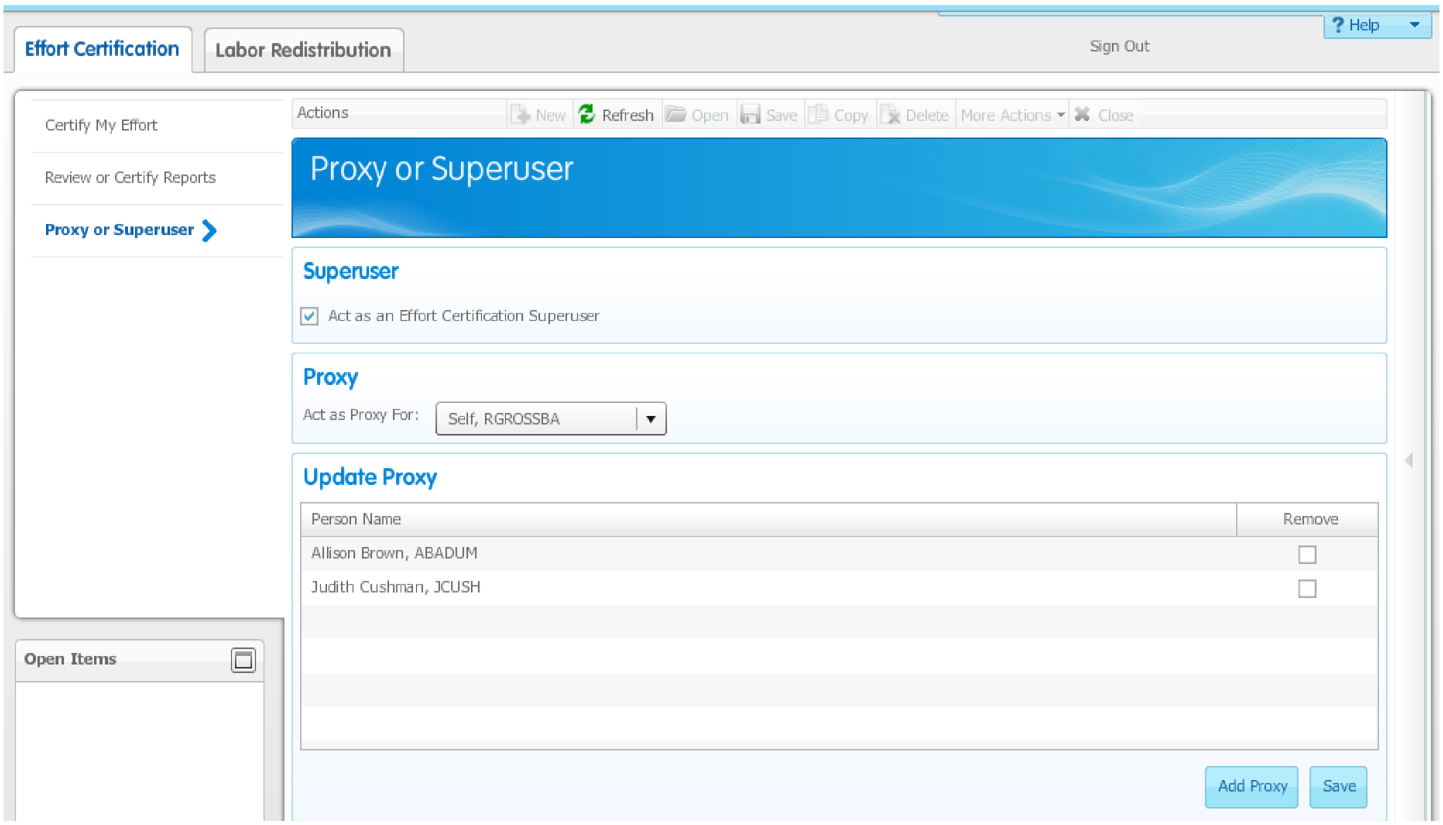
Use the Effort Report Proxy or Superuser page to define yourself as a Superuser for the purpose of effort certification for this session.

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



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.

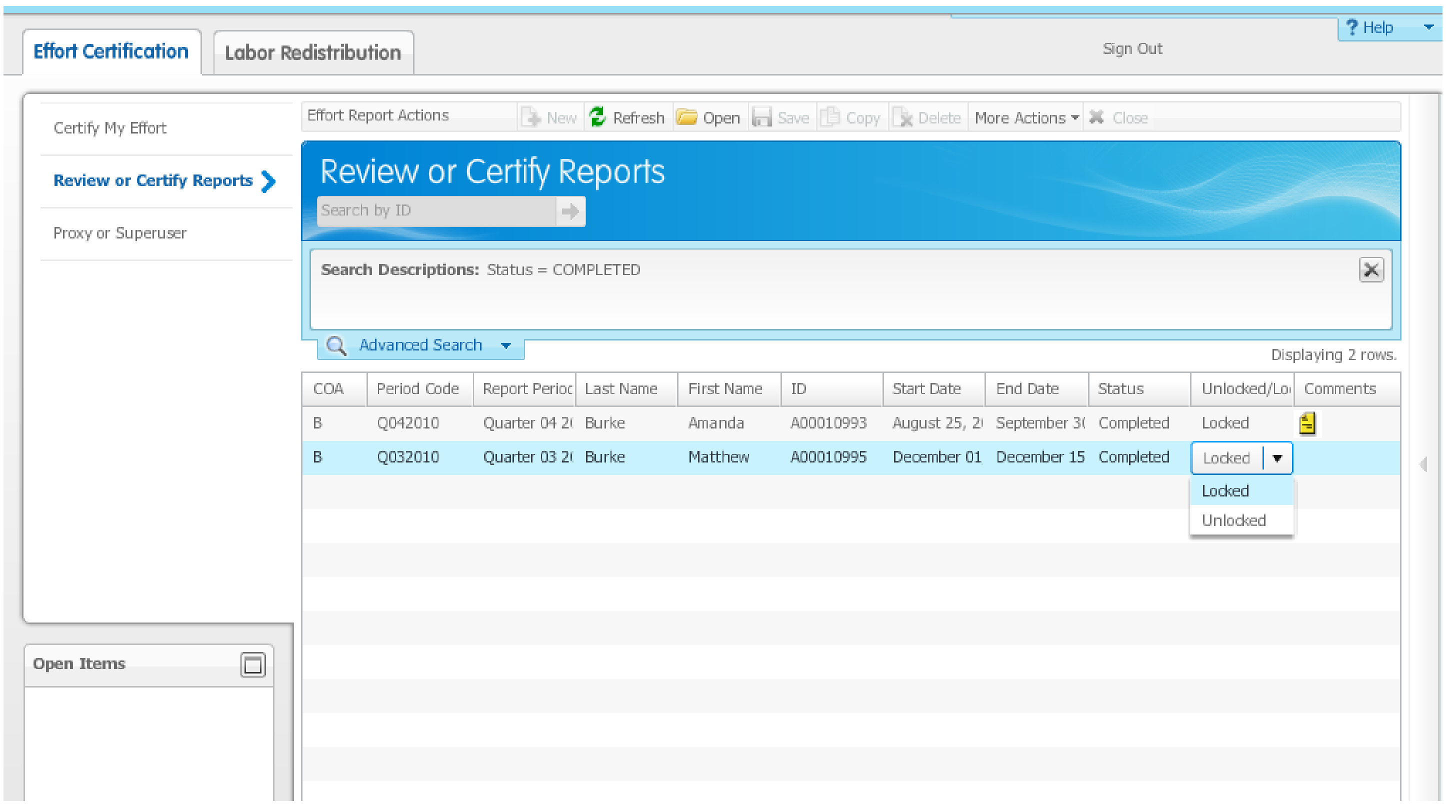
Locking or Unlocking an Effort Report

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



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.