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

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

1. Navigate to **Workday**
2. The effort report for a terminated manager is routed to the cost center manager’s inbox for administrative review and approval.
3. The cost center manager will 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.

<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

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>P002i</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.

<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>All Persons</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Certification</td>
<td>Effort Certification</td>
<td>Step Completed</td>
<td>04/04/2022 03:22:58 PM</td>
<td>04/11/2022</td>
<td>Kama Renee 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>0</td>
<td>1</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>1</td>
<td>As Self</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**

![Effort Certification](image-url)
Post Submission

Once submitted, you will receive a pop-up box displaying the effort certification process is completed.

NOTE: A terminated manager’s effort report is routed to the cost center manager for review and approval. If effort changes are needed, see QRC Effort Cert: Terminated Manager Costing Changes.
<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>