**Effort Certification (EC) Quick Reference**

**What is Effort Certification?**

EC is a process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort expended on that project.

**Who is required to certify an Effort Report?**

- Faculty and staff involved in federally sponsored research report activities for which they are compensated each academic term
- Principal Investigators are required to approve Effort Reports after the employees certify them
- Graduate Assistants are not required to certify an Effort Report; The Principal Investigator will certify for them
- Unit Administrators review Effort Reports for accuracy
- **For an effort report to be completed, both employee and PI have to sign the Effort Report**

**Procedures**

- Labor Redistribution is only necessary when there is a change in effort of more than 5%
- A weekly reminder will be sent out for Effort Reports that have not been certified
- Penalties apply for Effort Reports not certified after the 30 day deadline
- ORSP offers workshops every semester to assist users

**Timeline**

**An updated timeline will be posted on ORSP website: http://ualr.edu/orsp.**

**Spring 2018 Effort Report**
For the period of January 1 to May 15, 2018
Review begin date: May 23, 2018
Certification begin date: June 1, 2018
Certification completed by: June 30, 2018
Labor Redistribution change due: June 8, 2018

**Summer 1, 2018 Effort Report**
For the period of May 16 to June 30, 2018
Review begin date: July 1, 2018
Certification begin date: July 1, 2018
Certification completed by: July 30, 2018
Labor Redistribution change due: July 6, 2018

**Fall 2017 Effort Report**
For the period of August 16 to Dec 31, 2017
Employee Review begin date: February 1, 2018
Certification begin date: February 1, 2018
Certification completed by: March 2, 2018
Labor Redistribution change due: Feb 23, 2018

**Summer 2, 2017 Effort Report**
For the period of July 1 to August 15, 2017
Review begin date: August 30, 2017
Certification begin date: September 1, 2017
Certification completed by: Sept 30, 2017
Labor Redistribution change due: Sept 23, 2017

**To log in to the Effort Certification System in Boss:**

1. Log in to BOSS: http://boss.ualr.edu
2. Click the **Employee** tab
3. Click on **Effort Certification** link

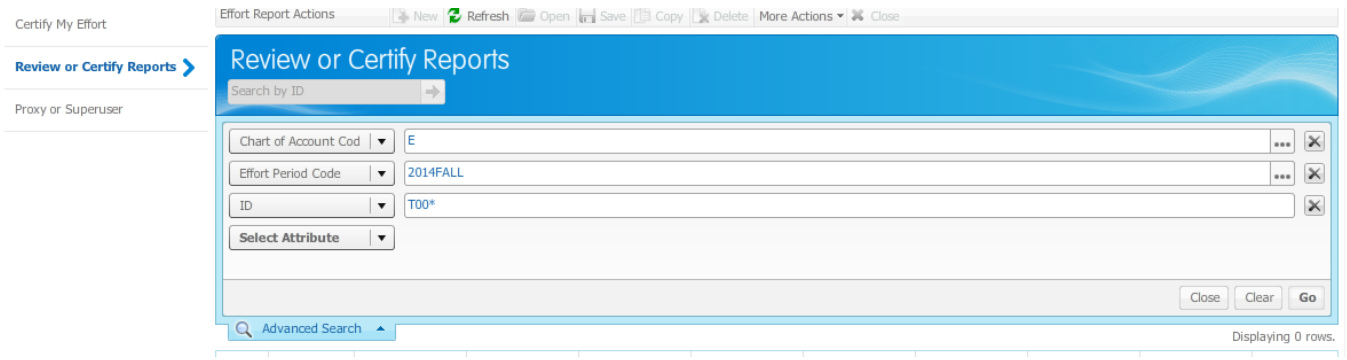
**If you are an employee, in order to certify your own Effort Report:**

1. Log in to the Boss Effort Certification System
2. Click **Certify My Effort**
3. Click to open the Effort Report
4. Review your Effort Report for accuracy. You can also review your Effort Report by pay period. Click on **Pay Period Summary**

5. Click **Certify** to certify your Effort Report
6. Click **I agree** on the **Certify** dialog box

**To review an Effort Report:**

1. Log in to the Boss Effort Certification System
2. Click on **Review or Certify Reports**
3. Type in the Employee ID Number on the **Search by ID**
   Tip: type **T00*** on **Search by ID** to search for all employees that you need to certify
   You can also use 'Advanced Search' and select the 'Effort Period Code' to narrow down the results




4. Click the **arrow icon or 'Go'** button to run the search
5. It will pull one or more record. Double click on the applicable record to open the record.
6. Review the Effort Report for accuracy. You can review the Effort Report for each pay period by clicking on **Pay Period Summary**.

**If you are a Principal Investigator:**

7. Click **Review**
   - The **Review** button will only show after the employee certifies the report.
   - If the button is **Certify**, click on the Routing Queue to make sure this is a graduate student's Effort Report instead of an employee's
   - Please do not click **Certify** on an employee's Effort Report
   - Employees need to certify their own Effort Reports

**If you are a Unit Administrator:**

7. There is no **Review** button. However, you can add a **Comment** if you need to mark that you have reviewed the Effort Report.

**Effort Certification Status**

- Awaiting Certification: The employee needs to certify the Effort Report.
- Certified: The employee has certified the report. The Principal Investigator needs to approve the Effort Report.
- Completed: The Effort Report is completed. Both the employee and PI signed the Effort Report and no other action is required.

**Contact**

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