Effort Certification – Salary

The business process for Effort Certification of salaried employees is generated bi-annually for the periods ending June 30 and December 31st for the prior six month period.

Business Process:

1. Go to your action list, select the inbox icon

2. This shows the Effort Certification form.

Review the following:

Item 1: Name
Item 2: Time Period
Item 3: Summary/Pay sources

Note: To see more information of the pay source hover over the Worktags starting with GR, PG, SG and the following icon will appear: Then right click on it and select See in a New Tab
3. If the information in Step 2 is not correct proceed to Step 4.

If the information in Step 2 is correct, check the box next to I Certify and select Submit at the bottom of the page. The screen to the right will result and no further action needs to be completed:

4. Complete this step only if you need to make corrections to the information reflected in Step 2. To initiate a change, at the bottom of the page select Send Back.
5. The Send Back screen will result with the name of the GFS who will enter your changes as well as a reason box that needs to be completed.

**Reason**: Outline what exactly needs updated on the Effort Certification and why.

Select **Submit**

Once the GFS makes the requested updates the form will be routed to you for your approval. Please follow the steps outlined previously to perform that action.