The System: Access
• Click “Certify My Effort” to certify your own effort

• Click “Review or Certify Reports” to certify researcher effort on your grants
• Use “Advanced Search” to look up employee effort using multiple search fields. The Chart of Account Code field must be populated for all searches.
### Effort Report

**Doe, John**

#### Sponsored

<table>
<thead>
<tr>
<th>Effort Category</th>
<th>Fund</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>321129 RSA Long Term Trang Grant Program</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Sponsored Activity: 63%

#### Non-Sponsored

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Effort Category</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000 Unrestricted Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Non-Sponsored Activity: 37%

Total: 100.00%

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**Report Status**

- **SUM 2019**
- **Status**: Unlocked
- **Certification Period**: October 22, 2019 - December 31, 2019
- **Post Review End**: January 15, 2020

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**Important Dates**

- **Begin Pre-Review**: October 22, 2019
- **Certification Period**: October 22, 2019 to December 31, 2019
- **Post Review End**: January 15, 2020

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**Pay Dates**

- BW: 03/02/2019 - 03/15/2019
- BW: 03/16/2019 - 03/28/2019
- BW: 03/29/2019 - 04/10/2019
- BW: 04/24/2019 - 05/06/2019
- BW: 05/07/2019 - 05/19/2019
- BW: 05/20/2019 - 06/01/2019
- BW: 06/02/2019 - 06/14/2019
- BW: 06/15/2019 - 06/26/2019
- BW: 07/10/2019 - 07/22/2019
- BW: 07/23/2019 - 08/04/2019
- BW: 08/05/2019 - 08/17/2019
- BW: 08/18/2019 - 09/19/2019

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**Request Changes**  **Certify**  **Add New Funding**  **Save**
Note: If the “Certify” button is missing and instead there is an “Allocate Effort” button, see next slide.
The System: Allocate Effort BEFORE Certification

If the “Certify” button is missing and instead there is an “Allocate Effort” button, click “Allocate Effort”.

![Image of the system interface with highlighted button]
The System: Allocate Effort BEFORE Certification

- Key the Allocable Effort percentage value into the Effort text box and click “Save”
The System: Allocate Effort BEFORE Certification

- You will automatically be returned to the Effort Report where the new allocation is viewable and the “Certify” button should now be visible. Click “Certify”.

![Image of the Effort Allocation page](image-url)
The System: Request Changes

- If the report is incorrect, click the “Request Changes” button. Your default email application will open a new message window.
- Email your RAS contact and indicate which percentages, effort categories, and/or other data are incorrect and include the corrections in your message.
The System: Request Changes

- If a funding source is not included for an employee but should be, click “Add New Funding”.
- The Effort System data points pull from actual payroll data recorded in Banner.
- A subsequent labor distribution change in Banner will be needed so the systems agree.
- Contact your RAS contact for next steps, which include providing an explanation for the original disconnect.