



UNIVERSITY OF  
MARYLAND

## **Certifier**

(Principal Investigator or Employee-as-Self)



Effort Certification  
Training Guides



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# Introduction: Effort Certification

## What is Effort Reporting?

Effort reporting is a federally mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort expended on that project.

## Why is Effort Reporting important?

- Federal regulations for administering grants and contracts specifically list requirements that educational institutions must follow regarding compensation for personal services and certification of work for those services
- The University is required to have an effort reporting system to receive federal grants and contracts
- Provides internal control mechanism to review salary changes
- Regulations: Uniform Guidance section 200.430 "Compensation – Personal Services"

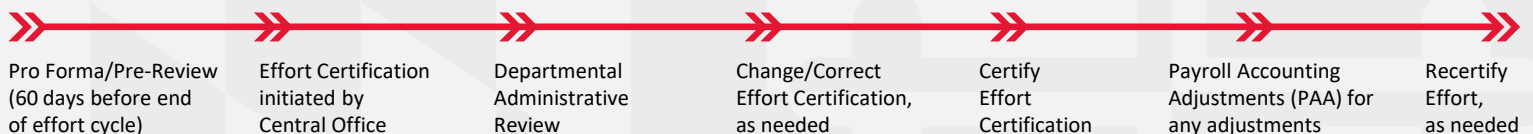
## Effort

Effort Certification: Certification process that all salaries charged to a sponsored project are reasonable in relation to actual work performed

Total Effort: Total Activity that UMCP compensates faculty/staff to perform

- Regardless of actual number of hours worked
- Varies from individual to individual
- NOT based on 40-hour work week
- NOT just Monday through Friday

## Effort Reporting Process





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**Effort Certification – Notifications**



# Effort Certification – Notifications

## Notifications – Audience

The following notifications are delivered using the results of two custom reports in Workday. They are used to identify two distinct worker populations:

1. Central & Departmental Effort Roles – Includes all workers assigned to security roles of Effort Certification Manager, Effort Certification Reviewer, Effort Certification Analyst.
2. Eligible Workers for Effort – Includes all workers who charged any Institution Base Salary (IBS) payroll to a grant worktag within the last reporting period. Workers whose payroll is fully transferred off of grants are excluded.

## Notifications

The following table shows all planned notifications for Effort Certification.

Title and Message	Audience	Timing
<b>Recertify Effort</b>		
<p>Effort Certification Reviewers, please look at your Workday inbox and review the Effort Reports, and then submit them for the employees’ and Principal Investigators’ approval. Note: The recertification task is run bi-weekly by the Effort Certification Manager (SPAC) to capture the previous certified Effort Reports that are hit by the Payroll Accounting Adjustments.</p>	<p>A. Workers with Effort Roles</p>	<p>▶ Bi-Weekly</p>
<b>Pro Forma/ Pre-Review: 60 Days</b>		
<p>The current Effort Certification cycle will be concluding in 60 days. Effort Certification Reviewers, please click the button below and run the <a href="#">Pro Forma Effort Certification</a> to pre-review the Effort Reports for your cost center and make any adjustments needed.</p>		<p>▶ Semi- annual ▶ 60 days before Effort End Date</p>
<b>Pro Forma/Pre-Review: 30 Days</b>		
<p>The current Effort Certification cycle will be concluding in 30 days. Effort Certification Reviewers, please click the button below and run the <a href="#">Pro Forma Effort Certification</a> to pre-review the Effort Reports for your cost center and make any adjustments needed.</p>	<p>A. Workers with Effort Roles</p>	<p>▶ Semi- annual ▶ 30 days before Effort End Date</p>
<b>Effort Review Period</b>		
<p>This notification is to alert you that we’re in the 30-day review and correction period for the current effort cycle. Effort Certification Reviewers, please run <a href="#">Pro Forma Effort Certification</a> to verify if the activity shown for each sponsored project is an allowable, reasonable, and allocable estimate of effort. If not, please contact your departmental administrator.</p> <p>Please note: Payroll Accounting Adjustments cannot be initiated during the week following the end of the review period (7-day Payroll Accounting Adjustment freeze).</p>	<p>A. Workers with Effort Roles B. Effort Eligible Workers</p>	<p>▶ Semi- annual ▶ Effort Cycle End Date</p>
<b>End of Effort Review Period: Begin PAA Freeze</b>		
<p>This notification is to alert you that the 30-day review period for the current effort cycle has ended. Over the next seven days, please complete all in-progress Payroll Accounting Adjustments and do not initiate new Payroll Accounting Adjustments.</p> <p>Any in-progress PAAs will prevent Effort Certification from processing for the affected worker.</p>	<p>A. Workers with Effort Roles B. Effort Eligible Workers</p>	<p>Semi- annual; 30 days after Effort Cycle End Date</p>
<b>End PAA Freeze &amp; Run Effort Certification</b>		
<p>The Effort reports of the current effort cycle are now available for review and approval and the Certification is due in 30 days.</p> <p><a href="#">Effort Certification Reviewers</a>, please look at your Workday inbox for any Effort Reports in your department. If no changes are needed, please forward the reports to the employee and Principal Investigator for review and certification.</p> <p><a href="#">Principal Investigators/Effort Certifiers</a>, you’ll see the effort reports in your Workday inbox after the Effort Certification Reviewers forward the reports. Please review and certify the reports as soon you receive the action item. If there are any changes necessary, please speak with your departmental administrator.</p>	<p>A. Workers with Effort Roles B. Effort Eligible Workers</p>	<p>Semi- annual; Five weeks after Effort Cycle Date</p>



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**Certify Effort Certification**



# Certify Effort Certification

This job aid instructs users how to certify an effort report. This is the third step of the effort certification business process. Effort certification verifies that the effort expended by personnel on a project is accurate and reflects the work that was performed. Should an effort report not be correct,

please notify your Effort Certification Review to change the effort report before certification. If no change is necessary, the Employees-as-self or Principal Investigator will certify the report to complete the process.

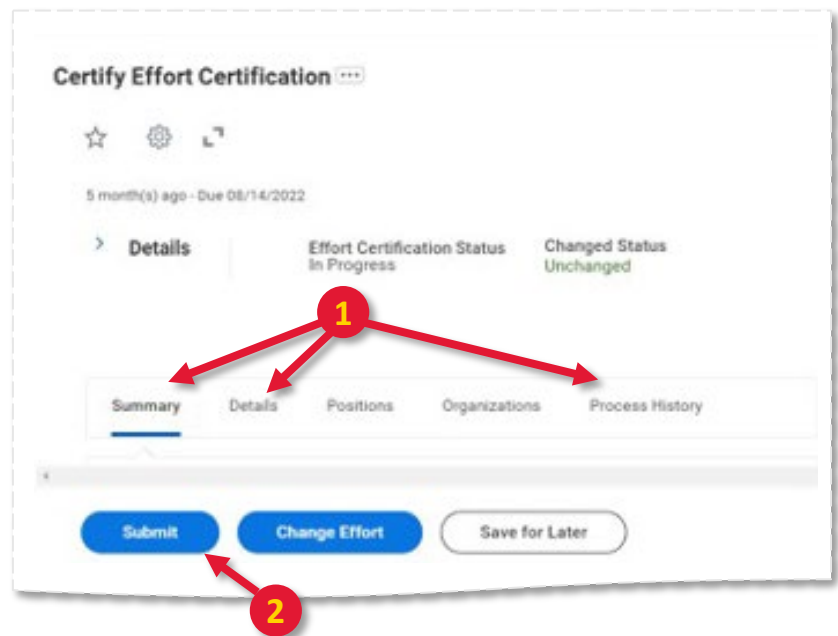
## Log into Workday and complete the following steps

Open **My Tasks** and access the **Effort Certification: Certify Effort Certification** task.

### From Certify Effort Certification page

1. Review the effort certification report.

- The **Summary** tab provides a breakdown of each unique set of payroll costing worktags (e.g., effort lines). On a given effort report, lines are subtotaled by the fund.
- The **Details** tab provides a breakdown of the effort certification lines by pay period.
- The **Process History** tab provides a breakdown of the effort certification business process. Each row of the table represents a step in the business process and includes process details such as status, completion date, due date, and the worker assigned each step.
- Notice a discrepancy in the effort report?  
Please contact your Effort Certification Reviewer immediately to make corrections.



2. Click **Submit**.

## NEXT STEPS

- Completed unless there are changes, and then recertification is necessary.



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Effort Certification Work Area





# Effort Certification Work Area

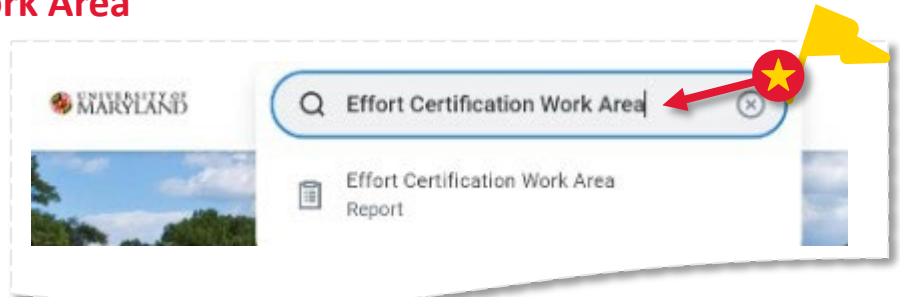
This job aid instructs users on how to use the effort certification work area. The Effort Certification Work Area provides the ability to view and manage effort certifications outside of My Tasks. The work area enables you to find, review and approve effort certifications.

Actions made from this report will be reflected in the worker's My Tasks. The Effort Certification Work Area consists of the Overview and My Work Queue.

**Note:** This dashboard enables the reviewer to find and review effort certifications outside of their My Tasks.

## Access the Effort Certification Work Area

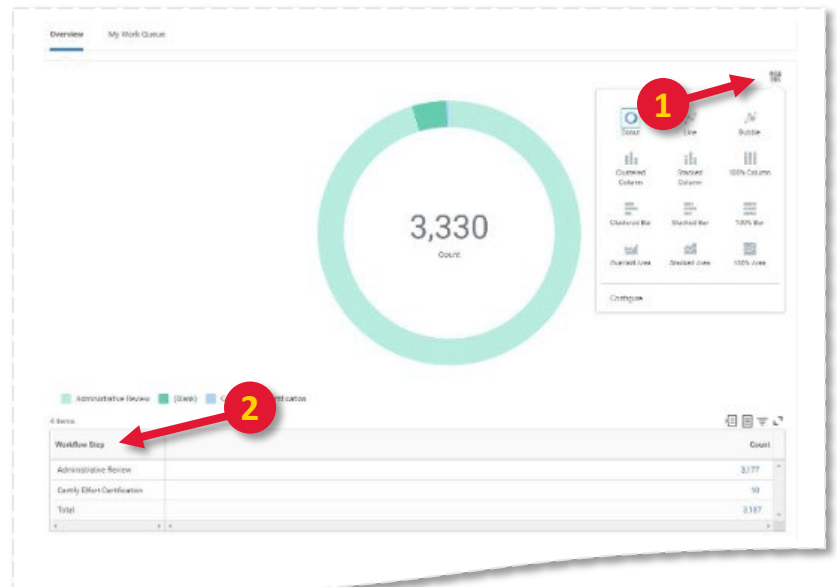
Search for and select **Effort Certification Work Area** in the search bar.



## Overview

The **Overview** contains a visualization of all the effort certifications you can access, based on your grant or cost center role assignment. In this section you can:

1. Click on the **Configure and View Chart Data** icon to change your data visualization.
2. Reference the **Workflow Step** in the table to access the statuses of effort certifications in process.



## My Work Queue

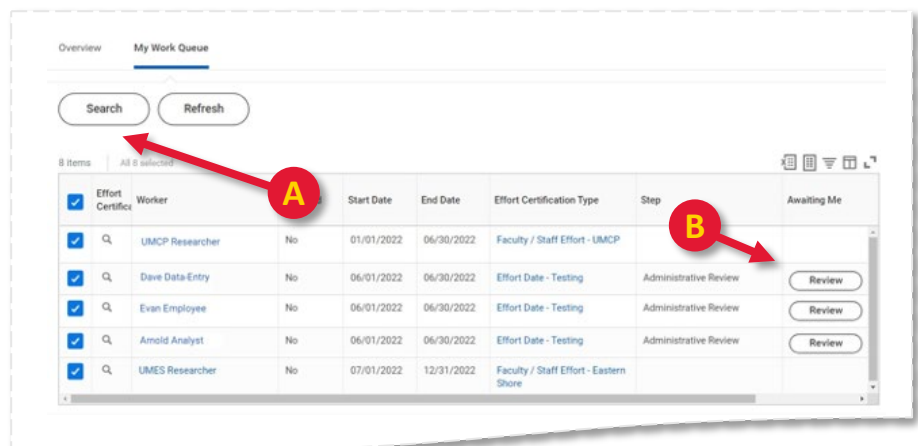
**My Work Queue** allows the reviewer to view and take actions on pending effort certifications assigned to them in My Tasks. In this section you can:

- A. Click **Search** to more quickly find the effort certification you are looking for.

→ Search using one or more of the following fields: Company, Worker Organization Assignments, Costed or Supervisory Organizations, Worker, and Effort Certification Date.

- B. Click **Review** on a particular line in the table to access the effort certification.

→ From the effort certification, the normal options are available: Submit, Change Effort, Send Back, and Save for Later.





# Appendix

