

University of Arkansas
At
Little Rock
Effort Certification User Guide



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EFFORT CERTIFICATION

Effort Certification, also called Effort Reporting/Time & Effort, 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.

The Effort Certification online system provides a method by which employees report and approve their effort in BOSS.

USER ROLES

Your role for Effort Certification determines what you can and cannot see in Effort Reporting. User roles in Effort Reporting are as follows:

Employees

Required action:

As an employee, you can certify your own effort report.

Optional action:

You may request a change to your effort report, if you feel the actual effort you expended is more than a 5% difference in the effort reported.

Principal Investigators

Required action:

- The PI reviews an effort report after the report has been certified by the employee.
- The PI certifies graduate student's effort report.

Optional action:

- Alternate certifier. As a PI, you can also certify your employee's effort report. However, we strongly suggest the PI to give every opportunity to the employee to approve his/her own effort report and only certify an employee's effort report as a last resort or under certain circumstances.
- The PI may request a change to an employee's effort report, if the difference is more than 5% of the actual effort.

Unit Administrator

The Unit Administrator manages the grant and/or budget for the department.

Optional action

- The Unit Administrator can view an employee's effort report.

- The Unit Administrator can request a change to an employee's effort report, if the difference is more than 5% of the actual effort.

DUE DATES

Please refer to the ORSP website for updated due dates: <http://ualr.edu/orsp>.

Review begin date: the employee, PI, and Unit Administrator can review the effort report and request a change starting on this date.

Certification begin date and certification end date: the employee and PI can certify effort report during these dates.

Post review end date: the PI must review the Effort Report by this date.

Labor redistribution change due: changes to the effort report must be submitted by this date.

Spring 2018 – Pay period: January 1 to May 15, 2018

Review begin date: May 23, 2018

Certification begin date: June 1, 2018

Certification completion date: June 30, 2018

Post Review end date: June 30, 2018

Labor redistribution change due: June 8, 2018

Summer I, 2018 – Pay period: May 16 to June 30, 2018

Review begin date: July 1, 2018

Certification begin date: July 1, 2018

Certification completion date: July 30, 2018

Post Review end date: July 30, 2018

Labor redistribution change due: July 6, 2018

Summer II, 2017 – Pay period: July 1 to August 15, 2017

Review begin date: August 30, 2017

Certification begin date: September 1, 2017

Certification completion date: September 30, 2017

Post Review end date: September 30, 2017

Labor redistribution change due: September 23, 2017

Fall 2017 – Pay period: August 16 to December 31, 2017

Review begin date: February 1, 2018

Certification begin date: February 1, 2018

Certification completion date: March 2, 2018

Post Review end date: March 2, 2018

Labor redistribution change due: February 23, 2018

Procedure for Non-compliance

Serious consequences may occur for not completing an effort report.

Thus, multiple reminders will be issued:

1. An email will be sent to all employees, PIs, and Unit Administrators when an effort report is available to be certified and/or review.
2. An email reminder will be sent if the effort report has not been certified after one week.
3. An email will be sent to the Dean listing the names of the employees in their college who have not certified their effort reports after two weeks.
4. An email will be sent to the Provost listing the names of the employees who have not certified their effort reports after three weeks.

After 30 days deadline, the following penalties will be imposed for not completing an effort report:

First offense

Indirect cost distribution to the PI, Department and Dean will be held until the certification is completed.

Second offense

A 5% non-compliance fee will be imposed to the existing cash balance of the designated fund associated with the PI and Department.

System Requirement

Adobe Flash Player must be installed. Current version: 11.9.

Effort Certification Terms:

Awaiting Certification – the effort report required action from the employees and the PIs

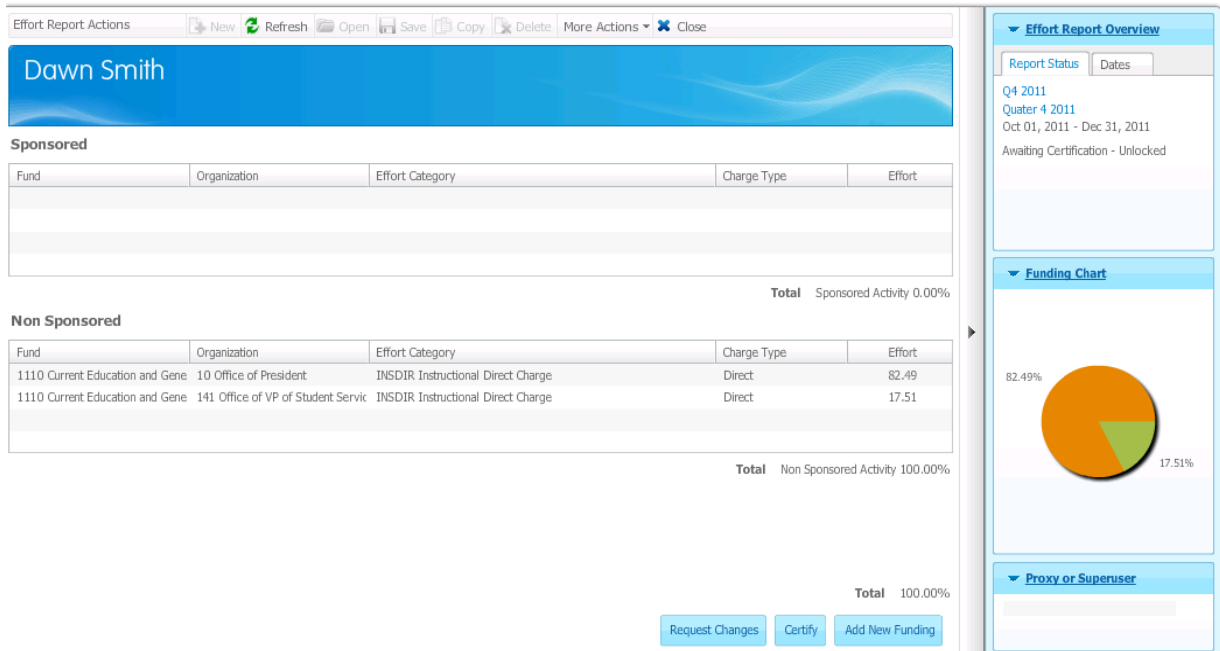
Certified – The employee has certified the report. PI will need to review the report for the effort report to be completed.

Completed – The employee has certified the report and the PI has reviewed the report. The effort report is completed and locked.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sut	👤

Sponsored – effort paid through federal grant.

Non Sponsored – effort paid through university funding.



General Functions

Below are several general functions that you can use. Refer to additional functions according to your user role on page 9.

Modifying Column Size

The columns can be resized by simply clicking on the border line of the column and dragging the mouse to left or right.

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Search Descriptions: Status = COMPLETED

Advanced Search

Displaying 2 rows.

COA	First Name	Period Code	Report Period	Last Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Amanda	Q042010	Quarter 04 2010	Mark	A00010993	August 25, 2010	September 30, 2010	Completed	Locked	
B	Matthew	Q032010	Quarter 03 2010	Burke	A00010995	December 01, 2009	December 15, 2009	Completed	Locked	

Notice that the arrow allows you to adjust the width of the column.

Open Items

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.6)

Sorting a Column

Once effort reports are displayed in the columns, you can click on the header row of any column to sort the column.

Viewing Pay Period Summary

Pay period summary displays pay events included in the effort report.

1. Click on the employee's effort report.
2. Click on Pay Period Summary.
3. Click on the Pay Event link to view the **Pay Period Details** pop-up window.

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report

Pay Period Summary >

Comments

Routing Queue

Open Items

Effort Certification

Dawn Smith

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Monthly 9 2011 September 01, 2011 - September 30, 2011


Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
141 Office of VP of Studer	215501 NSF Grant Resear	1110 Current Education z	INSDIR Instructional Dire	17.5109	17.5109
10 Office of President	215501 NSF Grant Resear	1110 Current Education z	INSDIR Instructional Dire	82.4891	82.4891

Effort Report Overview

Report Status Dates

Q4 2011
Quarter 4 2011
Oct 01, 2011 - Dec 31, 2011
Awaiting Certification - Unlocked

Funding Chart



82.49% 17.51%

Proxy or Superuser

- Click the **Close** button to exit the pop-up window.

Routing Queue

The Routing queue can be used to view the persons who can review and/or certify an effort report. Routing queue identifies employees that need to certify the effort report for the effort report to be completed.

Pre-reviewer: Unit Administrator

Alternate Certifier: Principal Investigator

Certifier: Employee

Post Reviewer: Principal Investigator

The screenshot displays the 'Effort Certification' module. The top navigation bar includes 'Effort Certification', 'Labor Redistribution', 'Sign Out', and a 'Help' link. The left sidebar contains a 'Review or Certify Reports' section with links to 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area is titled 'Kayla Landry' and shows a list of actions: 'Reviewed' by Cheryl Goe (Review, Pre-Reviewer) on December 17, 2009, and 'Pending' by Cheryl Goe (Alternate Certifier) and Kayla Landry (Certify). The right sidebar shows 'Effort Report Overview' with a 'Report Status' of 'Awaiting Certification' and a 'Funding Chart' showing 48.82% and 51.18%.

Viewing Comments

1. Double click on the Comment icon in the Comments Column on the Review or Certify Reports page.

The screenshot shows the 'Review or Certify Reports' page. It includes a search bar and a table of reports. The table has the following columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, Unlocked/Locked, and Comments. The first row of data is highlighted in blue.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
B	Q4 2011	Quarter 4 2011	Smith	Dawn	A00010766	October 01, 2011	December 31, 2011	Awaiting Certificat	Unlocked	[Comment Icon]
B	Q4 2011	Quarter 4 2011	Brown	Lisa	A00011888	October 01, 2011	December 31, 2011	Awaiting Certificat	Unlocked	[Comment Icon]

Closing Effort Certification

Click the **sign out** link to exit the effort certification module.

Please refer to the following guide according to your user role.

EMPLOYEES

Required action:

As an employee, you have to certify your own effort report.

Optional action:

- You may request a change to your effort report, if you feel the actual effort you expended is more than 5% in difference to the effort reported.
- Adding comment.

Certifying Effort Certification for Employees

Log in to Effort Certification

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

The screenshot shows the 'Effort Certification' web application. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', with a 'Sign Out' link and a 'Help' icon on the right. Below the tabs, there is a 'Certify My Effort' section with a blue header. To the left of this section is a sidebar with links: 'Certify My Effort' (with a right arrow), 'Review or Certify Reports', and 'Proxy or Superuser'. Above the main table is a toolbar with buttons: 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. The main area contains a table with the following columns: 'COA', 'Period Code', 'Report Period', 'Start Date', 'End Date', 'Status', 'Unlocked/Locked', and 'Comments'. The table is currently empty. At the bottom left, there is an 'Open Items' section with a small icon.

- Review your effort report for accuracy. You can also review your effort report by pay period. Click on **Pay Period Summary**.
- Click **Certify** to certify your effort report.

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort

Total Sponsored Activity 0.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
1110 Current Education and Gene	10 Office of President	INSDIR Instructional Direct Charge	Direct	82.49
1110 Current Education and Gene	141 Office of VP of Student Servic	INSDIR Instructional Direct Charge	Direct	17.51

Total Non Sponsored Activity 100.00%

Total 100.00%

Request Changes Certify Add New Funding

Effort Report Overview

Report Status Dates

Q4 2011
Quarter 4 2011
Oct 01, 2011 - Dec 31, 2011
Awaiting Certification - Unlocked

Funding Chart

82.49% 17.51%

Proxy or Superuser

- Click **I agree** in the **Certify** dialog box.

Requesting Change to Effort Certification

Requesting a change to effort certification is only required when the actual effort is at least a 5% variance than the current effort report. To request a change to effort certification, a labor redistribution must be initiated. Please make request for labor redistribution to your unit administrator or labor redistribution initiator by the labor redistribution change due date. Please add the following comment on Effort Report: "Will request Labor Redistribution." Once the labor redistribution is completed, you must certify the effort report.

***The effort certification and labor redistribution systems are not linked; therefore, we recommend not using the "Request changes" button or Add New Funding button since it does not automatically forward your request or notify your labor redistribution initiator or unit administrator of the change.**

Adding a Comment

- Click on **Comment**.

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Effort Report
Pay Period Summary
Comments
Routing Queue

Open Items
▼ Effort Certification
Dawn Smith

▼ Effort Report Overview
Report Status Dates
Q4 2011
Quarter 4 2011
Oct 01, 2011 - Dec 31, 2011
Awaiting Certification - Unlocked

▼ Funding Chart
82.49% 17.51%

▼ Proxy or Supersuser

Add Comment

9. Click **Add Comment**, and type the comment.
10. Click **Save**.

Add Comment

Comment * Need to add new fund.

Cancel Save

PRINCIPAL INVESTIGATORS

Required action

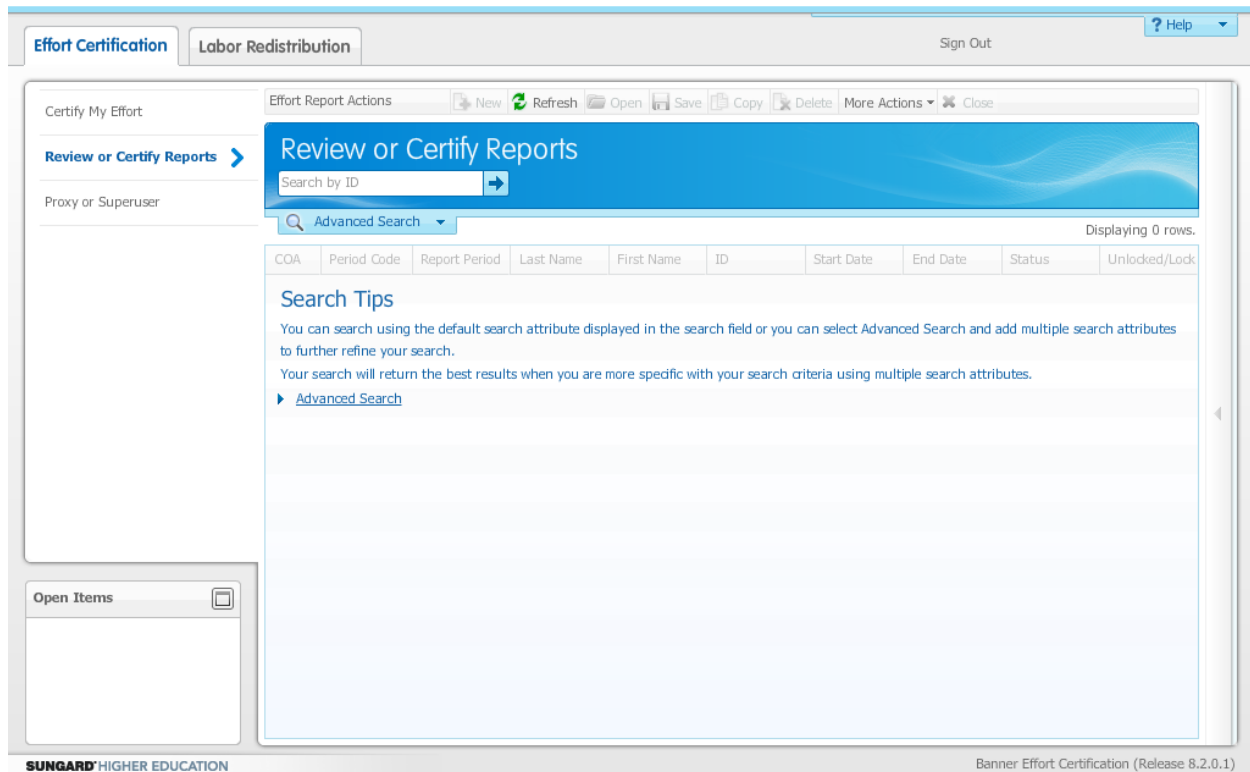
The PI reviews an effort report after the report has been certified by the employee.
The PI certifies graduate student's effort report.

Review an Employee's Effort Report

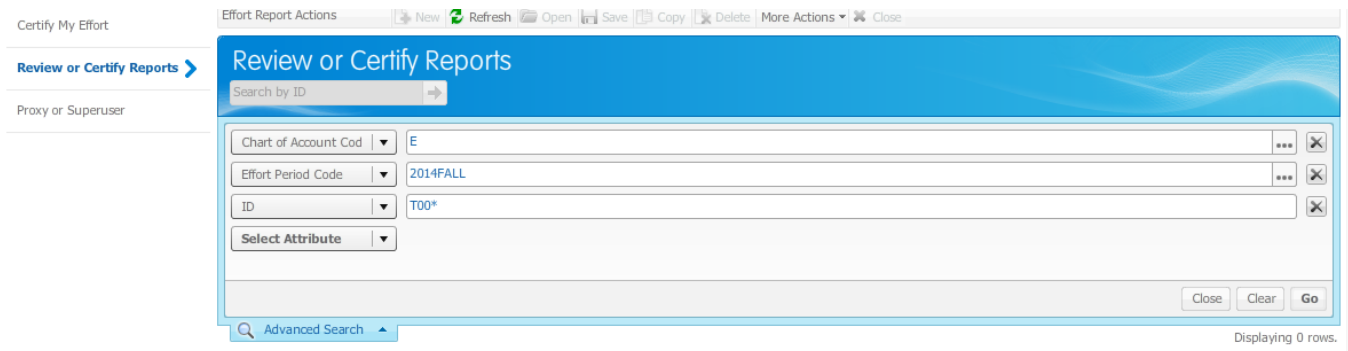
This is a required action that can only be completed after the employee certifies his or her own effort report. The **Certify** button will change to **Review**, once the employee certified his or her own effort report. Please do not click **Certify on employee's effort report**. The employee must certify his/her time. **You may only certify the graduate student's effort report**

Log in to Effort Certification

1. Log in to BOSS:
<http://boss.ualr.edu>.
2. Click the **Employee** tab menu.
3. Click on **Effort Certification** link.
4. Click on **Review or Certify Reports**.



5. 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.



6. Click the **arrow icon** to run the search.
7. Double click on the name of the employee.
 Hint: the employee whose effort report needs to be reviewed will have the following status:
Awaiting Review.

Review or Certify Reports

Search by ID

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 2 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sub	

8. Review the effort report for accuracy. You can review the effort report for each pay period by clicking on **Pay Period Summary**.

9. 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 on **Certify** on employee's effort report. Employees need to certify their own effort reports. The PI may only certify for an employee as a last resort or under special circumstances. A graduate student's effort report queue will show you as a required certifier, while an employee's effort report queue will show you as an alternate certifier.

Effort Certification Labor Redistribution Sign Out

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Alicia Landry

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
2210 NSF	2100 Art	1000 Direct	Direct	50
2210 NSF	2110 Biology	1000 Direct	Direct	50

Total Sponsored Activity 100.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
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Total Non Sponsored Activity 0.00%

Total 100.00%

Request Changes Review Add New Funding

Effort Report Overview

Report Status Dates

Q032011
Quarter 03 2011
Oct 15, 2011 - Nov 14, 2011
Awaiting Certification - Unlocked

Funding Chart

50% 50%

Proxy or Superuser

Certifying Graduate Student's Effort Report

Log in to Effort Certification.

1. Log in to BOSS:

http://boss.ualr.edu.
2. Click the **Employee** tab.
3. Click on **Effort Certification** link.
4. Click on **Review or Certify** Reports.

The screenshot displays the Banner Effort Certification web application. The top navigation bar includes 'Effort Certification' and 'Labor Redistribution' tabs, a 'Sign Out' link, and a 'Help' icon. The left sidebar contains 'Certify My Effort', 'Review or Certify Reports' (with a right arrow), and 'Proxy or Superuser'. The main content area is titled 'Review or Certify Reports' and features a search bar with a 'Search by ID' label and a search button. Below the search bar is an 'Advanced Search' dropdown. A table with the following columns is shown: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. A 'Search Tips' section provides instructions on how to use the search functionality. The bottom of the page shows the 'SUNGARD HIGHER EDUCATION' logo and the version 'Banner Effort Certification (Release 8.2.0.1)'.

5. Type in the employee ID number on the **Search by ID**.
Tip: type **T00*** 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.

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID →

Chart of Account Cod: E

Effort Period Code: 2014FALL

ID: T00*

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

- Double click on the name of the employee.

Review or Certify Reports

Search by ID →

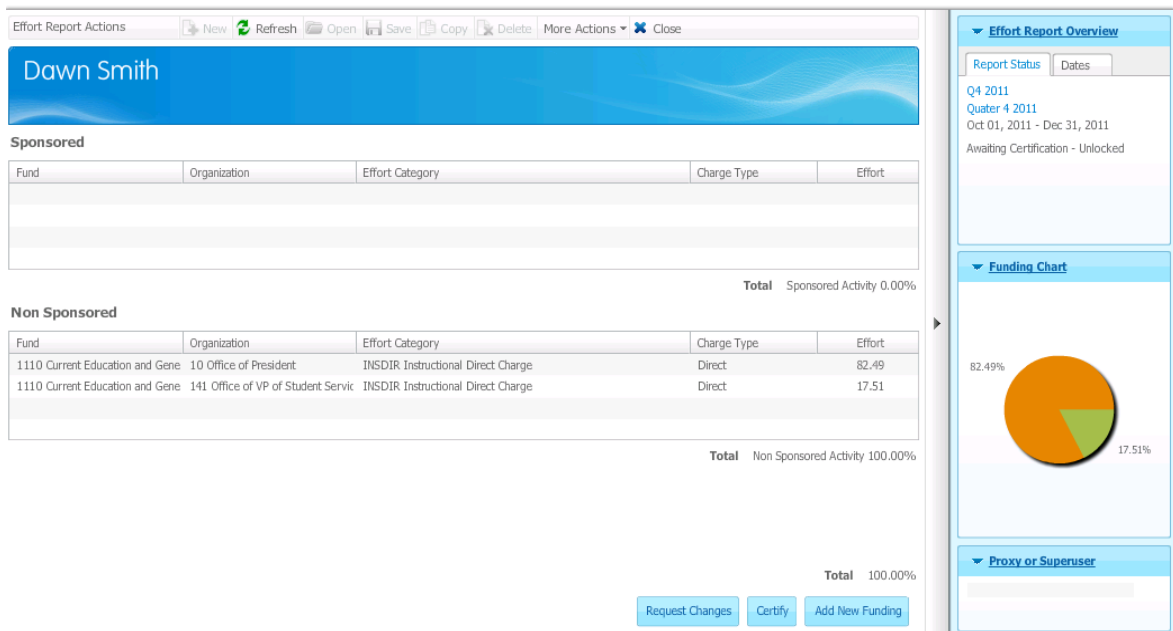
Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 2 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sub	

- Review the effort report for accuracy. You can review the effort report for each pay period by clicking on **Pay Period Summary**.
- Click on **Routing Queue**.
A graduate student's effort report queue will show you as a required certifier, while an employee's effort report queue will show you as an alternate certifier. Only certify for graduate students.
- Certify the graduate student's effort report.
Click **Certify** to certify the report.



10. Click **I agree** in the **Certify** dialog box.

Optional Action

As a PI, you can also certify your employee's effort report. However, we strongly suggest the PI give every opportunity to the employee to approve his/her own effort report and only certify employee's effort report as a last resort.

The steps to certify an employee's effort report are similar to certifying a graduate student's effort report.

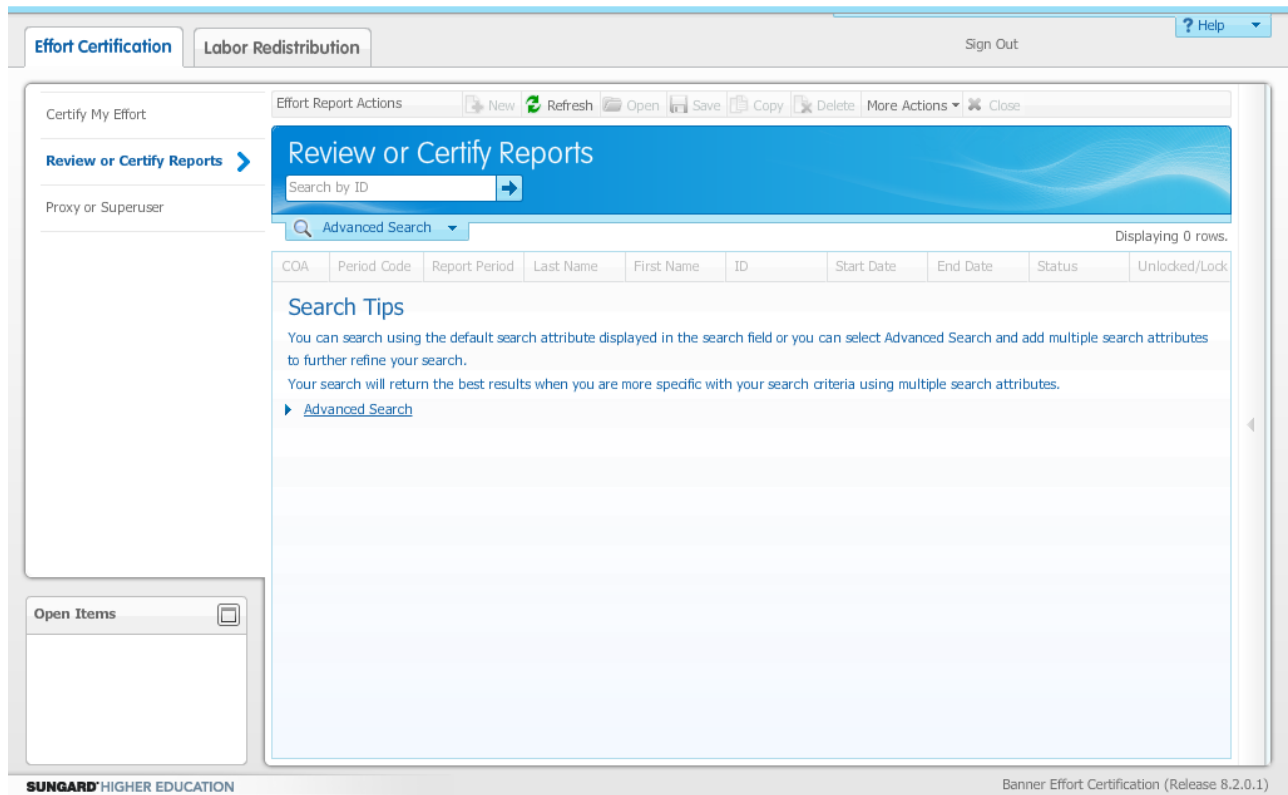
Certifying an Employee's Effort Report

Log in to Effort Certification.

1. Log in to BOSS:

<http://boss.ualr.edu>.

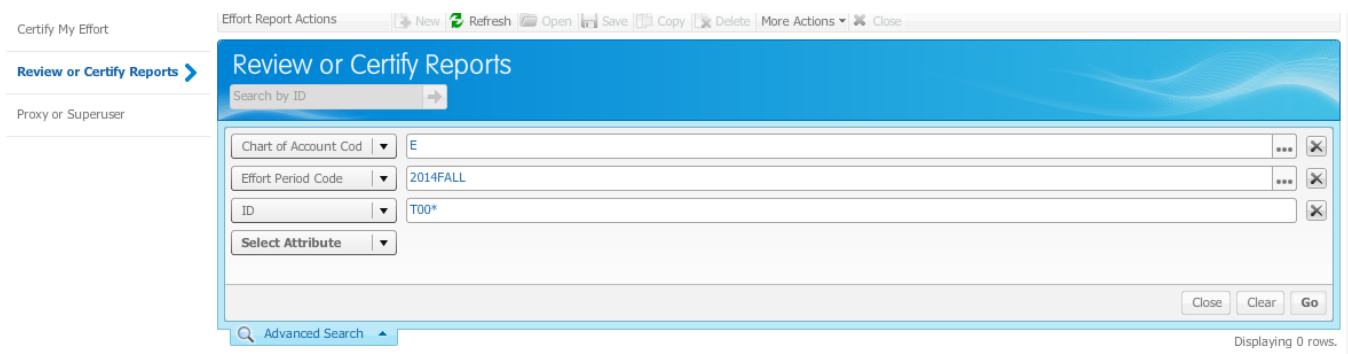
2. Click the **Employee** tab menu.
3. Click on **Effort Certification** link.
4. Click on **Review or Certify** Reports.



5. 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.



6. Click the arrow icon to run the search.
7. Double click on the name of the employee.

Review or Certify Reports

Search by ID

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search

Displaying 2 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sut	

- Review the effort report for accuracy. You can review the effort report for each pay period by clicking on **Pay Period Summary**.
- Certify the employee's effort report. Click **Certify** to certify the report.

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Dawn Smith

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
Total Sponsored Activity 0.00%				

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
1110 Current Education and Gene	10 Office of President	INSDIR Instructional Direct Charge	Direct	82.49
1110 Current Education and Gene	141 Office of VP of Student Servic	INSDIR Instructional Direct Charge	Direct	17.51
Total Non Sponsored Activity 100.00%				

Total 100.00%

Request Changes Certify Add New Funding

Effort Report Overview

Report Status Dates

Q4 2011
Quarter 4 2011
Oct 01, 2011 - Dec 31, 2011
Awaiting Certification - Unlocked

Funding Chart

Proxy or Superuser

- Click **I agree** in the **Certify** dialog box.
- Review the effort report.
The **Certify** button will change to **Review** once the report is certified. Click on **Review**.

Requesting a Change to Effort Certification

Requesting change to effort certification is only required when the actual effort varies at least 5% from the current effort report. To request change to effort certification, a labor redistribution must be initiated. Please forward your request for labor redistribution to your unit administrator or labor redistribution initiator by the labor redistribution change due date. Please add the following comment on Effort Report: "Will request Labor Redistribution." Once the labor redistribution is completed, you will need to re-review or certify the effort report.

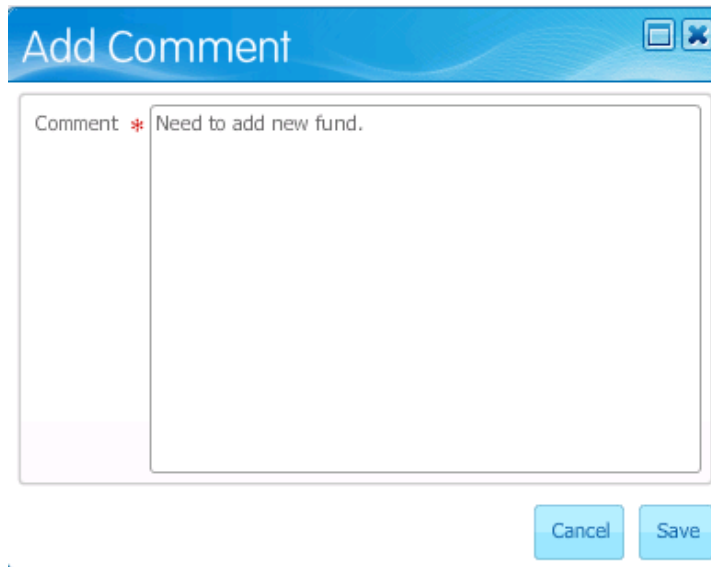
***The effort certification and labor redistribution systems are not linked; therefore we recommend not using the "Request changes" button or Add New Funding button since it does not automatically forward your request or notify your labor redistribution initiator or unit administrator of the change.**

Adding Comment

1. Click on **Comment**.

The screenshot displays the 'Effort Certification' system interface. The top navigation bar includes 'Effort Certification' and 'Labor Redistribution' tabs, a 'Sign Out' link, and a 'Help' dropdown. The main content area is titled 'Review or Certify Reports' and features a sidebar with links to 'Effort Report', 'Pay Period Summary', 'Comments' (highlighted with a blue arrow), and 'Routing Queue'. The central pane shows the 'Comments' section for 'Dawn Smith', with a large text area for adding comments and an 'Add Comment' button at the bottom right. The right sidebar contains an 'Effort Report Overview' section with 'Report Status' and 'Dates' tabs, showing 'Q4 2011', 'Quarter 4 2011', 'Oct 01, 2011 - Dec 31, 2011', and 'Awaiting Certification - Unlocked'. Below this is a 'Funding Chart' with a pie chart showing 82.49% (orange) and 17.51% (green). At the bottom of the sidebar is a 'Proxy or Supersuser' section.

2. Click **Add Comment** and type the comment.
3. Click **Save**.



Add Comment

Comment * Need to add new fund.

Cancel Save

UNIT ADMINISTRATOR

The Unit Administrator reviews effort report for accuracy.

Optional Action

- The Unit Administrator can view an employee's effort report.
- The Unit Administrator can request a change to an employee's effort report, if the difference is more than 5% of the actual effort.

View an Employee's Effort Report.

Log in to Effort Certification

1. Log in to BOSS:
<http://boss.ualr.edu>
2. Click the **Employee** tab.
3. Click on **Effort Certification** link.
4. Click on **Review or Certify Reports**.

5. 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.

6. Click the arrow icon to run the search.
7. Double click on the name of the employee.

Review or Certify Reports

Search Descriptions: Status = AWAITING_CERTIFICATION

Advanced Search
 Displaying 2 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lo	Comments
B	Q032009	Quarter 03 2	Landry	Alicia	A00010866	October 15,	December 25	Awaiting Ce	Unlocked	
B	Q042009	Quarter 04 2	Landry	Kayla	A00010867	December 01	January 31,	Awaiting Ce	Changes Sut	

- View the effort report for accuracy. You can view the effort report for each pay period by clicking on **Pay Period Summary**.
- You may click on **Acknowledge**, to acknowledge that you have reviewed the employee's effort report.

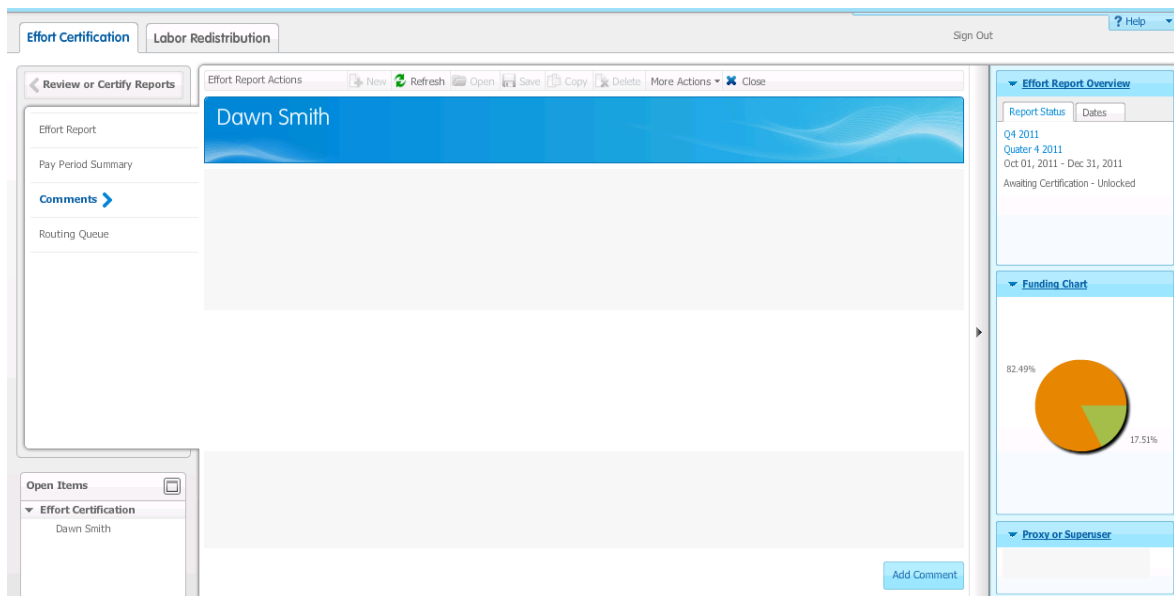
Requesting Change to Effort Certification

Requesting change to effort certification is only required when the actual effort varies at least 5% from the current effort report. To request change to effort certification, a labor redistribution must be initiated. Please forward your request for labor redistribution to your unit administrator or labor redistribution initiator by the labor redistribution change due date. Please add the following comment on Effort Report: "Will request Labor Redistribution." Once the labor redistribution is completed, you will need to re-review or certify the effort report. Notify Christina Laurentia at cxlaurentia@ualr.edu to rerun the effort report.

***The effort certification and labor redistribution systems are not linked; therefore we recommend not using the "Request changes" button or Add New Funding button since it does not automatically forward your request or notify your labor redistribution initiator or unit administrator of the change.**

Adding a Comment

- Click on **Comment**.



2. Click **Add Comment**, and type the comment.
3. Click **Save**.

The screenshot shows a modal dialog box titled 'Add Comment'. It has a blue header bar with the title and window control icons. The main body contains a text area with the text 'Need to add new fund.' and a red asterisk icon to its left. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

Contact

Office of Research & Sponsored Programs
 Christina Laurentia
 cxlaurentia@ualr.edu
 501-569-3366