

# **EFFORT CERTIFICATION GUIDE**



Version 6

# What is Effort Certification?

Effort Certification is the institution's process for reviewing, validating, and certifying the work effort performed by its faculty and staff in support of sponsored projects (grants). A systematic certification process and formal effort report is essential to ensure that we are always prepared to respond to sponsors with the required information. This guide provides the basic steps to access and use the web-based system.

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## **General Information**

Effort reporting is a critical compliance issue. Signed effort reports are considered legal documents in which an individual attests to the accuracy of the effort spent on sponsored projects (grants). Effort reporting is a federally mandated process by which the salary charged to a grant is certified as being reasonable in relation to the effort expended on that grant. Sponsors use these reports to confirm that effort expended by an individual working on the grant supported what the sponsor paid.

One of the most common audit findings is that effort reports are certified by individuals with insufficient knowledge of the work performed. Both the Pre-Reviewers (with mandatory review authority) and Certifiers must have direct knowledge and a suitable means of verifying the work performed on the grant.

The employees closest to the effort should certify their own effort reports. However, students may not always be aware of what grant they are working on and from what fund source they are being paid. Therefore, the Principal Investigator (PI) will have the option to act as an alternate certifier in place of the student working on a grant.

Effort Certification has three stages known as Periods: Pre-Review Period, Certify Period, and Post-Review Period. You will be working with effort reports mostly during the first two periods. As the PI you will need to "approve" the effort reports by completing a mandatory action called "review" for employees and students paid on grants for which you are responsible. Also, you may act as an Alternate Certifier with the optional action of certifying effort reports in place of the students. Time sheets suffice for hourly students' effort reports. Finally, you will need to certify your own effort reports if you were paid or cost sharing on grants.

It is not recommended that a PI, or anyone else, act as an Alternate Certifier for other faculty or professional staff members working on their grants. Faculty or professional staff members should always make every effort to certify their own effort reports.

As a Pre-Reviewer or Alternate Certifier you will not only have your own effort reports to certify (if paid or cost sharing on grants), but you will also act as the pre-reviewer for all individuals paid or cost sharing on your grants and as alternate certifier of effort reports for students paid on grants for which you are responsible.

## **Routing Queue Roles**

## **Roles (Actions) in the Effort Reporting Process**

Roles (also referred to as Actions) in the effort reporting process will be assigned by grant (MAXXXXXX) rather than by fund. Many grants have multiple funds with multiple PIs and Co-PIs, but the roles will be assigned for the entire grant rather than by the individual funds within the grant. All relevant personnel will be assigned to one or more of the following roles:

• Pre-Reviewer/(FYI)-Acknowledge: This role is to view the effort report, but no action is required. An acknowledge button will be available. The user may optionally click the Acknowledge button to indicate that they have looked at the report, but only if they do so before all the required review actions have been completed by the Pre-Reviewers. This role will be assigned as needed but generally to an administrative support staff member.

• Pre-Reviewer/Review: This role is assigned to a person designated to review generated effort reports prior to the report being certified. This role will generally be assigned to the PI on each grant. An employee may be paid on multiple grants which may then have multiple pre-reviewers. All Pre-Reviewers are required to complete the review process before certification can take place. To complete the process, after reviewing the employee's effort report, each Pre-Reviewer will click the **Review** button on the employee's or student's individual effort report.

• **Certifier/Certify:** This role is automatically assigned by the system to the employee or student named on the effort report, because the responsible employee closest to the effort should certify his or her own effort. Faculty and professional staff are encouraged to certify their own effort reports. The certify action cannot be completed until all Pre-Reviewers have completed their Review action. The certification is then complete when one person, either the employee or one of the Alternate Certifiers (as defined below), clicks the Certify button on the employee's or student's individual effort report.

• Alternate Certifier/Certify: This role is assigned to someone who will certify the effort report in place of the student. Students may not always be aware of the fund sources from which they are paid. Therefore, the PI, Co-PI, or other responsible official, using suitable means of verification that the work was performed, can certify the student's effort in place of the student. The certification is completed by the first person to click the **Certify** button.

• Post-Reviewer/(FYI)-Acknowledge: This role is to view the effort report, but no action is required. The users may optionally click the Acknowledge button to indicate that they have looked at the report, but only if they do so before the Post-Reviewer has locked the effort report.

• Post-Reviewer/Review: This role is assigned to an individual in the Sponsored Programs Office for the purpose of viewing effort reports and for locking effort reports after they have been certified. Once an effort report is locked, no further updates or changes can be made to the report. The Post-Review action is completed when the Post-Reviewer clicks on the **Review** button.

Certify (mandatory for one)

Certify (mandatory for one)

Request Changes PHAREDS (optional)

PRE	-REVIEW Period		CERTIFY Peri				
Roles	Actions		Roles	Actions			
Pre- Reviewer	FYI-Acknowledge (optional)		Employee	Certify (mandatory			
Pre- Reviewer	Review (mandatory for all)		Alternate Certifier	Certify (mandatory			
All	Request Changes PHAREDS (optional)		All	Request Changes PHAREDS (option			

#### **Overview of Roles and Actions**

POST-REVIEW Period							
Roles Actions							
Post- Reviewer	FYI-Acknowledge (optional)						
Post- Reviewer	Review (mandatory for all)						
All	Request Changes PHAREDS (optional)						

## **Instruction Overview**

#### This page contains brief instructions. Continue to the following pages for screenshots and details.

The web-based effort certification process may appear to be quite involved at first. As you become familiar with navigating the system and you know everything is correct on the effort reports, there are only a few steps to get in and organized, and then only a few additional clicks per employee.

#### Log In:

 Log into the effort certification system by clicking on the below link: <u>https://experience.sdsmt.edu</u>, then click on 'Employee Dashboard', and then click on 'Effort Certification'.

If clicking on the link does not execute then copy and paste the link into your browser and click enter. **Reviewing or Certifying Your Own Effort Reports:** 

- 2. The Certify My Effort screen will be displayed listing only your Effort Reports.
- 3. If no effort reports are displayed this indicates that you were not paid or cost sharing on any sponsored project.
- 4. Double-click on the Effort Report you wish to Review and/or Certify.
- 5. Review your Effort Report and click the **Review** button if no changes are needed.
- 6. If changes are needed, click on the **Request Changes** button.
- 7. Click the **Certify** button to display the Certification Statement if no changes are needed.
- 8. Click on the **I Agree** button to certify.
- 9. Click the Close icon (X) to exit the report or go back to Certify My Effort list.

#### Searching for Other Effort Reports in Your Routing Queue:

10. To review or certify other effort reports under your projects click on **Review or Certify Reports**.

- 11. Click on Advanced Search, Select Clear. and then select Chart of Accounts Code.
- 12. Click the pulldown arrow and select "S, South Dakota Board of Regents".
- 13. Search by Effort Period Code (MNXXXX), or ID (Number assigned by HR/Payroll), or Name (First or Last), or Grant (MAXXXXXX) to obtain on-line effort reports that you need to review and/or certify. The "State and Status" search is not working properly. Then click **Go**.
  - a. According to the search requested this displays all effort reports in your routing queue, except your own. On-line effort reports must be reviewed by all individuals as shown on the routing queue before the effort report can be certified by the employee or by the PI if the effort report is for a student.
- 14. Double-click the employee line to view the Effort Report of that employee or student.
- 15. Review the employee's or student's Effort Report.
- 16. Click the **Review** button if no changes are needed.
- 17. If changes are needed, click on the **Request Changes** button.
- 18. Click the **Certify** and then **I Agree** button, if for a student. Employees should certify their own effort reports.
- 19. Click the **Close** icon (X) to exit the report or go back to Review or Certify Reports list and repeat steps 14, 15, 16, 17, and 18 for the remaining employees.

Close out of the Effort Certification system when done.

## **Access Banner Effort Certification**

#### Login

Following is a link to get into the on-line effort certification system:

https://experience.sdsmt.edu, then click on 'Employee Dashboard', and then click on 'Effort Certification'.

If clicking on the link does not execute then copy and paste the link into your browser and click enter.

My Activities
Enter Time
Request Time Off
Approve Time
Approve Leave Report
Approve Leave Request
Electronic Personnel Action Forms (EPAF)
Effort Certification
Labor Redistribution

#### **Effort Certification System**

Opens to 'Certify My Effort' – This is where only your own on-line effort reports will be displayed. To review and/or certify on-line effort reports for anyone paid and/or cost sharing for your project click on 'Review Or Certify Reports'.

Employee Dashboard • Effort Certification • Certify My Effort
Certify My Effort
Certify My Effort Review Or Certify Reports

After clicking on 'Review Or Certify Reports' then click on 'Advanced Search'.

Review Or Cert	tify l	Reports													Proxy	y Super User	Adva	nced Search
																	Print	Open
Certify My Effo	ort	Review Or Cert	ify	Reports														
Effort List																		
соа	$\diamond$	Period Code	0	Period Description	¢	Name	~	ID	$\diamond$	Start Date	¢	End Date	$\diamond$	Status	¢	Unlocked/ Locked	\$	Comments
s		MN0319	1	Monthly, March 2019	c J	hapman, Clinton	A	00199904	04	1/01/2019	06	/30/2019	Un	ler Review	Unl	ocked		
s		MN0319	2	Monthly, March 2019	C	Dhiman, Saurabh	A	00183426	04	1/01/2019	06	/30/2019	Un	ler Review	Unl	ocked		
s		MN0319	1	Monthly, March 2019	E A	Hadrava, Barbara A.	A	00115370	04	1/01/2019	06	/30/2019	Une	ler Review	Unl	ocked		

After clicking on 'Advanced Search' the following screen will appear to make search selection: At this time the 'State' and 'Status' search selections are not working properly and will put your computer into a loop and there is nothing to do until it completes the step. Therefore, please search by Chart of Account Code and then Effort Period Code (MNXXXX), or ID (Number assigned by HR/Payroll), or Name (First or Last), or Grant (MAXXXXXXX) to obtain on-line effort reports that you need to review and/or certify.

Advanced Search			ж
ID I State	Name Enter Name Status	Chart of Account Code  Select COA code  Grant Select Grant Code  *	Effort Period Code
			Clear Close Go

Make sure to click on 'Clear' prior to doing your next search.

Advanced Search			×
ID Enter ID	Name Enter Name	Chart of Account Code	Effort Period Code MN0319
State	Status	Grant Select Grant Code	
			Clear Close Go

To search by the monthly pay-period you must select 'Chart of Account Code' and 'Effort Period Code' as follows:

Do pull down by 'Select COA code' and then click on 'S, South Dakota Board of Regents'.

Advanced Search			×
ID Enter ID State	Name Enter Name Status	Chart of Account Code Select COA code  S. South Dakota Board of Regents Select Grant Code  *	Effort Period Code
			Clear Close Go
Advanced Search			×
ID Enter ID	Name Enter Name	Chart of Account Code	Effort Period Code
State	Status	Grant Select Grant Code	
			Clear Close Go

Do pull down by 'Select Period Code' then type in period you are looking for 'MN0319' - MN = Month, 03 = March, 19 = Calendar Year.

Advanced Search			×
ID	Name	Chart of Account Code	Effort Period Code
Enter ID	Enter Name	s ·	Select Period Code
State	Status	Grant Select Grant Code	MN0111, Monthly, January 2011 MN0112, Monthly, January 2012 MN0113, Monthly, January 2013 MN0114, Monthly, January 2014 MN0115, Monthly, January 2015 MN0116, Monthly, January 2016

#### Then click on month selected.

Advanced Search			×
ID Enter ID State	Name Enter Name Status	Chart of Account Code       s     *       Grant     *       Select Grant Code     *	Effort Period Code Select Period Code * MN0319 × × MN0319, Monthly, March 2019
			Clear Close Go

#### The click 'Go'.

Advanced Search			×
ID Enter ID	Name Enter Name	Chart of Account Code	Effort Period Code MN0319
State	Status	Grant Select Grant Code	
			Clear Close Go

Following will be your list of on-line effort reports in your routing queue for the month selected. You can sort by all headings except by 'Name'. The 'Name' sort is not currently working. If your list exceeds one page it will only sort items on each page.

Review Or Cer	rtify	Reports													é	🛓 Pro	oxy S	iuper User	Adva	nced Search
																			Print	Open
Certify My Eff	fort	Review Or Ce	ertify	/ Reports																
Effort List																				
СОА	<b>~</b>	Period Code	\$	Period Description	\$	Name	≍	~ 10	D \$	Start Date		\$	End Date	\$	Status		\$	Unlocked/ Locked	¢	Comments
s		MN0319		Monthly, March 2019		Chapmar J.	n, Clinton	A001	199904 04	/01/20	19	06/	30/2019	Un	der Review	L	Inloc	ked		
s		MN0319		Monthly, March 2019		Dhiman,	Saurabh	A001	183426 04	/01/20	19	06/	30/2019	Un	der Review	ι	Inloc	ked		
s		MN0319		Monthly, March 2019		Hadrava, A.	Barbara	A001	0115370 04	/01/20	19	06/	30/2019	Un	der Review	ι	Inloc	ked		
s		MN0319	1	Monthly, March 2019	2	Zhu, Zher	ngtao	A000	022005 04	/01/20	19	06/	30/2019	Und	der Review	U	Inloc	ked		
s		MN0319	1	Monthly, March 2019	E	Benning, j 	Jennifer	A001	117459 04	/01/20	19	06/	30/2019	Und	der Review	U	Inloc	ked		
s		MN0319	:	Monthly, March 2019	0	D'Neill, Ce	ecile F.	A001	154355 04	/01/20	19	06/	30/2019	Und	der Review	U	Inloc	ked		
Results for	und:	136									к		< Page	3	of 3	>		Э Ре	er Page	50 •

Following is an example of what the on-line effort report would look like. To exit the on-line effort report and return to the list click on the x.

Chapman, Clinton J A001999	904				Print	
Effort Report Pay Period S	Summary Co	omments Routing Queue			Ŭ	Effort Report Overview
Sponsored						Report Status
Fund		Organization	Effort Category	Charge Type	Effort	MN0319 Monthly, March 2019 April 01, 2019 - June 30, 2019
441832 Groven Olympic USDO	E SBIR Phase	440740 Chemical & Biological Engineering	ORRES Organized Research	DIRECT	68.31	Under Review - Unlocked
			Тс	tal Sponsored A	ctivity 68.31%	
Non Sponsored						Important Dates
Fund	Organizat	on	Effort Category	Charge Type	Effort	Begin Pre-Review April 01, 2019
437000 Tuition and Fees	440740 Cł	nemical & Biological Engineering		DIRECT	31.69	Certification Period April 01, 2019 to June 30, 2019 Post Review End
			Total	lon Sponsored A	ctivity 31.69%	July 30, 2019
						Pay Dates
				Т	otal : 100.00%	MN - 3 February 22, 2019-March 21, 2019
			Request Changes	Add New Fund	ling Save	Funding Chart

To do another search click on 'Advanced Search' and start the process over.

Review Or C	ertify	Reports														Prox	y Super Use	r Adva	anced Search
																		Print	Open
Certify My E	ffort	Review Or Co	ertify	y Reports															
СОА	\$	Period Code	¢	Period Description	¢	Name	~	ID	¢	Start Date	0	:	End Date	¢	Status	\$	Unlocked/ Locked	\$	Comments
s		MN0319		Monthly, March 2019	J	Thapman, Clinton	А	00199904	04	1/01/2019	0	6/3	30/2019	Un	der Review	Un	locked		
s		MN0319		Monthly, March 2019	C	Dhiman, Saurabh	A	00183426	04	1/01/2019	0	6/3	30/2019	Un	der Review	Un	locked		
s		MN0319		Monthly, March 2019	H A	Hadrava, Barbara A.	A	00115370	04	1/01/2019	0	6/3	30/2019	Un	der Review	Un	locked		

## **Effort Certification Tab**

## Searching for Other Effort Reports in Your Queue

The status of each effort report will be displayed in the List Queue and are defined below. During any Period, any authorized user may click on the **Request Changes** button if corrections are needed, unless the report is Completed/Locked. Each time the **Request Changes** button is clicked, the effort report will be on hold, preventing any further action until the corrections have been processed, or the request has been cancelled. Clicking the **Request Changes** button creates a pop-up email in Outlook.

#### **STATUS:**

• Under Review: The effort report is awaiting review by all assigned Pre-Reviewers before certification can take place. One or more individuals may be assigned this role for those who are paid or cost sharing on multiple grants. After all Pre-Reviewers have completed their mandatory review actions, the status will change to Awaiting Certification.

• Awaiting Refresh: A payroll action, such as a fund source change (PHAREDS), has been processed. An authorized user must then click the Update Report button displayed on the Effort Report Overview sidebar to refresh the report. This brings in the changes, and the effort report will no longer display the original incorrect information. The status will then return to Under Review, so the Pre-Reviewers can complete their actions.

• Awaiting Certification: All mandatory review actions have been completed by all the Pre-Reviewers and the report is ready to be certified by the Employee or Alternate Certifier. The status will change to Certified after the effort report has been certified.

• Certified: All mandatory review and certify actions have been completed, but the effort report has not been locked.

- **Completed:** When the certified effort report is locked, the status changes to Completed. Locking the report prevents any future changes from being made.
- **Returned for Correction:** N/A this Status item is used only with the Labor Redistribution Module, which is not being implemented at this time.

#### UNLOCKED/LOCKED:

• Unlocked: All actions take place while the effort report is Unlocked. Changes can be made to the effort report at any time while Unlocked and the effort report can be in any status.

• Locked: The effort report must be in Certified status before it can be Locked, indicating that all required actions have been completed. After locking the report, the status will change to Completed, and no more changes can be made to the effort report, unless it is first unlocked by a Superuser.

• **Changes Submitted:** The Request Changes button has been selected, and the effort report is on hold until the changes have been processed, or the Clear Changes button has been selected.

• Changes Saved: N/A – this Unlocked/Locked item is used only with the Labor Redistribution Module, which is not being implemented at this time.

## **View Effort Report – General Information**

If there is a report listed, double-click on one of the elements to open the report. After you have doubleclicked on one of the elements in the appropriate period, you should see a screen that looks like this (a guide to the numbered items is included below):

- A00199904			Print	<
Effort Report Pay Period Summary C	Comments Routing Queue			Effort Report Overview 3
Sponsored 1				Report Status
Fund	Organization	Effort Category	Charge Effort Type	MN0319 Monthly, March 2019 April 01, 2019 - June 30, 2019
441832 Groven Olympic USDOE SBIR Phase II	440740 Chemical & Biological Engineering	ORRES Organized Research	DIRECT 68.31	Under Review - Unlocked
		Tota	Sponsored Activity 68.319	%
Non Sponsored				Important Dates
Fund Organiza	tion	Effort Category Cha	arge Type Effort	Begin Pre-Review April 01, 2019
437000 Tuition and Fees 440740 C	Themical & Biological Engineering	DIR	2ECT 31.69	Certification Period April 01, 2019 to June 30, 2019 Post Review End
		Total Nor	Sponsored Activity 31.699	July 30, 2019
				Pay Dates
			Total : 100.009	MN - 3 February 22, 2019-March 21, % 2019
		Request Changes	Add New Funding Save	Funding Chart

- 1. The **Sponsored** section shows the Fund, Organization, Effort Category, Charge Type, and percent Effort you expended on the grant-funded project. If you worked on multiple grants, there will be multiple lines.
- 2. The **Non-Sponsored** section shows any other Funds from which you have been paid including cost sharing related to a grant. Example: Tuition, General, or Self Support for instruction. The percent effort should equal the amount of time you expended on non-sponsored (non-grant-funded) activities. If your non sponsored activity is paid from multiple funds, you will see multiple lines.
- 3. The **Effort Report Overview** section includes the **Report Status** tab that shows the reporting period, the dates of review, and the status of your report. If a change has been requested, the display will show the name of the person who made the request. If the change has been processed, the status will display Awaiting Refresh, and an Update Report button will be displayed. Clicking on the Update Report button will update the report to include the processed changes. The **Important Dates** tab displays the dates for the three reporting periods of the current effort report. The most important concept regarding dates is that the effort certification be completed within one month as shown under the Certification Period.

## **View Effort Report – Pay Period Summary**

To view additional details on the effort report, click on the **Pay Period Summary** as shown below: The **Pay Period Summary** screen provides the Organization, Grant, Fund, Effort Type, Payroll Percent, and Effort Period Percent.

Effort Report Pay Perio	d Summary Comments	Routing Queue				Effort Report Overview
Monthly 3 2019 February	y 22, 2019 - March 21, 2019					Report Status
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	MN0319 Monthly, March 2019 April 01, 2019 - June 30, 2019
440740 Chemical & Biological Engineering	MA1800041 Groven isol8 USDOE SBIR Phase II	441832 Groven isol8 USDOE SBIR Phase II	ORRES Organized Research	68.3053	68.3053	Under Review - Unlocked
440740 Chemical & Biological Engineering		437000 State Support		31.6947	31.6947	Important Dates
		(1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.				Begin Pre-Review April 01, 2019 Certification Period April 01, 2019 to June 30, 2019 Post Review End July 30, 2019
						Pay Dates
						MN - 3 February 22, 2019-March 21, 2019

To view further detail for the pay period, click on the hyperlink titled Monthly...:

Effort Report Pay Perio	od Summary Comments	Routing Queue				Effort Report Overview	>
Monthly 3 2019 Februar	y 22, 2019 - March 21, 2019					Report Status	
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	MN0319 Monthly, March 2019 April 01, 2019 - June 30, 2019	
440740 Chemical & Biological Engineering	MA1800041 Groven isol8 USDOE SBIR Phase II	441832 Groven isol8 USDOE SBIR Phase II	ORRES Organized Research	68.3053	68.3053	Under Review - Unlocked	
440740 Chemical &		437000 State Support		31.6947	31.6947	Important Dates	
pore of Success		(on campas) ration				Begin Pre-Review April 01, 2019 Certification Period April 01, 2019 to June 30, 2019 Post Review End July 30, 2019	
						Pay Dates	
						MN - 3 February 22, 2019-March 21, 2019	,

This screen shows the Fund, Organization, Account, Program, Activity, Location (FOAPAL) codes, as well as the Percent pay/effort for each fund from which the employee was paid. Location Codes are used to track cost share; therefore, this screen is where you will see the FOAPAL for the cost share as well as the Percent pay/effort associated with the cost share. Once you have reviewed the information for the pay period, click on the "Close" button to return to the Pay Period Summary Screen.

								1		-		
Sequence Number	Position and Suffix	Effective Date	Earning Code	Shift	COA Ind	ex Fund	Organization	Account	Program	Activity	Location	Percent
0	MG9964-00	January 22, 2019	REG REG PAY	1	S	441832 Groven isol8 USDOE SBIR Phase II	440740 Chemical & Biological Engineering	611040 Graduate Assistant	02 Research			100
0	MG9990-00	January 22, 2019	REG REG PAY	1	S	437000 State Support (On- Campus) Tuition	440740 Chemical & Biological Engineering	611040 Graduate Assistant	01 Instruction			100

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## **Adding Comments**

Any member of the effort reporting routing queue can add comments to an effort report by clicking on the **Comments** button. Comments will mostly be used by Budget/Payroll and Sponsored Programs to document changes made to effort and unlocking an effort report. **Note: Once you add and save comments, you cannot delete or update them.** Type your comment in the comment box and click on 'Add Comment'.

Effort Report Pay Period Summary Comments Routing Queue	Effort Report Overview	^
Enter your comments	Report Status	
	MN0319 Monthly, March 2019 April 01, 2019 - June 30, 2019	
Remaining character : 4000 Add Comment	Under Review - Unlocked	
	Important Dates	
	Begin Pre-Review April 01, 2019 Certification Period April 01, 2019 to June 30, 2019 Post Review End July 30, 2019	
	Pay Dates	
	MN - 3 February 22, 2019-March 2 2019	21,

#### View the Routing Queue

To view the routing queue for yourself or for the employee or student you are viewing; click **Routing Queue**. The information displayed includes the queue member's name, his or her role, and current action to be performed. The data is listed by the roles or actions to be performed: Pre-Reviewer/Review, Alternate Certifier, Certify, and Post-Reviewer. These are all mandatory actions that must be performed before an effort report reaches the status of Completed – Locked. There is also an Acknowledge (FYI) role that is optional.

The Routing Queue is updated instantly as roles/actions are completed, noting the date and time and by whom the action was completed. When each member of the routing queue has completed his or her review/certification, a green check mark will appear. Pending reviews/certifications are indicated by a gold-colored triangle.

Effort Report Pay Period Summary Comments Routing Queue	Effort Report Overview
Acknowledge, Pre-Reviewer	Report Status
ending E-mail	MN0319 Monthly, March 2019
Review, Pre-Reviewer	April 01, 2019 - June 30, 2019
E-mail	onder Review - onlocked
Alternate Certifier	
E-mail	Important Dates
Certifier ▲ Pending E-mail	Begin Pre-Review April 01, 2019 Certification Period
_ Review, Post-Reviewer  A Pending F-mail	April 01, 2019 to June 30, 2019 Post Review End July 30, 2019
	Pay Dates
Add Member	MN - 3 February 22, 2019-March 21, 2019

## Send an E-mail from the Routing Queue

To send an e-mail to any member of the routing queue, click the **E-mail** link below the member's name, as shown in the previous screen shot. This will open an e-mail to that person with the subject line "Effort Certification" automatically populated.

## **Pre-Review and/or Certify the Effort**

If you approve the effort report as viewed, you can click on the **Review** button as instructed below. **However, if the funding or percent allocations are incorrect, do not click the Review button, but rather, click the Request Changes button and continue with the Request Changes instructions that follow in the Addition Information section of this guide.** 



Once the **Review** button is clicked the button will change to **Certify**. For those paid on multiple grants, all Pre-Reviewers in the routing queue are required to complete their pre-review action before the **Certify** button will display. Only click on the **Certify** button if it is your own effort report or a student's effort report.

	To certify the effort is correct click "Certify"	50%
Open Items		
Effort Certification		Proxy or Superuser
Carrie Arien	Total 100.00%	You are acting as a Superuser
	Request Changes Certify Add New Funding	

If you act as an Alternate Certifier for the student, click the **Certify** button to read the actual certification. Faculty and professional staff are encouraged to certify their own effort reports. Clicking on the **I Agree** button acknowledges that you certify the effort report per the statement shown.

	? Certify	
	I certify that the distributions above represent a reasonable reflection of effort devoted for this period. I further certify that I am in a position that provides me with a suitable means of verification that the work was	Total Sp
Organization	performed.	Iharge Type
840863 Inst Eff	Read the statement to understand what you are signing, then click	Direct Total Non Sp
	Cancel	

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## **Additional Information**

#### The following contains additional instructions on how to:

• Request Changes (PHAREDS)

## **Request Changes (PHAREDS)**

If the effort report is incorrect, click on the **Request Changes** button to initiate an e-mail. The subject line will automatically populate the name of the person the change is for and the effort report period. Send the email to Tammy Merkwan (<u>Tamara.Merkwan@sdsmt.edu</u>) attaching the completed PHAREDS form with justification for the change. The PHAREDS (payroll correction) form is located at <u>https://experience.sdsmt.edu</u>, then go to the 'Sponsored Programs' section and click on 'OSP Forms'. **The Add New Funding button is not being used at this time.** 

<ul> <li>Effort Certification</li> </ul>		
		<ul> <li>Proxy or Superuser</li> </ul>
	<b>Total</b> 100.00%	You are acting as a Superuser
	Request Changes Certify Add New unding	

Requesting Changes will prevent the effort report from being certified until further action takes place. A **Clear Changes** button becomes available after clicking the **Request Changes** button, and only the person who requested the changes or a superuser can clear the changes. Changes will automatically flow through to the effort report once they are processed through the payroll system. The Report Status will display as Under Review - Changes Submitted and the name of the person requesting the change. If the report does not require changes, click the **Clear Changes** button to resume the routing process.

Organization	Effort Category	Charge Type	Effort	Under Review - Changes Subm
r 642819 Upward Bound	PUBSERV Public Service	Direct	100	Changed by Dianne
			Total 10	0.00%
			10100 10	
		Gear Changes		

**NOTE:** It is a time-consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will change during the reporting period, you should inform the Payroll Office about the change but no later than the 17<sup>th</sup> of the current pay/effort reporting period.

#### **Contact Information**

If you have any questions or concerns about the online effort certification system, contact Sharon Reid by email at <u>Sharon.Reid@sdsmt.edu</u> or email SDSMT Sponsored Programs (<u>Sponsored.Programs@sdsmt.edu</u>).

## THANK YOU FOR YOUR TIME AND EFFORT



Version 1 – June 2011; Version 2 – October 2012; Version 3 – December 2016; Version 4 – September 2020; Version 5 – February 2021; Version 6 – July 2024