HAVERFORD
COLLEGE

Instructions for Effort Certification

Overview:

Effort certification is required by federal organizations to confirm they are correctly billed for and reimburse only those payroll expenses that fall within the scope of their funding agreements. If you are a salaried employee who either has federal funding or whose salary is at least partially supported by federal funding, then each month you need to submit effort certification through Workday.

Setup of Workday report:

The Controller's Office will individually configure your Workday effort report so that all you need to do is review the numbers and approve or adjust as needed.

When you access your effort report through Workday, you should see one line for each of your federal grants and one line showing your department (which for the purposes of the effort report represents all your work for Haverford apart from work on your grant-funded projects). Each grant line has a slot for effort-%, which is the % of your time that month that you dedicated to the project funded by the grant (with the remainder of your time recorded on the department line, so the entries add up to 100%).

Your effort report will be pre-populated with effort-%'s according to how/if you received salary from your grant that month. For example,

- If you received a month's summer salary from your grant, the grant line will be pre-populated with 100% effort, and the department line will show 0%.
- If you received no salary from the grant, the grant line will be pre-populated with 0.1% effort (our code for "zero grant effort" in Workday), and the department line will show 99.9%.
- If you received 0.5 months of salary from the grant, the grant line will be pre-populated with 50% effort, and the department line will show 50%.

(The description and examples above do not cover some situations, such as when you have more than one grant, or your Haverford salary comes from multiple sources, but hopefully you can extrapolate from these instructions how to handle other situations; if not, please ask.)

Your job:

Review the pre-populated setup and either confirm the effort-%'s, or revise them to reflect how you actually spent your time that month.

You should only adjust the pre-populated grant effort-%'s **upward**, since in drawing salary from your grant, you have committed to devoting at least that much effort to the grant project. If in fact you spent **more** time on your grant project than the pre-populated effort-%, then by all means, adjust your grant effort-% upward (and the department-% downward to add up to 100%). This is one way the College can document how it supports work on sponsored research, by showing the times when you work on the project in excess of the effort for which the sponsor is paying.