Effort Certification for Salaried Employees

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. Because of this, in Workday, effort certification is integrated with payroll verification. 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 in which you truthfully report your effort (the % of your time you devoted to the project funded by the grant), independent of how much you were actually paid by the grant (or any other source) during that month. The pages below illustrate the steps of the effort certification process in Workday, followed by three examples of common scenarios. If you have questions, please do not hesitate to ask Rob Manning or Frank Wilson.

Steps:

1) If you are a salaried employee who either has federal funding or whose salary is at least partially supported by federal funding, you will receive a monthly inbox item in Workday: the effort certification will be for the previous month’s work.
2) After the Effort Certification is opened, go to the Details tab, which will show data coming from your payroll for the month in question. Review the data in terms of the Worktags column (where the funds came from) and the Original Percent (what % of your payroll came from that source). If these payroll %’s look wrong to you, please STOP with the effort certification and alert Frank Wilson to the problem. Frank will make a payroll adjustment if necessary and then reissue the effort certification to you.

3) Select the Change Effort button at the bottom of the screen. This will initiate the process for entering your effort for this month.
If any of your federal grants/contracts were not listed in the payroll report, you will need to add a new line to include them in the effort report (even if just to report no effort). To do this, click on the plus sign (+). **Note:** Step 4 is not necessary if the worktags on the existing lines already included all your federal grants/contracts and you only need to report your percentage of effort among the lines.

The new line that appears will have the same worktags as the line above it. First clear those worktags by clicking on the X next to each worktag. After the worktags are cleared, enter the appropriate worktags for the grant/contract you want to add.
5) To enter your effort for each line, click in the field labeled Change Reason and select Effort Adjustment Non-Costed (it can be found in either the All Reason Codes or the Non-Costed Reason Codes menu).

Now enter your effort %'s in the Certified Percent Estimated column on each line. These must add up to 100%. Note that in some circumstances, the form will not accept 0% effort for a grant line, so please use 0.1% to indicate no effort on a grant.

Select OK when you are finished making changes.
6) Now check the “I Certify” box and submit.

Review Effort Certification
Federal Award Effort Certification for Robert Manning for 05/01/2018 - 05/31/2018

<table>
<thead>
<tr>
<th>Effort Certification Status</th>
<th>Changed Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Changed</td>
</tr>
</tbody>
</table>

Effort Certification for 05/01/2018 - 05/31/2018

3 day(s) ago - Due 06/29/2018

Total Certified Percentage Estimated 100.0%

I certify that I have performed my responsibilities as assigned to the Worktags and the distribution percentages on this Effort Certification reasonably represent the actual effort expended on each line during the period.

7) Once submitted, the Effort Certification will route to the Grant Manager for approval or directly to the Business Office if you have the role of Grant Manager. The Business Office performs the final review before the Effort Certification is considered to be complete for the period.
Examples:

**Scenario 1 (No Grant Salary, No Grant Effort):** You hold a federal grant, but this month you received no salary from the grant and spent no time on the funded project (e.g., it was a busy month teaching, or you were on vacation)

*Payroll verification (Steps 1-2):* Open your Effort Certification inbox item and go to the Details tab. You should see a single line showing that your salary came from your department’s compensation budget (Original Percent = 100%).

*Effort certification (Steps 3-7):* Click the Change Effort button (Step 3), and then go to Step 4 to add a second line and make that line show the worktags for your grant. Then, for Step 5, select Change Reason “Effort Adjustment Non-Costed” on each line, and in the Certified Percent Estimated column, enter 0.1 % on the grant line (for no effort) and 99.9% on the department line. Certify and submit (Steps 6-7).

**Scenario 2 (Some Grant Salary and Some Grant Effort):** You hold a federal grant, and this month you did receive salary from the grant (e.g., it’s a summer month when you got summer salary)

*Payroll verification (Steps 1-2):* Open your Effort Certification inbox item and go to the Details tab. You should see two lines showing that you got salary from both your department and your grant. Confirm that the %’s coming from each source are correct; if not, contact Frank Wilson. *(For calibration, if you got a full month’s summer salary this month, you would get 1/12 of your nominal salary from your department and 1/9 of your nominal salary from your grant, which translates to 42.9% of your payroll from your department and 57.1% from your grant.)*

*Effort certification (Steps 3-7):* Click the Change Effort button (Step 3), and then skip to Step 5. Select Change Reason “Effort Adjustment Non-Costed” on each line, and in the Certified Percent Estimated column, for the grant line, enter the % of time this month spent on that project, and on the department line, enter the % of time spent on everything else (the two numbers must add up to 100%). *(In a month in which you took a full month’s worth of summer salary, your “Non-Costed Effort” on the grant must be 100% (and the other number 0%); if you did not exert 100% effort on the grant-funded project, then you would need to adjust your payroll in order to be compliant.)* Certify and submit (Steps 6-7).

**Scenario 3 (No Grant Salary, Some Grant Effort):** You hold a federal grant, this month you did not receive salary from the grant, but you did work on the funded project (e.g., it’s an academic year month when you devoted some time to working on the project)

*Payroll verification (Steps 1-2):* Open your Effort Certification inbox item and go to the Details tab. You should see a single line showing that your salary came from your department’s compensation budget (Original Percent = 100%).

*Effort certification (Steps 3-7):* Click the Change Effort button (Step 3), and go to Step 4 to add a second line and make that line show the worktags for your grant. Then for Step 5, select Change Reason “Effort Adjustment Non-Costed” on each line, and in the Certified Percent Estimated column, for the grant line, enter the % of time this month spent on that project, and on the department line the % of time spent on everything else (the two numbers must add up to 100%). Certify and submit (Steps 6-7).