Certifying Your Employees’ Effort

1. Open Academica and click on “Employee Resources”

2. Click on “Employee Self-Service”

3. Click on “Effort Certification”

4. Click on “Review or Certify Reports”
Click on “Advanced Search”

Search Criteria:
- ID: Banner ID Number
- Name: Person full or last name
- Chart of Account Code: W
- Effort Period Code: Pay Type and Period Description
- State: Changes Saved, Changes Submitted, Unlocked, Locked
- Status: Awaiting Certification, Awaiting Refresh, Certified, Completed, Returned for Correction, Under Review
- Grant: Related Grant Code

Type or select “W” from drop-down menu

Select “Awaiting Certification” from the Status menu then, Go
This will generate a list of your employees. Double-click on each employee’s name whose status is “awaiting certification” and certify or request changes. You will have to click on “Review or Certify” between each employee.

Double-click a record in the list to view Effort Report
### Allocation of Effort: Sponsored: Non-Sponsored

#### Sponsored:
1. Applicable funding grant/fund  
2. Effort Category  
3. Charge Type  
4. Percentage Effort  

#### Non-Sponsored:
5. Fund  
6. Funding Organization  
7. Effort Category  
8. Charge Type  
9. Percentage of Effort  

**Total Effort must equal 100%**
View Pay Period Summary

Select Pay Period Summary Tab to see Bi-Weekly information regarding effort for a given period.

The Comments Tab can be selected to make and send comments to those involved with the certification process for the particular individual.

Select the Routing Queue Tab to view those involved in the review and certification process.
Actions within the Effort Report

- **Request Changes** opens email dialog to convey changes to the record

  - OR -

- **Certify** should be selected when Effort Report information is correct and ready for submission

  I certify the allocation of salary to the sponsored projects listed reasonably reflects the time spent on each project for the certification period.

- **Select Add New Funding** if any fund source changes are needed

- **Save**
Effort Report Overview section outlines pertinent information regarding an individual’s Effort Report:

**Report Status and Important Dates**

![Report Status and Important Dates table]

**Report Status**

12M-18-A
Jan-Jun 2018
November 26, 2018 - January 31, 2019

Awaiting Certification - Unlocked

**Important Dates**

Begin Pre-Review
November 12, 2018
Certification Period
November 26, 2018 to January 31, 2019
Post Review End

**Associated Pay Dates**

![Associated Pay Dates table]

**Pay Dates**

BW - 2 January 01, 2018-January 14, 2018
BW - 3 January 15, 2018-January 28, 2018
BW - 4 January 29, 2018-February 11, 2018
BW - 5 February 12, 2018-February 25, 2018
BW - 6 February 26, 2018-March 11, 2018
BW - 7 March 12, 2018-March 25, 2018
BW - 8 March 26, 2018-April 08, 2018
BW - 9 April 09, 2018-April 22, 2018
BW - 10 April 23, 2018-May 06, 2018
BW - 11 May 07, 2018-May 20, 2018
BW - 12 May 21, 2018-June 03, 2018
BW - 13 June 04, 2018-June 17, 2018
BW - 14 June 18, 2018-July 01, 2018
Funding Chart provides a visual of funding sources