## Table of Contents:

- Logging In 2 – 4
- Basic Pre-Review Workflow 5 – 13
- Appendix A – Advanced Search 14 – 17
- Appendix B – Review/Request Changes Screen 18 – 27
- Appendix C – Effort Certification 28 – 41
- Appendix D – Email Notifications 42 – 44
- Appendix E – Additional Effort Reporting Resources 45 – 46
Logging Into Pipeline

Enter your WSU Access ID

Enter your password

Click Login
Navigation to the Effort Reporting Module

Click the Employee Tab
Navigation to the Effort Reporting Module

Click Effort Certification
Pre-Review – Basic Workflow

Click Review or Certify Reports
Pre-Review – Basic Workflow

Click on the Advanced Search feature to find the individuals you need to review.
At a minimum, “Chart of Account” must be selected.
Pre-Review – Basic Workflow

For Chart of Account enter an upper case “W”. It is case sensitive! Entering only the COA will return ALL of the records you need to review.

After choosing your selection criteria, click the “Go” button.
Pre-Review – Basic Workflow

After entering your search criteria, the system will display all records that need to be reviewed.

Clicking on any of the column headers allows you to sort the list accordingly.

Double click on a record to bring up the Review/Request Changes screen.
Pre-Review – Basic Workflow

The Review/Request Changes screen is then displayed for the record selected.
Pre-Review – Basic Workflow

Review the projects, labor distributions and charge types. Based on your knowledge of who is doing what, does it look reasonable?

1. If the information looks reasonable, click “Review”

2. If it does not, perform additional research and click “Request Changes” and process the necessary Change Labor Distribution Request (CLDR) if indicated
Pre-Review – Basic Workflow

After clicking “Review” the status changes to “Awaiting Certification”

Click “Review or Certify Reports” to return to the list of records remaining to be reviewed
Pre-Review – Basic Workflow

Continue to work through the list until all have been reviewed, or “Changes” have been requested. After “Review,” the record is now eligible for certification.
Appendix A – Additional Information on “Advanced Search”
Effective use of the Advanced Search feature can help you organize your work and find all the individuals you need to review.

At a minimum, “Chart of Account” must be selected, but any of the selection criteria can be used.
Searching for Information – Advanced Search

Effort Periods have been defined in the system. They are used to help organize how and when certification takes place for the various certifiers throughout WSU.

**Effort Codes:**

- **12G – 10 – B**
- **9M – 10 – B**

The first segment denotes if the individual is a 12 or 9 month employee. The letter G is used to denote GRAs, M is for everyone else.

The second segment denotes the year.

The third segment denotes the cycle. A denotes the 1st certification cycle, and B the 2nd.

A separate “SS” prefix is used for those with Spring/Summer sponsored activity.
Searching for Information – Advanced Search

Sorting by either the Period Code, Status, Name, etc. can be helpful in working through your pending reviews. A Cognos “Effort Reporting Status Report” will also be made available.
Appendix B – Additional Information on Review/Request Changes Screen
Additional Pre-Review Information – Fund and Labor Distribution

Labor distribution is grouped by Sponsored and Non-sponsored activity.

Labor distribution is expressed in percentages and is driven by Banner payroll amount.

The “Funding Chart is a graphical display of the labor distribution.”
Additional Pre-Review Information – Overview/Status

The “Overview” section shows information on the period being reviewed/certified and the status of the record.

Prior to review the status will be “Under Review.” After clicking “Review” the status changes to “Awaiting Certification.” If the “Request Changes” button has been clicked the status changes to “Awaiting Review – Changes Submitted” and will remain in that status until a CLDR has been processed.
Additional Pre-Review Information – Pay Period Summary

Clicking on the “Pay Period Summary” provides you with the payroll details behind the effort percentages...
Additional Pre-Review Information – Pay Period Summary

Detail will show distributions for each pay period. Grants starting or ending in during the period can result in percentages that seem unusually low. Reviewing this detail can shed light on this or other things that may cause confusion.

Use these scroll tabs to scroll through the information.

You can also double click here to display more pay period detail.
Additional Pre-Review Information – Pay Period Detail

Pay Period Detail

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Position</th>
<th>Effective</th>
<th>Holiday</th>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organizational</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>HO HOLIDY</td>
<td>1 W</td>
<td>425109 Un</td>
<td>2588KL Un</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>22 Indv/Pr</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>HO HOLIDY</td>
<td>1 W</td>
<td>192044 VC</td>
<td>11794L VC</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>22 Indv/Pr</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>HO HOLIDY</td>
<td>1 W</td>
<td>133751 Im</td>
<td>111220 Me</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>19 Instruc</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>REG REGQ1</td>
<td>1 W</td>
<td>425109 Un</td>
<td>2588KL Un</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>22 Indv/Pr</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>REG REGQ1</td>
<td>1 W</td>
<td>192044 VC</td>
<td>11794L VC</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>22 Indv/Pr</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>F96317</td>
<td>0 January</td>
<td>REG REGQ1</td>
<td>1 W</td>
<td>133751 Im</td>
<td>111220 Me</td>
<td>068711 Im</td>
<td>611211 Fax</td>
<td>19 Instruc</td>
<td>65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Pre-Review Information – Adding a Comment

The system allows users to enter comments that may be useful in managing the review and/or certification process. Click the “Comments” label.

To add a comment, click the “Add Comment” button.
Additional Pre-Review Information – Adding a Comment

You can add up to 4000 characters of free-form text. **Please Note:** Once you add and save comments, you can’t delete or update them.
Additional Pre-Review Information – Adding a Comment

Once entered and saved, comments are displayed as shown below.
Additional Pre-Review Information – Viewing the Routing Queue

Click the “Routing Queue” label. The Routing Queue contains information about individuals involved in the review and certification process, including queue member name, his/her role and current action to be performed.

Only System Administrators can add new members to the routing queue. For example, an Alternate Certifier could be added in the event that someone is unavailable to certify his or her own report.
Appendix C – Effort Certification
Effort Certification – Basic Workflow (PI or Research Assistant Certifying Their Own Effort)

Administrators will not have the ability to certify. However, your PIs and Research Assistants will need your support!

After logging in, the certifier (PI or research assistant) will come to this screen. It displays a summary of records that have been reviewed and are ready to be certified. Double click a record to proceed.
Effort Certification – Basic Workflow (PI or Research Assistant Certifying Their Own Effort)

This is the effort Certification/Request Changes screen
Effort Certification – Basic Workflow (PI or Research Assistant Certifying Their Own Effort)

1. Review the projects, charge type and labor distribution percentages. Do they look reasonable?

2. If the information looks reasonable, click “Certify”

3. If it does not, click “Request Changes”
Effort Certification – Basic Workflow (PI or Research Assistant Certifying Their Own Effort)

After clicking “Certify” an attestation statement appears. If appropriate, click “I Agree.” This will complete the certification and lock the record.

Click “Cancel” to return to the previous screen if additional consideration is needed.
Effort Certification – Basic Workflow (PI or Research Assistant Certifying Their Own Effort)

1. After certifying, the status changes to “Completed – Locked”

2. The certification for this record is now complete. Click the “Certify My Effort” link to see if there are other records to be certified.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

PIs are now required to certify for the Graduate Assistants (GRAs).

If one or more GRA had activity for the PI during the period, the “Review or Certify Reports” label will be present.

Click the “Review or Certify Reports” label to proceed.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

Click on the Advanced Search feature to find the GRAs you need to certify.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

For Chart of Account enter an upper case “W”. It is case sensitive and required for the search.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

Clicking on any of the column headers allows you to sort the list accordingly. Use the column header that will help you most easily locate your GRAs. Note that “Period Codes” with “G” in the first segment are used exclusively for GRAs.

Double click a record to bring up the Certify/Request Changes screen.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

1. Review the projects and labor distribution percentages. Do they look reasonable?

2. If the information looks reasonable, click “Certify”

3. If it does not, click “Request Changes”
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

After clicking “Certify” an attestation statement appears. If appropriate, click “I Agree.” This will complete the certification and lock the record.

Click “Cancel” to return to the previous screen if additional consideration is needed.
Effort Certification – Basic Workflow (Certifying for Graduate Assistants)

After certifying, the status changes to “Completed – Locked”

The certification for this record is now complete. Click the “Certify My Effort” link to see if there are other GRAs to be certified.
Continue working through the list until all GRAs have been certified
Appendix D – Email Notifications
Email Notifications - Schedule

The chart below shows the schedule for key events and notifications for the first certification period on the new system. A similar process and schedule will be used for each certification cycle going forward.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>January</th>
<th>February</th>
<th>March/April</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Review Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Initial Pre-review notification</td>
<td>2/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 First pre-review reminder</td>
<td>2/28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Second pre-review reminder</td>
<td>3/7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Third/final pre-review reminder</td>
<td>3/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 SPA Direct Follow Up</td>
<td>3/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certification Period</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Initial Certification Notification</td>
<td>3/7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Certification reminder</td>
<td>3/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Certifications Complete!</td>
<td>4/4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 First certification late reminder</td>
<td>4/4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Second certification late reminder</td>
<td>4/8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The table below outlines who receives an email notification and when. A black “X” denotes that the notification is purely informational. A red “X” indicates that action must be taken.

<table>
<thead>
<tr>
<th>Event</th>
<th>Pre-Reviewer</th>
<th>Certifier</th>
<th>Alternate Certifier</th>
<th>GRA Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Review Notification</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Review Reminder</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Review Late #1</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Review Late #2</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification Notification</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Certification Reminder</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Certification Late #1</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Certification Late #2</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Change Request</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Appendix E – Additional Resources and Information
Additional Resources and Information

Additional information on Effort Reporting can be found on the Sponsored Programs Administration (SPA) website.

Draft Effort Guidelines
This document provides guidance to faculty and administrators involved in sponsored research as to appropriate ways to manage aspects of research administration related to effort reporting.

“Effort 101” Training
This is a training document that covers fundamental concepts and requirements of effort reporting.