



UNIVERSITY OF
MARYLAND



Managers and Reviewers



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"

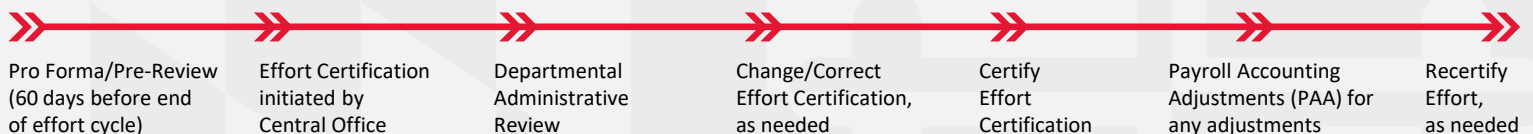
Effort

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





Reviewer



Pro Forma Effort Certification



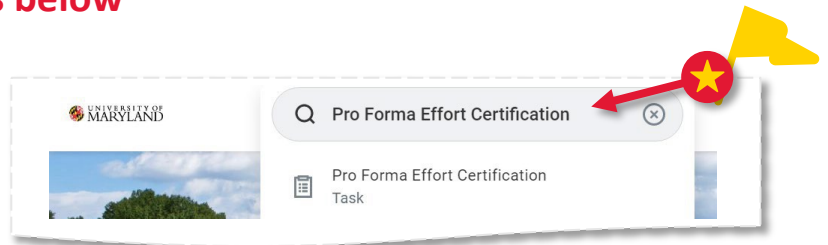
Pro Forma Effort Certification

This job aid includes steps in Workday to perform a Pro Forma (i.e., projected) Effort Certification. Reviewing effort at this stage is important so that there is time for corrections

rather than waiting until the certification period has started. Running the Pro Forma Effort Certification report at least monthly is recommended.

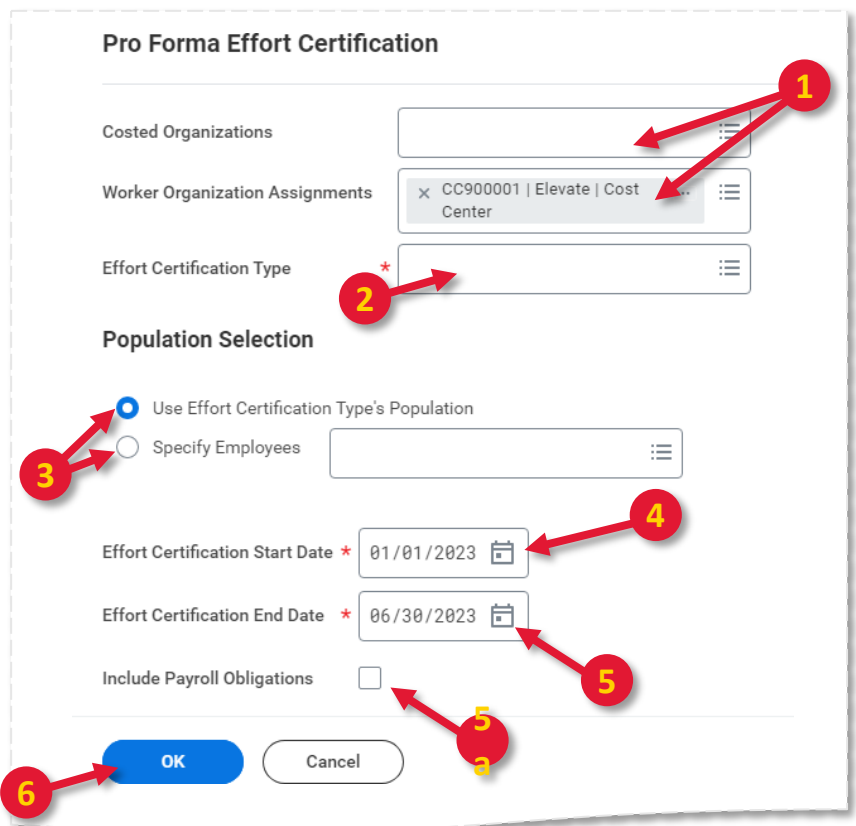
Log into Workday and follow the steps below

Access **Pro Forma Effort Certification** from the search bar.



In the Pro Forma Effort Certification pop-up section:

1. Choose cost center from the **Costed Organizations** (multiple selection; not a required field) to return pro forma effort for workers who charged payroll to the entered worktags. Alternatively, you can choose the cost center from the **Worker Organization Assignments** (multiple selection, typically a cost center) to return workers who are assigned to the entered worktags.
2. Enter the **Effort Certification Type**. For UMCP, select Faculty/Staff Effort.



In the Population Selection section:

3. Select **Use Effort Certification Type's Population**, if applicable.

—OR—

Select **Specify Employees** to check specific employee's report, if applicable.

4. Enter the **Effort Certification Start Date**.
5. Enter the **Effort Certification End Date**.
 - a. If the Effort Certification End Date extends into the future, check **Include Payroll Obligations** This projects how an effort report will look based on the worker's current payroll costing allocation.

Notes: Pro Forma effort can return up to one year for workers; These dates are for the institutional effort reporting period dates and may not match the award Period or Performance dates.

6. Click **OK**.

Pro Forma Effort Certification

From the View Background Process page:

Note: Search results will populate—this may take a few minutes to process.

7. Click **Refresh** until the Status shows "Completed".
8. Click **View Pro Forma Reports**.

View Background Process
Pro Forma Effort Certification Process ⋮

Process	Pro Forma Effort Certification Process
Request Name	Pro Forma Effort Certification Process
Status	Processing
Percent Complete	<div style="width: 19%; height: 10px; background-color: #0070c0; border: 1px solid #ccc;"></div> 19.00%
Current Processing Time (hh:mm:ss)	00:00:10
Average Processing Time (hh:mm:ss)	00:00:00

Refresh
7

Status	Completed
Current Processing Time (hh:mm:ss)	00:01:38

Pro Forma Effort Certification Process
Process Info
Messages (0)
Child Processes (0)

Worker Organization Assignments	UM01 University of Maryland College Park (UMCP)	Population Selection
Effort Certification Type	Faculty / Staff Effort - UMCP	<input checked="" type="radio"/> Use Effort Certification Type's Population
Effort Certification Start Date	01/01/2023	<input type="radio"/> Workers
Effort Certification End Date	06/30/2023	
Include Payroll Obligations	Yes	
Count of Pro Forma Effort Certifications	18	

View Pro Forma Reports
8

From the View Pro Forma Effort Certification page:

9. Within the **Pro Forma Effort Certification** column, single select a link to view the projected report.
10. Click **OK**.

View Pro Forma Effort Certifications

Worker Organization Assignments	UM01 University of Maryland College Park (UMCP)	Population Selection
Effort Certification Type	Faculty / Staff Effort - UMCP	<input checked="" type="radio"/> Use Effort Certification Type's Population
Effort Certification Start Date	01/01/2023	<input type="radio"/> Workers
Effort Certification End Date	06/30/2023	
Include Payroll Obligations	<input checked="" type="checkbox"/>	

18 Items

Worker	Cost Center from Worker Organization Assignments	Pro Forma Effort Certification
Earl Engineer	CC010924 UMCP ENGR Materials Science & Engineering	Pro Forma Effort Certification for 06/30/2023
Jane Doe	CC010934 UMCP SPHL School of Public Health	Pro Forma Effort Certification for 06/30/2023
Chris Computer	CC010840 UMCP CMNS Computer Sciences	Pro Forma Effort Certification for 06/30/2023
Oilly Ocean	CC010855 UMCP CMNS Atmospheric & Oceanic Science	Pro Forma Effort Certification for 06/30/2023

OK
Cancel
9

NEXT STEPS

- Select Details and Process to view the remaining steps in the process.
- Pro Forma reports should be sent to the PI or other personnel to verify their effort.



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Effort Certification – Administrative
Review



Effort Certification – Administrative Review

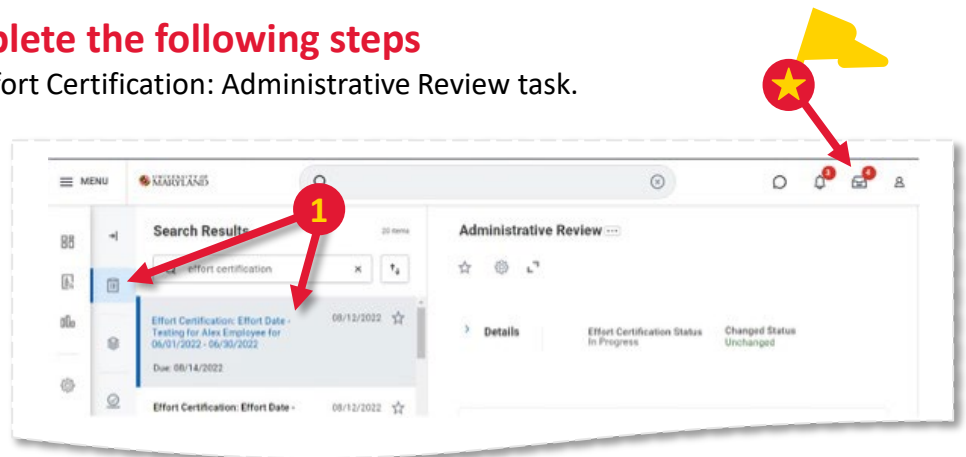
This job aid includes steps in Workday to perform administrative review for an effort report. This step of the effort certification business process is initiated when the Effort Certification Manager completes the Run Effort

Certification task. Effort certification verifies that the effort expended by personnel on a project is accurate and reflects the work that was performed.

Log into Workday and complete the following steps

1. Open **My Tasks** and access the Effort Certification: Administrative Review task.

Note: Effort Certification Reviewers can access the **Effort Certification Work Area** to review these tasks as well. The Effort Certification Work Area provides more options to sort data. Please refer to the Effort Certification Work Area job aid for more information on how to navigate this dashboard.

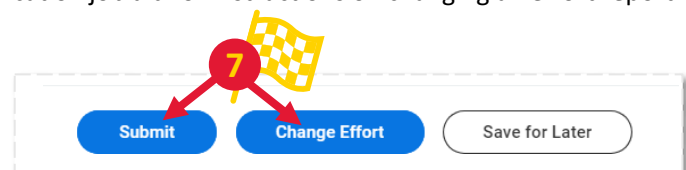


Review the effort certification report by completing the following steps:

2. The **Details** dropdown displays details of the effort report such as the selected pay period, Total Certified Amount Estimated, and Total Certified Percentage Estimated.
3. The **Summary** tab shows a breakdown of every unique set of worktags the employee has costed. On the effort report, each costed worktag is subtotaled by fund (FD Number). **Note:** If a salaried employee has charged any time to sponsored activity, all sponsored and non-sponsored payroll will appear on the report.
4. The **Details** tab shows a breakdown of the effort certification lines by pay period.
5. The **Positions** tab indicates position(s) of the worker for the effort certification.
6. The **Process History** tab displays each completed step of the effort certification business process and the next step. 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.



7. Click **Submit** to move the effort report forward to the relevant Employee-as-self and the PI. If changes need to be made to the effort report, click **Change Effort**. Use the Change Effort Certification job aid for instructions on changing an effort report.



NEXT STEPS

→ The effort report will route to the relevant Employee-as-self and the Principal Investigator for the Certify Effort Certification step of the effort certification business process.



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Effort Certification Work Area



Effort Certification Work Area*

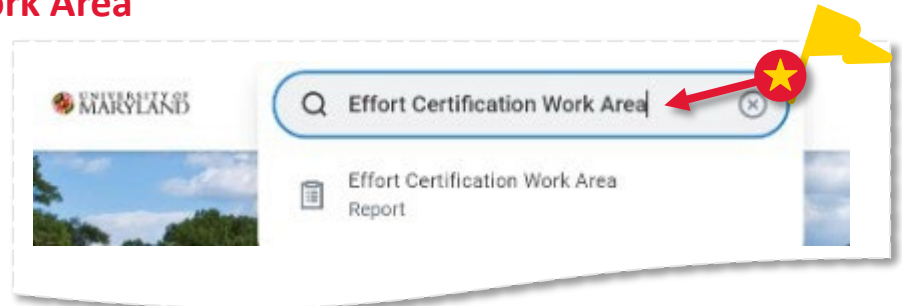
This job aid instructs users on how to use the effort certification work area. The Effort Certification Work Area provides the ability to view and manage effort certifications outside of My Tasks. The work area enables you to find, review and approve effort certifications.

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

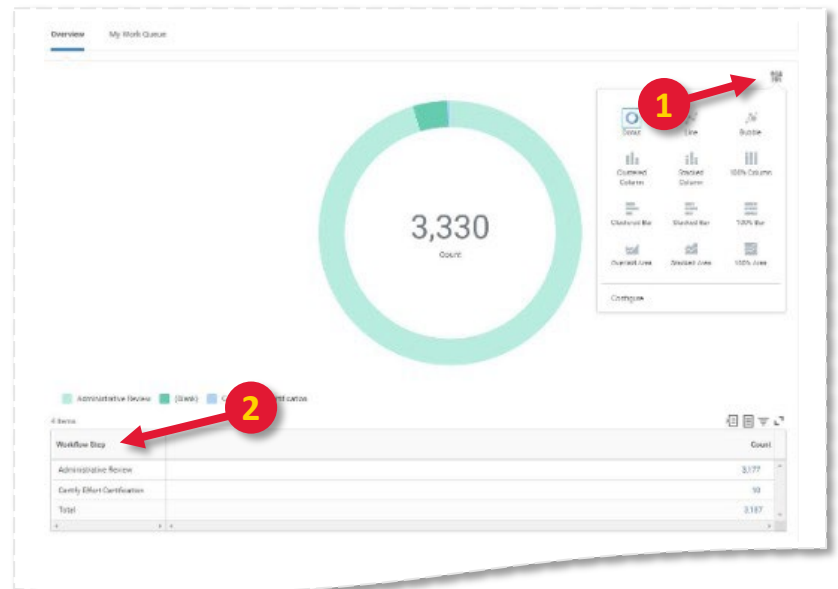
Search for and select **Effort Certification Work Area** in the search bar.



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*

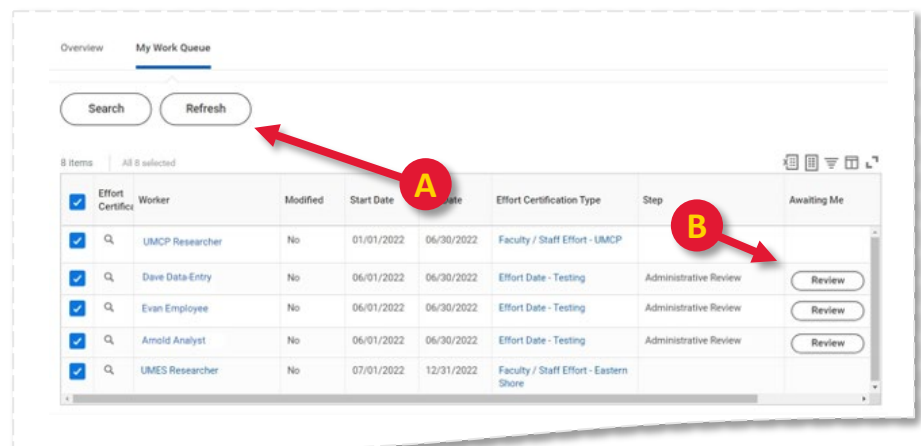
My Work Queue allows the reviewer to view and take actions on pending effort certifications assigned to them in My Tasks. In this section you can:

- 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.





Reviewer



Change Effort Certification



Change Effort Certification

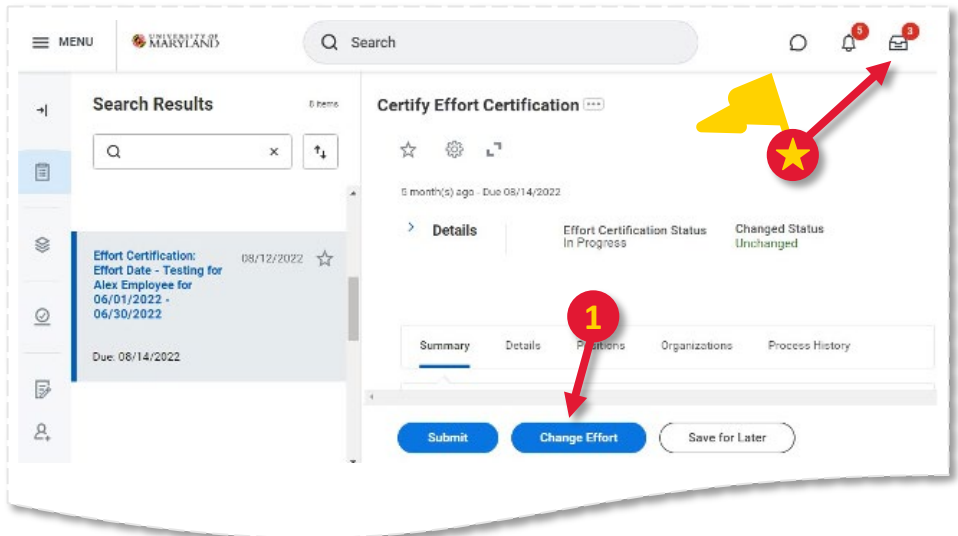
This job aid outlines changing an effort report. Effort certification verifies that the effort expended by personnel on a project is accurate and reflects the work that was performed. The Effort Certification Reviewer, Principal Investigator, and Employee-as-self have the option to

change an effort report before certification, however all changes should be referred to the Effort Certification Reviewer. 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

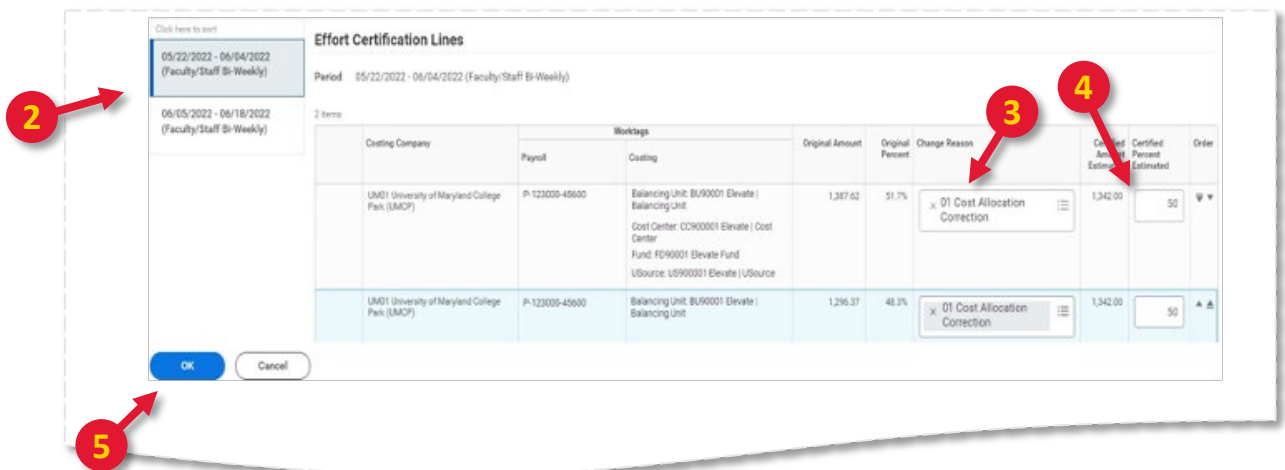
Open **My Tasks** and access the Effort Certification task. This inbox task will be called **Effort Certification: Administrative Review**. (For Employees and Principal Investigators, this inbox task will be called **Effort Certification: Certify Effort Certification**.)

1. Select **Change Effort**.



From the Change Effort page

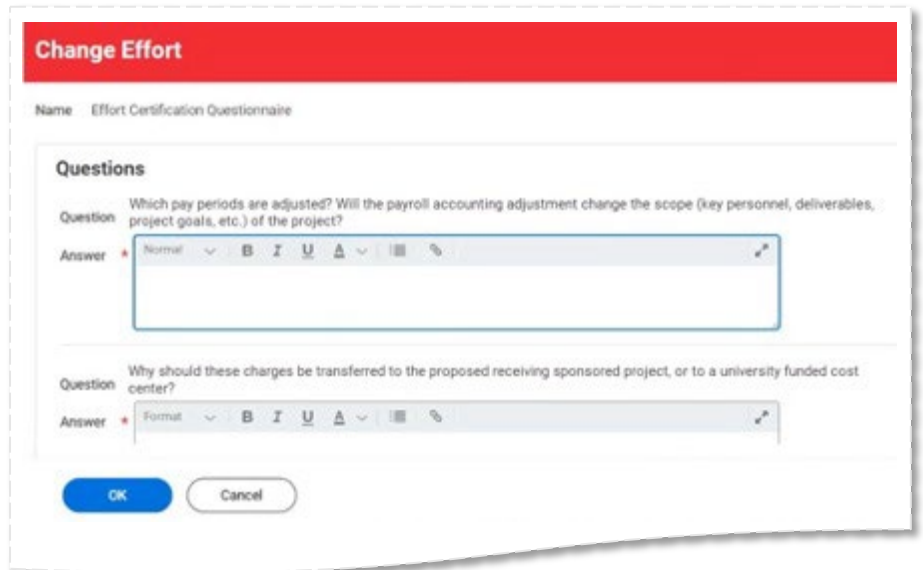
2. Select the **Pay Period(s)** that needs to be changed.
3. Select the **Change Reason Code** on the effort certification line(s) that needs to be changed. There are three reason codes available for selection:
 - **01 Cost Allocation Correction**
 - **02 Administrative Error**
 - **03 Pre-Award Cost Transfer**
4. Enter the new percentage in the **Certified Percent Estimated** column of the effort certification line(s) that needs to be changed. Note: The percent change across effort lines must net to zero for a combination of the worker's position and pay component. The unique position ID and pay component or earning can be found on each effort line under the Worktags – Payroll column.
5. Click **OK**.



Change Effort Certification

From the Effort Certification Questionnaire window:

6. Enter responses to the Effort Certification Questionnaire. The questionnaire will require responses to the following questions:
 - Which pay periods are adjusted? Will the payroll accounting adjustment change the scope (key personnel, deliverables, project goals, etc.) of the project?
 - Why should these charges be transferred to the proposed receiving sponsored project, or to a university funded cost center?
 - If applicable, why is the transaction being transferred to a grant worktag that will close within the next 45 days or an award that has already been closed?
 - What corrective action has been taken to eliminate the need for cost transfers of this kind in the future?

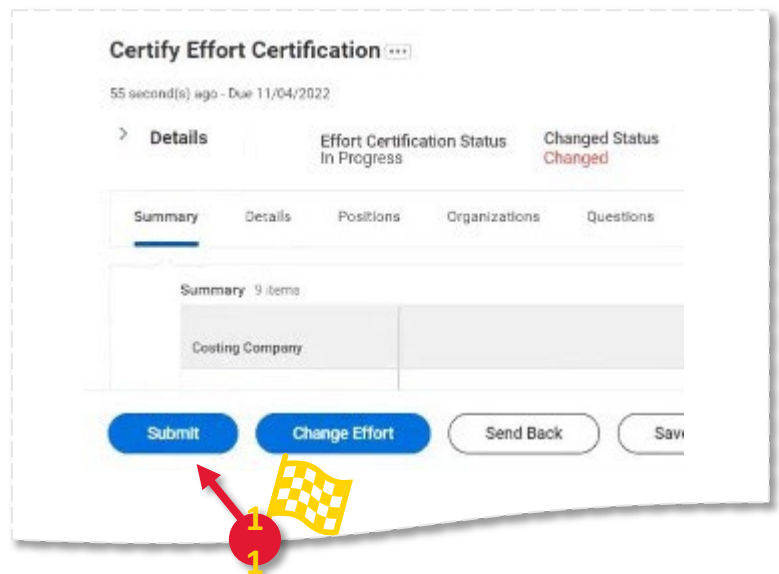


7. Click **OK**.

From the effort report page

Note: The Changed Status for this effort certification should read Changed. The Questions tab appears on the effort report after answering the questionnaire.

8. Click **Submit**.



NEXT STEPS

- For University of Maryland, College Park: Once the Principal Investigator has completed the Certify Effort Certification step of the effort certification business process, the Costing Specialist will receive a notification in My Tasks to create payroll accounting adjustment for effort certification.



Reviewer



Effort Certification – Notifications



Effort Certification – Notifications

This job aid describes the notifications planned to communicate with Effort Certification – eligible workers and staff supporting Effort Certification.

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 outlines all planned notifications for Effort Certification:

Title and Message	Audience	Timing
Recertify Effort		
<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.</p> <p>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>	A. Workers with Effort Roles	<ul style="list-style-type: none"> ▶ Bi-Weekly
Pro Forma/ Pre-Review: 60 Days		
<p>The current Effort Certification cycle will be concluding in 60 days. Effort Certification Reviewers, please click the button below and run the Pro Forma Effort Certification to pre-review the Effort Reports for your cost center and make any adjustments needed.</p>	A. Workers with Effort Roles	<ul style="list-style-type: none"> ▶ Semi- annual ▶ 60 days before Effort End Date
Pro Forma/Pre-Review: 30 Days		
<p>The current Effort Certification cycle will be concluding in 30 days. Effort Certification Reviewers, please click the button below and run the Pro Forma Effort Certification to pre-review the Effort Reports for your cost center and make any adjustments needed.</p>	A. Workers with Effort Roles	<ul style="list-style-type: none"> ▶ Semi- annual ▶ 30 days before Effort End Date
Effort Review Period		
<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 Pro Forma Effort Certification to verify if the activity shown for each sponsored project is a 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>	<ul style="list-style-type: none"> A. Workers with Effort Roles B. Effort Eligible Workers 	<ul style="list-style-type: none"> ▶ Semi- annual ▶ Effort Cycle End Date
End of Effort Review Period: Begin PAA Freeze		
<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>	<ul style="list-style-type: none"> A. Workers with Effort Roles B. Effort Eligible Workers 	<ul style="list-style-type: none"> ▶ Semi- annual; ▶ 30 days after Effort Cycle End Date
End PAA Freeze & Run Effort Certification		
<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>Effort Certification Reviewers, 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>Principal Investigators/Effort Certifiers, 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>	<ul style="list-style-type: none"> A. Workers with Effort Roles B. Effort Eligible Workers 	<ul style="list-style-type: none"> ▶ Semi- annual; ▶ Five weeks after Effort Cycle Date



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Run Effort Certification



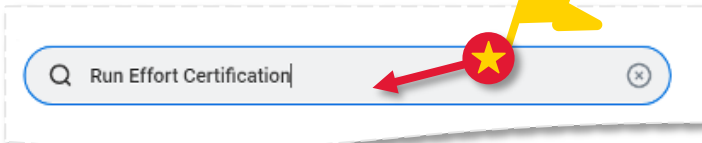
Run Effort Certification

The effort certification business process is initiated centrally by the **Effort Certification Manager**. Running the effort certification task is the first stage in the process and generates an individual effort report for employees who have worked on sponsored projects during a specified period.

Effort Certification Reviewers are responsible for verifying the accuracy of the employee's effort, and the employee / Principal Investigator is responsible for certifying that the effort is appropriate.

Log into Workday and follow the steps below

Search for and select the **Run Effort Certification** task from the search bar.



Note: This process should only be completed one time per effort cycle.

From the Run Effort Certification selection window:

1. Enter the **Company**.
2. Enter the **Effort Certification Type**.

Note: Effort Certification Type corresponds with the selected Company.

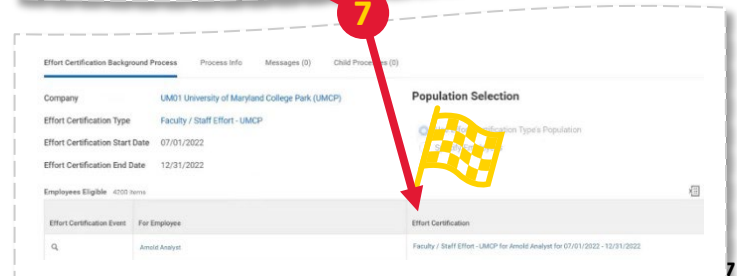
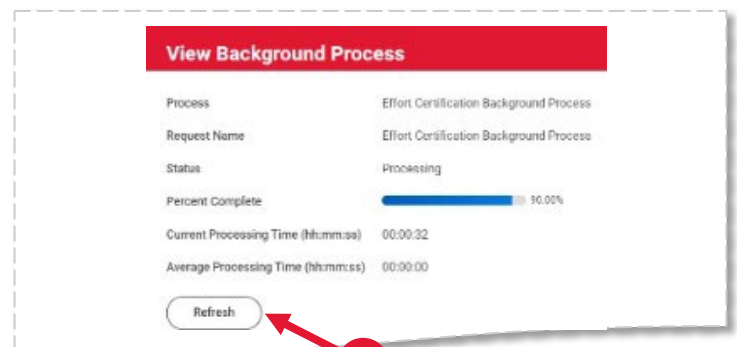
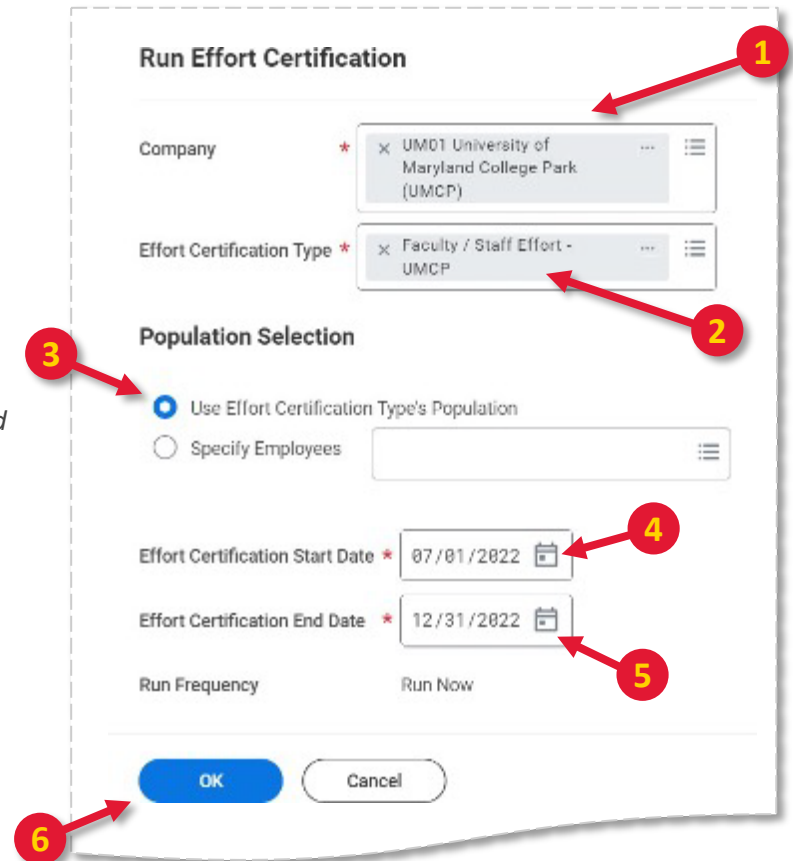
3. Under **Population Selection**, select **Use Effort Certification Type's Population**. Inputting specific employees is not recommended.
4. Enter **Effort Certification Start Date**. Enter the dates 07/01 for Effort Reporting Period 1 or 01/01 for Effort Reporting Period 2 in this field.
5. Enter **Effort Certification End Date**. Enter 12/31 for Effort Reporting Period 1 or 06/30 for Effort Reporting Period 2 in this field.

6. Click **OK**.

From the **View Background Process** page:

7. Click Refresh until status shows Completed. An effort report will be generated for every eligible employee.

Note: Click on the blue hyperlink under the Effort Certification column to view an individual, generated report.



NEXT STEPS

- View the steps completed under **Details and Process**.
- The **Proposed New Delegate** will receive a notification to complete the delegated task in **My Tasks**.



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Delegate Effort Certification



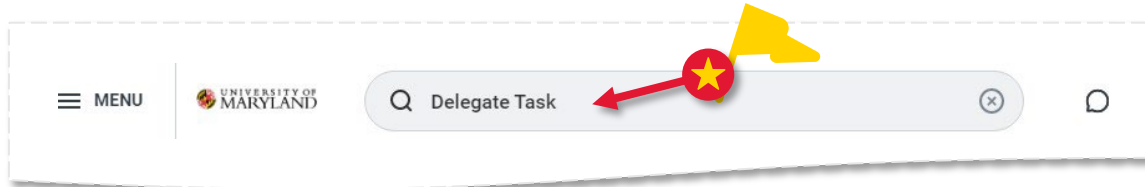
Delegate Effort Certification

This job aid demonstrates how the **Effort Certification Manager** (SPAC) can delegate specific inbox tasks on behalf of Effort Certification Reviewers after they have been received.

This allows effort certification reports to move from one administrator to another or from one department to another. This is used in cases such as extended studies appointments, departures, etc.

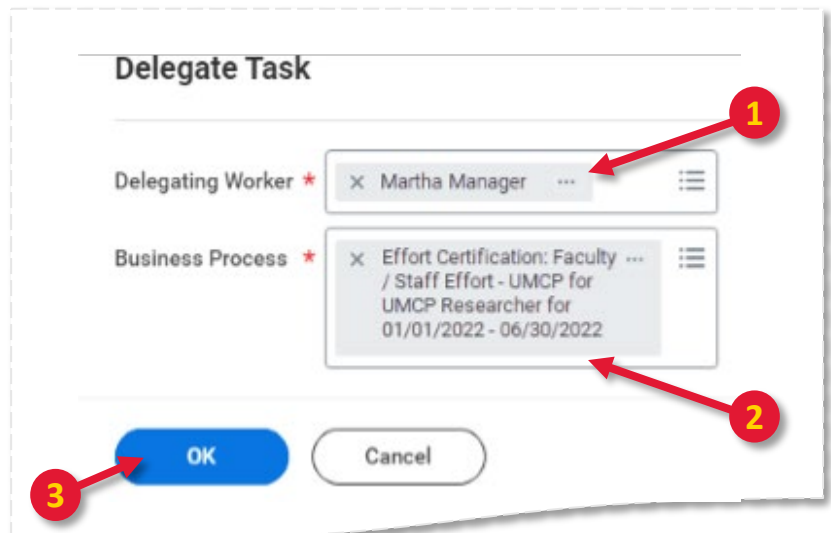
Log into Workday and follow the steps below

Search for and select the **Delegate Task** from the search bar.



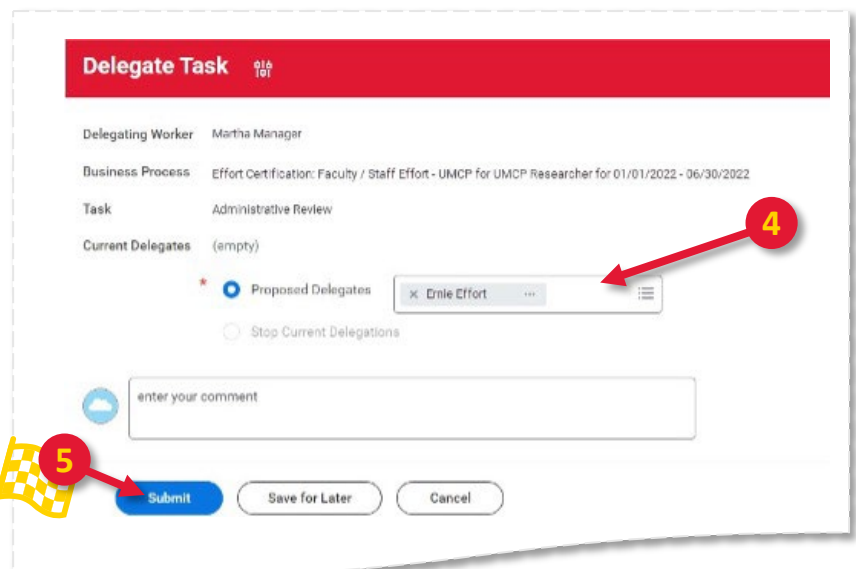
From the Delegate Task selection window:

1. Enter the **Delegating Worker**. This should be the delegating Effort Certification Reviewer.
2. Select the **Business Process**. This task needs to be currently in the delegating Effort Certification Reviewer's My Tasks.
3. Click **OK**.



From the Delegate Task screen:

4. Select the **Proposed Delegates** button and enter the proposed Effort Certification Reviewer's name. This worker will now find the task in their My Tasks.
5. Click **Submit**.



NEXT STEPS

- View the steps completed under **Details and Process**.
- The **Proposed New Delegate** will receive a notification to complete the delegated task in **My Tasks**.



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Effort Certification Work Area



Effort Certification Work Area

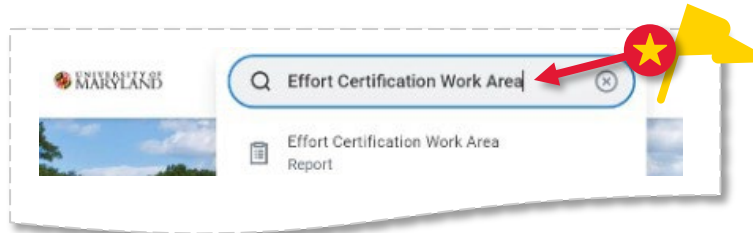
This job aid instructs users on how to use the effort certification work area. The Effort Certification Work Area provides the ability to view and manage effort certifications outside of My Tasks. The work area enables you to find, review and approve effort certifications.

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

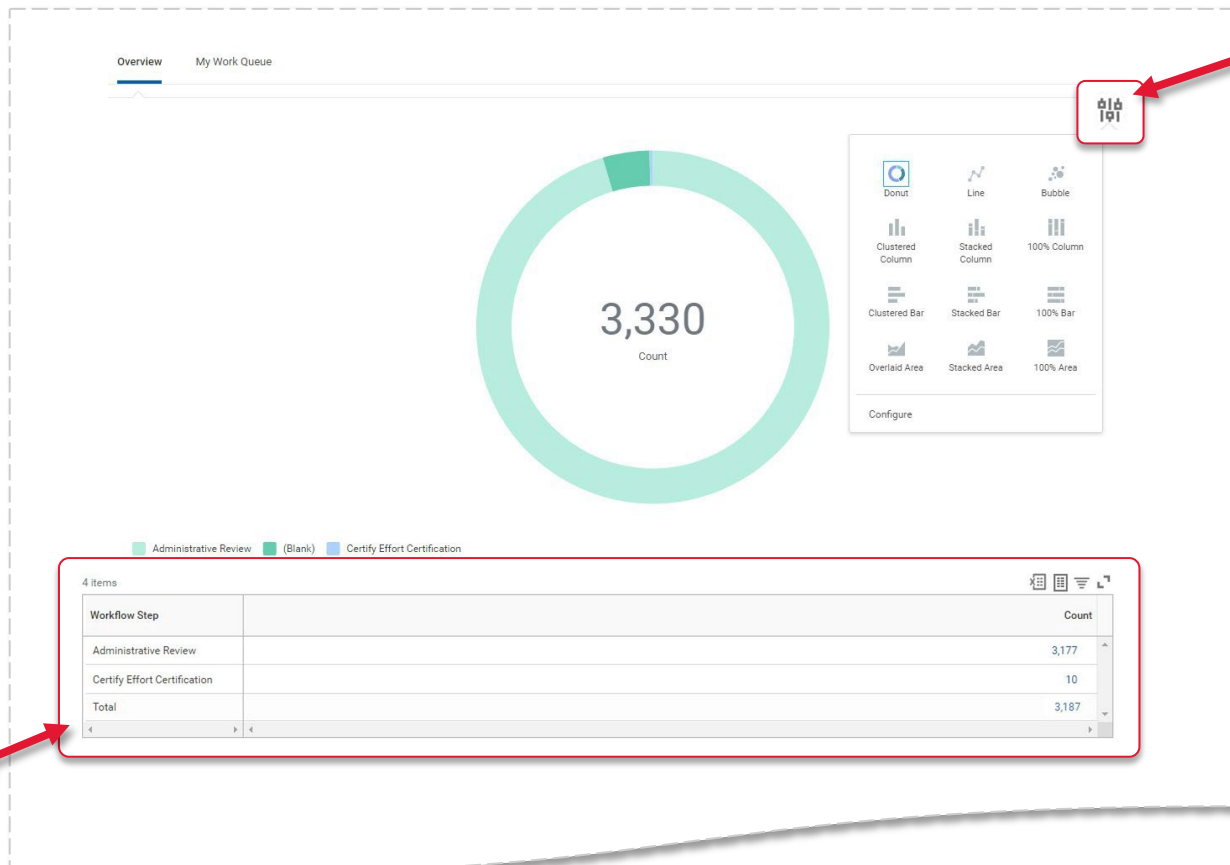
From the homepage, search for and select **Effort Certification Work Area** in the search bar.



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:

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





Manager



Recertify Effort Certifications



Recertify Effort Certifications

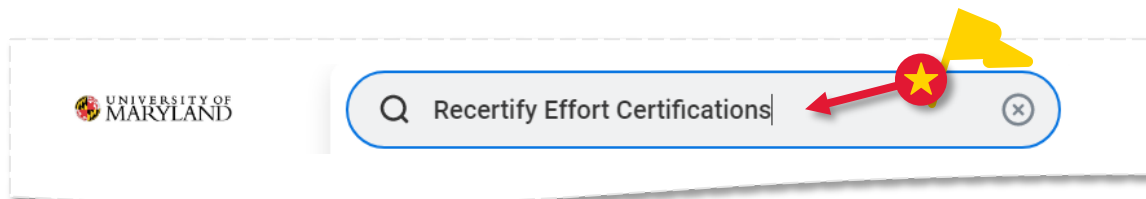
If a payroll accounting adjustment (PAA) is processed after an effort report has been certified, the effort needs to be re-certified. Workday refers to these effort reports as “obsolete”. Accessing the **Recertify Effort Certifications** task will return all effort reports that do not match the

corresponding pay results. The Effort Certification Manager can then re-initiate effort certification for these reports only. This task will be run bi-weekly.

Note: Under the Details section of a recertified effort report, Workday links the obsolete effort report for record keeping.

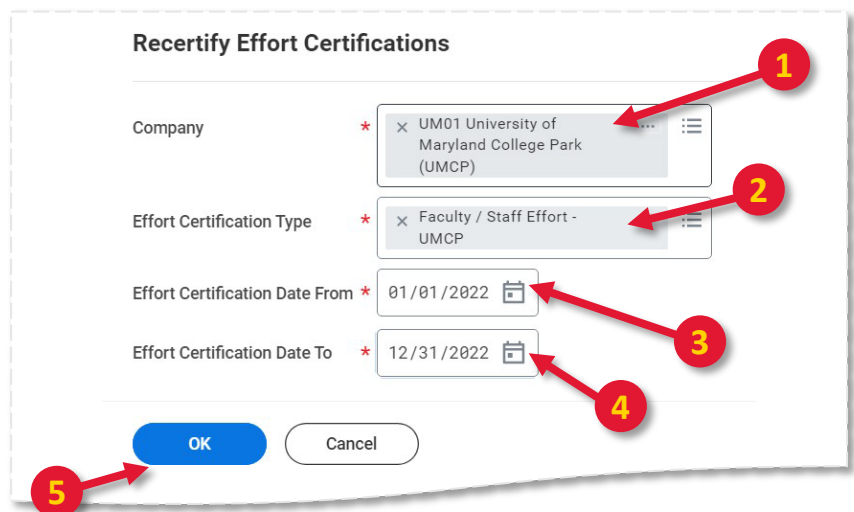
Log into Workday and follow the steps below

Search for and select the **Recertify Effort Certifications** from the search bar.



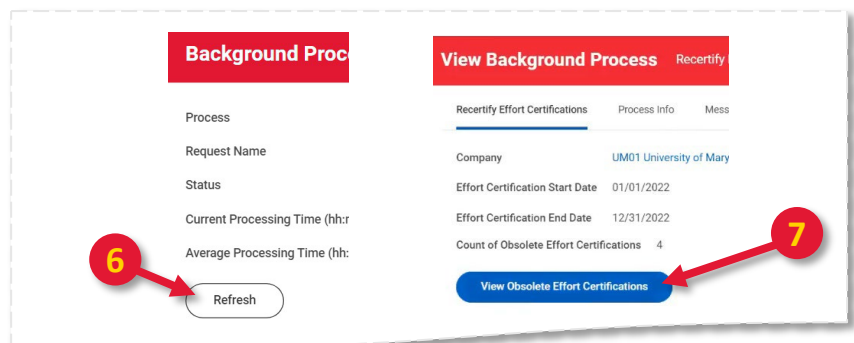
From the Recertify Effort Certifications screen:

1. Select the **Company**.
 2. Select the **Effort Certification Type**.
- Note: Select Faculty/Staff Effort for UMCP.*
3. Enter the **Effort Certification Date From**.
 4. Enter the **Effort Certification Date To**.
 5. Click **OK**.



From the Background Process page:

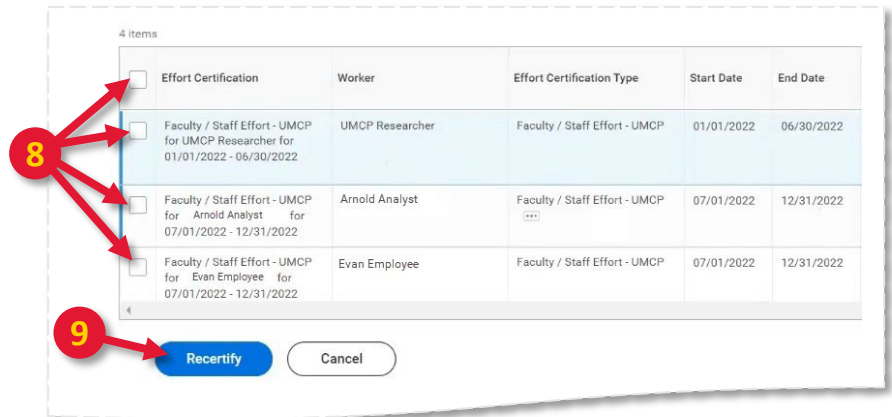
6. Click **Refresh** until search results appear.
7. Click **View Obsolete Effort Certifications**.



Recertify Effort Certifications

From the Recertify Effort Certifications – Work Area page:

- Select the checkbox next to any effort certifications that need to be recertified.
- Click **Recertify**.

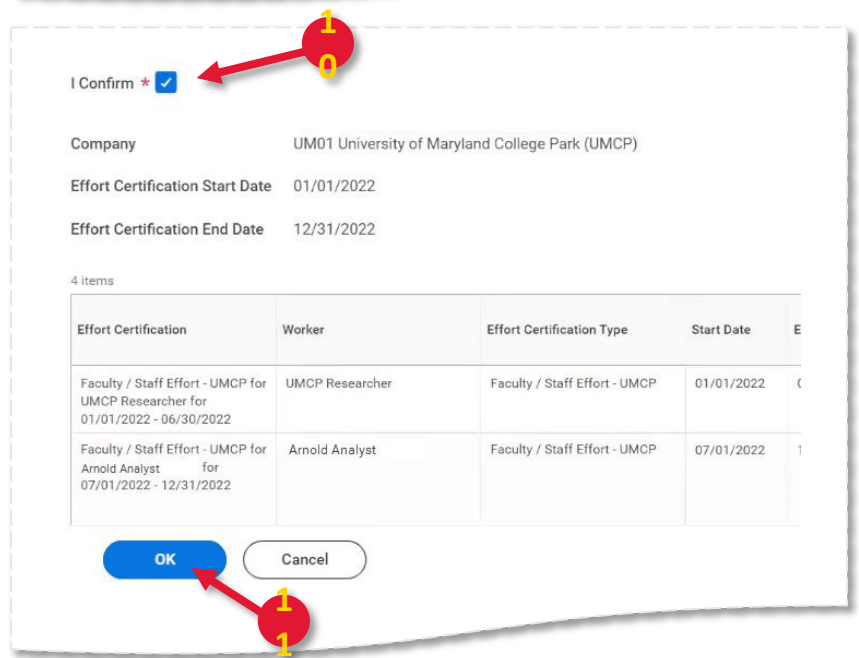


Effort Certification	Worker	Effort Certification Type	Start Date	End Date
Faculty / Staff Effort - UMCP for UMCP Researcher for 01/01/2022 - 06/30/2022	UMCP Researcher	Faculty / Staff Effort - UMCP	01/01/2022	06/30/2022
Faculty / Staff Effort - UMCP for Arnold Analyst for 07/01/2022 - 12/31/2022	Arnold Analyst	Faculty / Staff Effort - UMCP	07/01/2022	12/31/2022
Faculty / Staff Effort - UMCP for Evan Employee for 07/01/2022 - 12/31/2022	Evan Employee	Faculty / Staff Effort - UMCP	07/01/2022	12/31/2022

From the Recertify Effort Certifications – Confirm screen:

- Select the **I Confirm** checkbox.
- Click **OK**.

Note: This action will cancel the existing effort reports selected and re-route new effort reports for review and certification.



I Confirm *

Company UM01 University of Maryland College Park (UMCP)

Effort Certification Start Date 01/01/2022

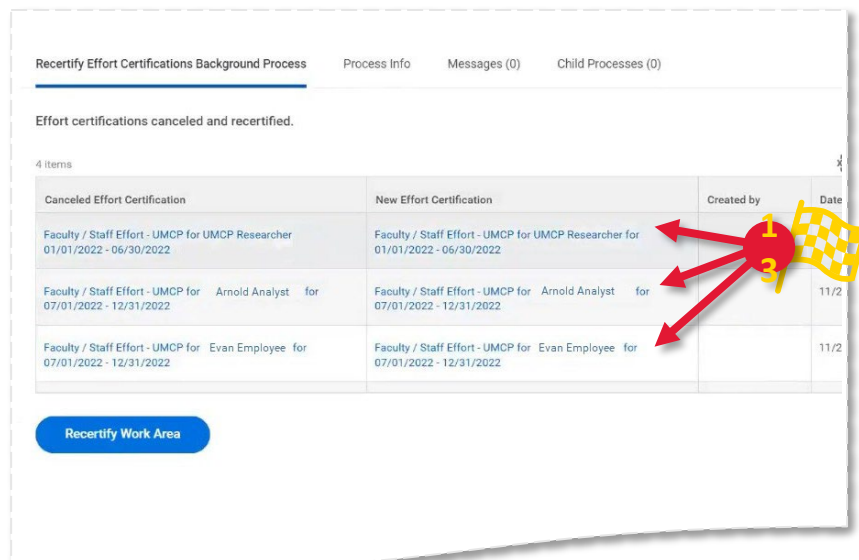
Effort Certification End Date 12/31/2022

Effort Certification	Worker	Effort Certification Type	Start Date	E
Faculty / Staff Effort - UMCP for UMCP Researcher for 01/01/2022 - 06/30/2022	UMCP Researcher	Faculty / Staff Effort - UMCP	01/01/2022	0
Faculty / Staff Effort - UMCP for Arnold Analyst for 07/01/2022 - 12/31/2022	Arnold Analyst	Faculty / Staff Effort - UMCP	07/01/2022	1

From the Background Process window:

- Click **Refresh** until results populate.
- Click on a new effort certification to view effort certification details.

*Note: Under the **Details** section of a recertified effort certification, Workday captures what has been certified and canceled for record keeping.*



Recertify Effort Certifications Background Process Process Info Messages (0) Child Processes (0)

Effort certifications canceled and recertified.

Canceled Effort Certification	New Effort Certification	Created by	Date
Faculty / Staff Effort - UMCP for UMCP Researcher for 01/01/2022 - 06/30/2022	Faculty / Staff Effort - UMCP for UMCP Researcher for 01/01/2022 - 06/30/2022		
Faculty / Staff Effort - UMCP for Arnold Analyst for 07/01/2022 - 12/31/2022	Faculty / Staff Effort - UMCP for Arnold Analyst for 07/01/2022 - 12/31/2022		11/2
Faculty / Staff Effort - UMCP for Evan Employee for 07/01/2022 - 12/31/2022	Faculty / Staff Effort - UMCP for Evan Employee for 07/01/2022 - 12/31/2022		11/2

NEXT STEPS

- Completion of the Recertify Effort Certifications task will restart the Effort Certification business process for the selected effort certifications.
- View Process Information and Changed Status by clicking on the new effort certification.



Manager



Effort Certification – Notifications



Effort Certification – Notifications

This job aid describes the notifications planned to communicate with **Effort Certification** – eligible workers and staff supporting **Effort Certification**. Workday has notifications configured to deliver based on the dates of

official Effort Reporting Cycle. This job aid will demonstrate how these notifications work, their contents and intended audience, and how Effort Certification Managers can request changes or deliver ‘ad hoc’ notifications.

Notifications – Scheduling

Workday limits how far in advance these notifications can be scheduled. Effort Certification Managers must submit ServiceNow tickets to request future Effort Certification notifications.

The Workday Enterprise Services (WES) team is responsible for completing this maintenance and otherwise responding to your business requirements.

Notification Title	Effort Cycle			
	FY2025-1	FY2025-2	FY2026-2	FY2027-1
Recertify Effort	Monthly	Monthly	Monthly	<i>Alerts are not scheduled past these dates!</i>
Pre-Review: 60 Days	11/1/2024	5/1/2025	11/1/2025	
Pre-Review: 30 Days	12/1/2024	5/31/2025	12/1/2025	
End of Effort Cycle: Review Period (Actual Cycle End Date)	12/31/2024	6/30/2025	12/31/2025	
End of Effort Review Period: Begin PAA Freeze	1/30/2025	7/30/2025	1/30/2026	
End PAA Freeze & Run Effort Certification	2/6/2025	8/6/2025	2/6/2026	

There are two notifications where Effort Certification Manager is responsible for initiating certain Workday tasks: **Recertify Effort** and **End of Effort Cycle: Run Effort Certification**.

- ▶ **Recertify Effort** – The Effort Certification Manager should be running Recertify Effort Certification alongside this notification. Please refer to the central Effort Certification job aids for more details on running this task.
- ▶ **End PAA Freeze & Run Effort Certification** – The Effort Certification Manager will access Run Effort Certification task to initiate the official effort business process. This task should also be run bi-weekly to capture any Effort Reports triggered solely by Payroll Accounting Adjustment.

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

In the following pages, the table shows all planned notifications for Effort Certification.

Effort Certification Managers will need to submit tickets via [ServiceNow](#) to schedule additional ‘ad hoc’ notifications. Once the ticket is submitted, the Workday Enterprise Service (WES) team will be responsible for maintaining and configuring notifications on your behalf.

Title and Message	Audience	Timing
Recertify Effort		
<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>
Pro Forma/ Pre-Review: 60 Days		
<p>The current Effort Certification cycle will be concluding in 60 days. Effort Certification Reviewers, please click the button below and run the Pro Forma Effort Certification 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>
Pro Forma/Pre-Review: 30 Days		
<p>The current Effort Certification cycle will be concluding in 30 days. Effort Certification Reviewers, please click the button below and run the Pro Forma Effort Certification 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>
Effort Review Period		
<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 Pro Forma Effort Certification 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>
End of Effort Review Period: Begin PAA Freeze		
<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>
End PAA Freeze & Run Effort Certification		
<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>Effort Certification Reviewers, 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>Principal Investigators/Effort Certifiers, 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>



Appendix

