Certify Effort: Employee (No Costing Changes)

This section will explain how to certify effort as an employee without allocation changes.

1. Navigate to **Workday**

2. Go to your **Workday Inbox**; find and click on the appropriate **Effort Certification** report item; a new page will display
Review Effort Certification

**Details** (top of screen)

1. Click the > arrow next to **Details** to expand the section and view the effort report details
   
   a. **Effort Certification for** – The effort certification period
   
   b. **Total Certified Amount Estimated** – The total amount for the certification period
   
   c. **Effort Certification Status** – Will be **In Progress**
   
   d. **Changed Status** – Will be **Unchanged**

   **NOTE:** See **Help Text** next to **Details**.
Details Tab

1. Click on the **Details** tab and scroll down to view the table.
2. Click each pay period to view effort period details:
   a. **Grant** (column)
   b. **Worktags** (group of columns)
      i. **Payroll** (column)
      ii. **Costing** (column)
   c. **Original Amount** (column)
   d. **Original Percent** (column)
   e. **Change Reason** (column)
   f. **Certified Amount Estimated** (column)
   g. **Certified Percentage of Period Estimated** (column)
Positions Tab

This tab displays the position number and title for the employee.

- Details
- **Positions**
- Organizations
- Process History

**Positions** 1 item

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0020: [Redacted]</td>
</tr>
</tbody>
</table>
Organizations & Process History Tabs

**Organizations (tab)**

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

**Process History (tab)**

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

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**Organizations**

- **Organization**: Bypass
- **Organization Type**: Bypass
- **Organization Subtype**: Bypass
- **Organization**: 270050000 Naval Architecture and Marine Engineering
  - **Organization Type**: Cost Center
  - **Organization Subtype**: Cost Center
- **Organization**: FNC209 Instruction
  - **Organization Type**: Function
  - **Organization Subtype**: Function
- **Organization**: FND019 Operating Fund
  - **Organization Type**: Fund

**Process History**

- **Process**: Effort Certification
  - **Step**: Effort Certification
  - **Status**: Submitted
  - **Completed On**: 04/04/2022, 03:22:58 PM
  - **Due Date**: 04/11/2022
  - **Person (Up to 5)**: Kane Fernandez
  - **All Persons**: 1
- **Process**: Certify Effort Certification
  - **Step**: Certify Effort Certification
  - **Status**: Not Required
  - **Completed On**: 04/11/2022
  - **Due Date**: 04/11/2022
  - **Person (Up to 5)**: Kane Fernandez
  - **All Persons**: 1
- **Process**: Certify Effort Certification
  - **Step**: Certify Effort Certification
  - **Status**: Waiting Action
  - **Completed On**: 04/04/2022, 03:22:58 PM
  - **Due Date**: 04/11/2022
  - **Person (Up to 5)**: Kane Fernandez
  - **All Persons**: 1
Certifying Effort Certification

If effort on the Details tab is appropriate and no changes need to be made:

1. **Changed Status** – Should be **Unchanged**

2. Click the > arrow next to **Details** at the top of the screen and read the **2 CFR Part 200** attestation statement certifying salary has been charged according to actual effort

3. **Click Submit**

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**Effort Certification**

UNO Effort Certification Type for [REDACTED] for 07/01/2021 - 12/31/2021

**Effort Certification for**

07/01/2021 - 12/31/2021

Total Certified Amount Estimated
72,882.35

Total Certified Percentage Estimated
100.0%

Per 2 CFR Part 200, the university must provide reasonable assurance that salary charges are accurate, allowable, and properly allocated which is documented through the Effort Certification process. Failure to comply with this requirement could lead to disallowance of salary charges to externally funded projects. Salary charged is based on actual work performed.

The certifier is attesting that he/she has sufficient technical knowledge and/or is in a position that provides for suitable means of verification that the work was performed.

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### Details

**Positions**

**Organizations**

**Process History**

[Submit] [Change Effort] [Save for Later]
Post Submission

Once submitted, you will receive a pop-up box displaying the next step in the effort certification process.

NOTE: The effort report will route to the cost center manager. If effort changes are needed, see QRC Effort Cert: Employee Costing Changes.
### CHANGES/UPDATES LIST:

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages Changed</th>
<th>Who made changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-05-22</td>
<td>1-6</td>
<td>Alana Coleman</td>
</tr>
</tbody>
</table>