

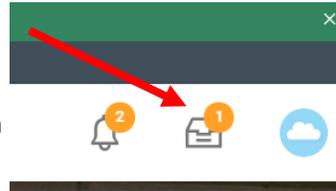
Effort Certification – Salary/Employee-As-Self Certification

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

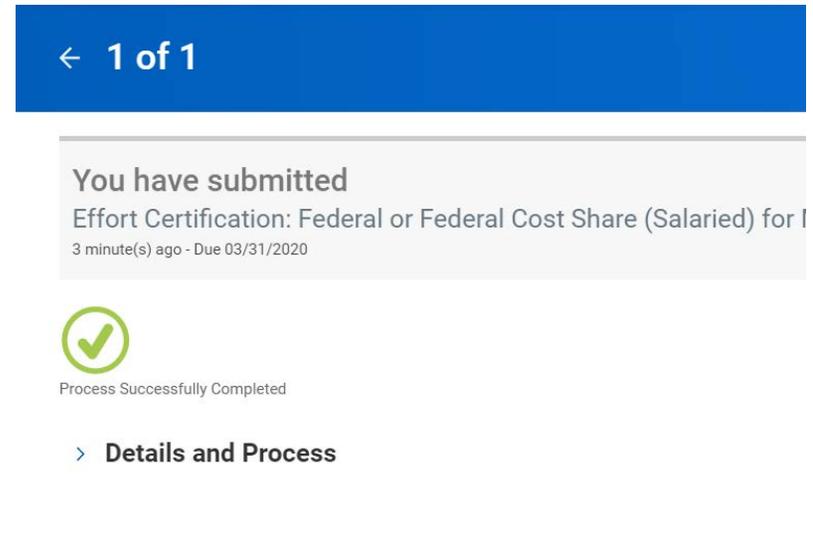
A screenshot of a web application interface for reviewing effort certification. The title is 'Review Effort Certification' for 'Federal or Federal Cost Share (Salaried) for Item #1 for 07/01/2019 - 12/31/2019'. The form shows 'Total Certified Amount Estimated' as 12,300.00 and 'Total Certified Percentage Estimated' as 100.0%. There is a section for a declaration: 'I certify I have suitable means to verify all effort or time reflected within this effort certification action. I certify further that, to the best of my knowledge, the effort or time reflected on this report reasonably reflects the actual effort by me or the individual reflected on this form.' Below this is a 'Process History' section with buttons for 'Submit', 'Change Effort', 'Send Back', and a menu icon. A summary table is also visible, showing worktags and their corresponding certified amounts and percentages.

Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
GR-017163-00001 Levitas-Phase transformation-related phenomena under compression and shear of ceramics	12,300.00	100.0%	100.0%
IRT1138 RSFFED-Restricted Sponsored Funding Federal			
Total:	12,300.00	100.0%	100.0%

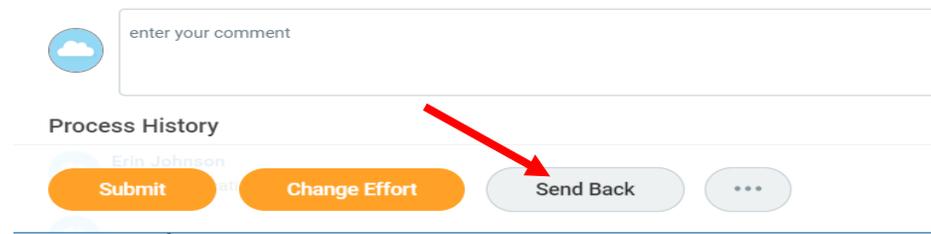
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3. If the information in Step 2 **is not correct** proceed to Step 4.

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**



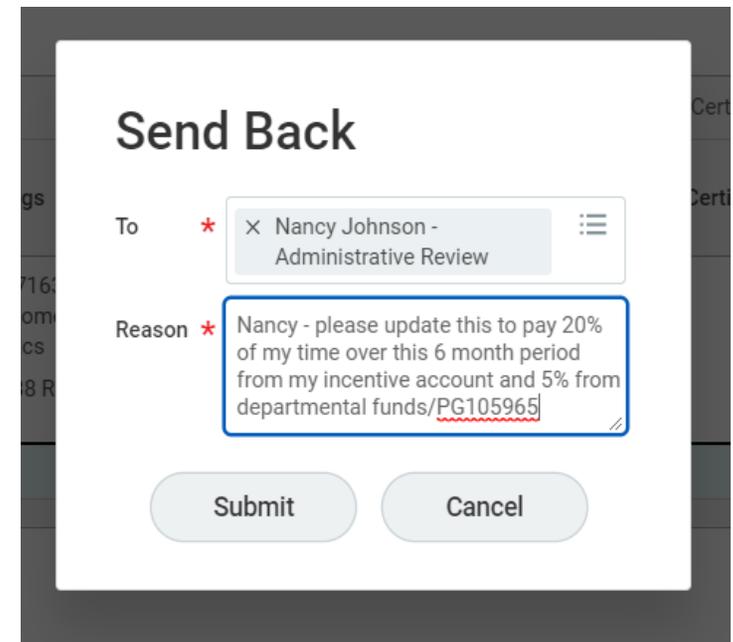
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- The Send Back screen will result with the name of the GFS who will enter your changes as well as a reason box that needs to be completed.

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.



The screenshot shows a 'Send Back' form with the following fields and buttons:

- To ***: A dropdown menu showing 'Nancy Johnson - Administrative Review'.
- Reason ***: A text area containing the text: 'Nancy - please update this to pay 20% of my time over this 6 month period from my incentive account and 5% from departmental funds/PG105965'. The text is enclosed in a blue border.
- Submit**: A rounded button at the bottom left.
- Cancel**: A rounded button at the bottom right.