

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

**Inbox**

1 item



Effort Certification: UNO Effort Certification Type for [REDACTED] for 07/01/2021 - ...
17 hour(s) ago - Due 04/11/2022

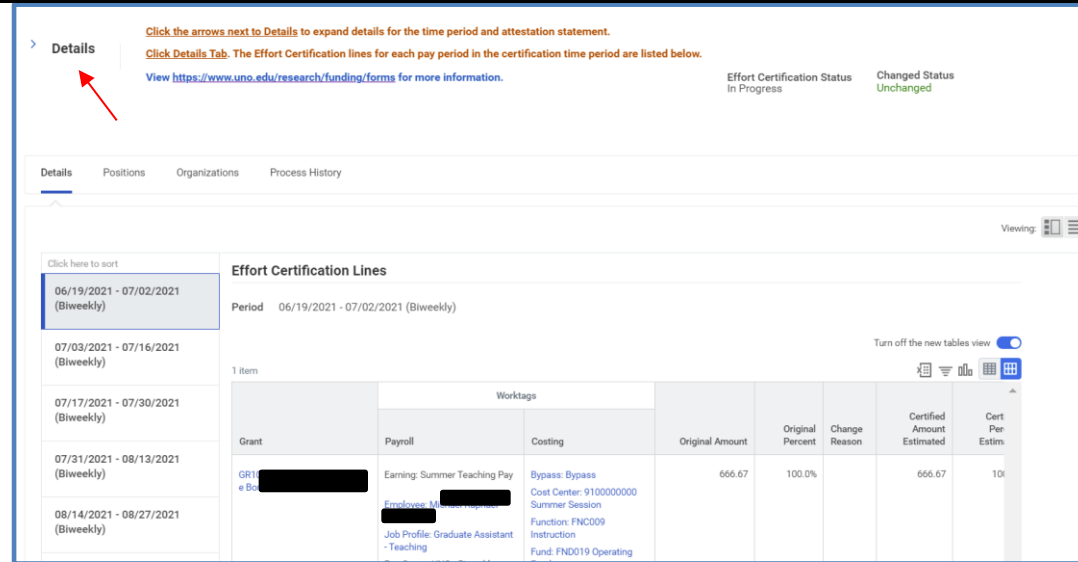
[Go to Inbox](#)

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**.



Click the arrows next to **Details** to expand details for the time period and attestation statement.
 Click **Details Tab**. The Effort Certification lines for each pay period in the certification time period are listed below.
 View <https://www.uno.edu/research/funding/forms> for more information.

Effort Certification Status: In Progress
 Changed Status: Unchanged

Details | Positions | Organizations | Process History

Click here to sort

06/19/2021 - 07/02/2021 (Biweekly)

07/03/2021 - 07/16/2021 (Biweekly)

07/17/2021 - 07/30/2021 (Biweekly)

07/31/2021 - 08/13/2021 (Biweekly)

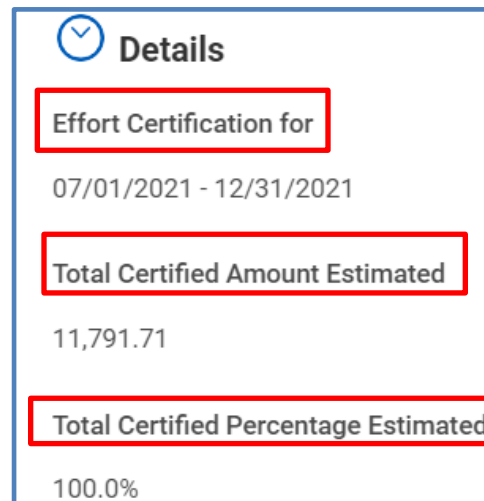
08/14/2021 - 08/27/2021 (Biweekly)

Effort Certification Lines

Period: 06/19/2021 - 07/02/2021 (Biweekly)

1 item

Grant	Payroll	Costing	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Cert Per Estim
GR1 e Bo	Earning: Summer Teaching Pay	Bypass: Bypass	666.67	100.0%		666.67	100



Details

Effort Certification for
07/01/2021 - 12/31/2021

Total Certified Amount Estimated
11,791.71

Total Certified Percentage Estimated
100.0%

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)

Details
Positions
Organizations
Process History

Click here to sort

06/19/2021 - 07/02/2021 (Biweekly)

07/03/2021 - 07/16/2021 (Biweekly)

07/17/2021 - 07/30/2021 (Biweekly)

Effort Certification Lines

Period 06/19/2021 - 07/02/2021 (Biweekl

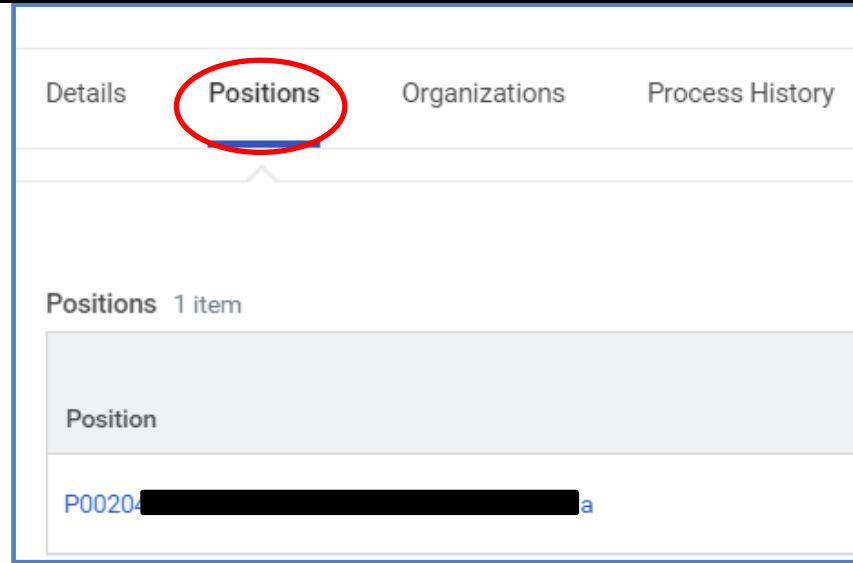
1 item

4 items

Grant	Worktags		Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated
	Payroll	Costing					
		Location: University of New Orleans > Milneburg Hall					
GR100 [REDACTED]	Earning: Annual Leave Pay Employee: [REDACTED] Job Profile: Specialist Pay Group: UNO - Biweekly Position: [REDACTED] Prog Admin/Asso Dir	Bypass: Bypass Cost Center: [REDACTED] UNOTI Research Function: FNC016 Research Fund: FND024 Private Grants & Contracts Grant: GR [REDACTED] Location: University of New Orleans > Milneburg Hall	143.99	5.4%		143.99	5.4%
GR100 [REDACTED]	Earning: Salary Pay Employee: [REDACTED] Job Profile: Specialist Pay Group: UNO - Biweekly Position: [REDACTED] More (2)	Bypass: Bypass Cost Center: [REDACTED] UNOTI Research Function: FNC016 Research Fund: FND024 Private Grants & Contracts Grant: GR100 [REDACTED] Location: University of New Orleans > Milneburg Hall	575.97	21.7%		575.97	21.7%
Total:			2,652.79	100.0%		2652.79	100.0%

Positions Tab

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



Details	Positions	Organizations	Process History
Positions 1 item			
Position			
P0020 [REDACTED] a			

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.

Details Positions **Organizations** Process History

Organizations 4 items

Organization	Organization Type	Organization Subtype
Bypass	Bypass	Bypass
2700500000 Naval Architecture and Marine Engineering	Cost Center	Cost Center
FNC009 Instruction	Function	Function
FND019 Operating Fund	Fund	

Details Positions Organizations **Process History**

Process History 3 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Effort Certification	Effort Certification	Step Completed	04/04/2022 03:32:58 PM	04/11/2022	Alana Renee Coleman	1	
Effort Certification	Certify Effort Certification	Not Required		04/11/2022		0	
Effort Certification	Certify Effort Certification	Awaiting Action		04/06/2022	[Redacted] Employee As Self)	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 screen and read the **2 CFR Part 200** attestation statement certifying salary has been charged according to actual effort
3. Click **Submit**

Details

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.

Details
Positions
Organizations
Process History

Viewing:  

Submit
Change Effort
Save for Later

Lines

Click the arrows next to Details to expand details for the time period and attestation statement.

Click Details Tab. The Effort Certification lines for each pay period in the certification time period are listed below.

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Effort Certification Status
In Progress

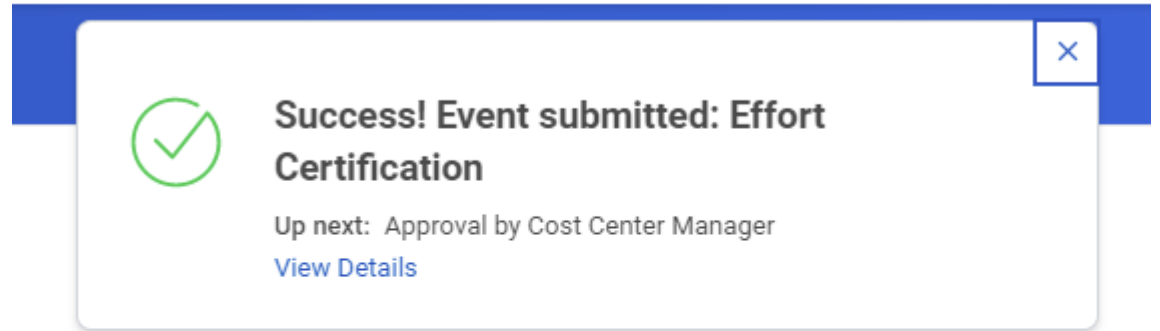
Changed Status
Unchanged



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:

Date	Pages Changed	Who made changes
04-05-22	1-6	Alana Coleman