Effort Certification in Workday | Basic Navigation

If an **Effort Certification** to-do item has appeared in your Workday Inbox, the following instructions will help you navigate and review the information so you may certify your effort. For instructions on certifying effort, review the corresponding QRC.

1. Expand "Details" at Top of Screen

Click the arrow to the left of the word **Details** at the top of the screen. This will display the effort certification time period under **Effort Certification For** as well as the **Total Certified Amount Estimated** and the **Total Certified Percentage Estimated**. The Uniform Administrative Requirements attestation statement is provided as a means of verifying that the PI and/or employee understands their responsibility in certifying time and effort for federally funded projects.

- **Effort Certification Status** – will be *In Progress* until the report is submitted by the PI
- **Changed Status** – will be *Unchanged* unless there is a change in effort

2. Positions

The PI/employee's position number, title, and name (if applicable) will be displayed. See steps #1 above and #5 below for instructions on locating the other information listed.

3. Organizations

This tab will display the employee's cost center, function, and fund. These are Worktags used for payroll and costing allocations.

4. Process History

This will display the historical processes the report has been through, status, and comments.

5. Review "Details" Tab

Click this tab to display each pay period with the corresponding original amount and percentage, along with the certified amount estimated and percent estimated. The Payroll and Costing **Worktags** are also seen in this tab with each associated grant. Review the certified amount and percent estimated columns for accuracy. If there is a discrepancy, select the **Change Effort** button at the bottom of the screen. For instructions on how to process a change in effort go to the Office of Research - Resource Library and review QRCs for processing effort changes.

List of pay periods in the effort certification cycle