Certify Effort: GA & Student Worker (No Costing Changes)

This section will explain how to certify effort for a graduate assistant or student worker without allocation changes.

1. Navigate to Workday
2. The effort report for a graduate assistant or student worker is routed to the grant manager’s inbox for approval
3. The grant manager will 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 01/01/2021 - 06/30/... 55 second(s) ago - Due 12/02/2021

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.
Review Effort Certification

Summary
The Summary tab will be blank. See the next page for reviewing effort 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.

<table>
<thead>
<tr>
<th>Position</th>
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<td>P002</td>
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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.
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 **Details** at the top of screen to expand selection and read the **2 CFR Part 200 attestation statement certifying salary has been charged according to actual effort**

3. Click the **Submit** button

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.
Post Submission

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

NOTE: The effort report is routed to the cost center manager for approval. If effort changes are needed, see QRC Effort Cert: GA and Student Worker Costing Changes.

Success! Event submitted: Effort Certification

Up next: Approval by Cost Center Manager

View Details
CHANGES/UPDATES LIST:

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages Changed</th>
<th>Who made changes</th>
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