Certify Effort: **Terminated Employee** (No Costing Changes)

This section will explain how to certify effort for a terminated employee without allocation changes.

1. Navigate to **Workday**
2. The effort report for a terminated employee is routed to the manager's inbox for administrative review.
3. The manager will find and click on the appropriate **Effort Certification** report item; a new page will display.

Inbox

4 items

Effort Certification: UNO Effort Certification Type for [Employee Name] (Terminated) for 07/01/2021 ...

34 second(s) ago - Due 04/12/2022
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.

<table>
<thead>
<tr>
<th>Details</th>
<th>Positions</th>
<th>Organizations</th>
<th>Process History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Positions 1 item

Position

P00 [Redacted]
## 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.

### Organizations Tab

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Type</th>
<th>Organization Subtype</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bypass</td>
<td>Bypass</td>
<td>Bypass</td>
</tr>
<tr>
<td>2700500020 Naval Architecture and Marine Engineering</td>
<td>Cost Center</td>
<td>Cost Center</td>
</tr>
<tr>
<td>FNC209 Instruction</td>
<td>Function</td>
<td>Function</td>
</tr>
<tr>
<td>FND019 Operating Fund</td>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>

### Process History Tab

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person (Up to 5)</th>
<th>AllPersons</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Certification</td>
<td>Effort Certification</td>
<td>Step Completed</td>
<td>04/04/2022 03:22:56 PM</td>
<td>04/11/2022</td>
<td>Alane Ramee Coleman</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Effort Certification</td>
<td>Certify Effort Certification</td>
<td>Not Required</td>
<td>04/11/2022</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Effort Certification</td>
<td>Certify Effort Certification</td>
<td>Awaiting Action</td>
<td>04/06/2022</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
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 to expand selection and read the **2 CFR Part 200** attestation statement certifying salary has been charged according to actual effort
3. Click **Submit**
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 employee's manager, and lastly, to the cost center manager. If effort changes are needed, see QRC Effort Cert: Terminated 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>