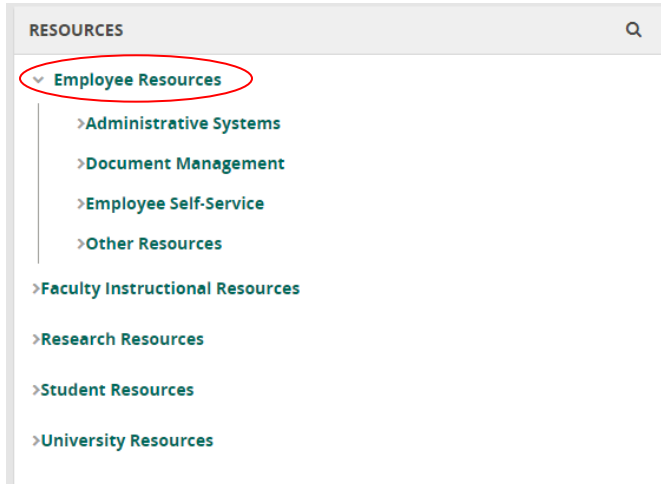


Certifying Your Employees' Effort

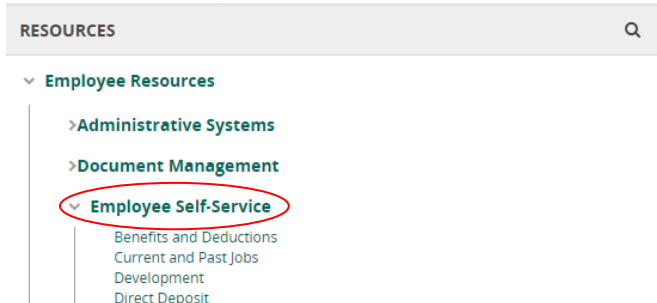
Open Academica and click on “Employee Resources”

1.



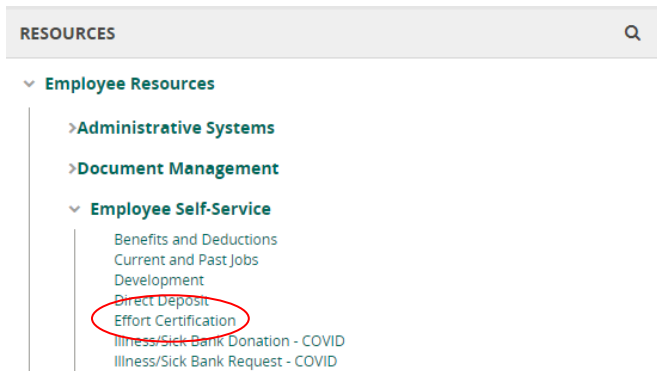
Click on “Employee Self-Service”

2.



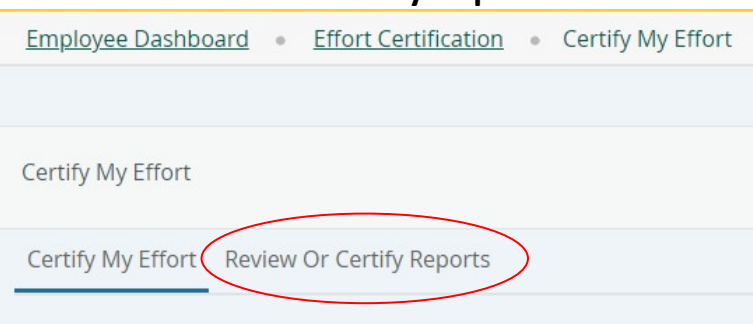
Click on “Effort Certification”

3.



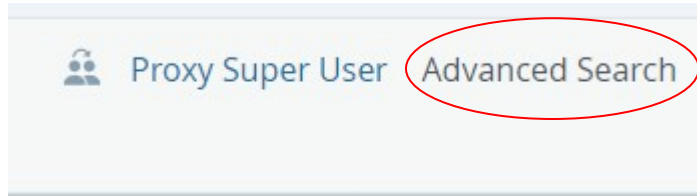
Click on “Review or Certify Reports”

4.



Click on "Advanced Search"

5.

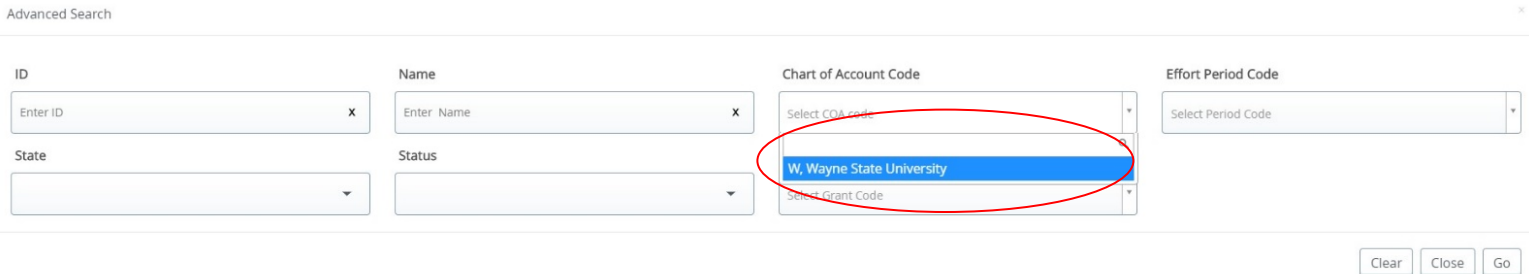


Search Criteria:

- 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

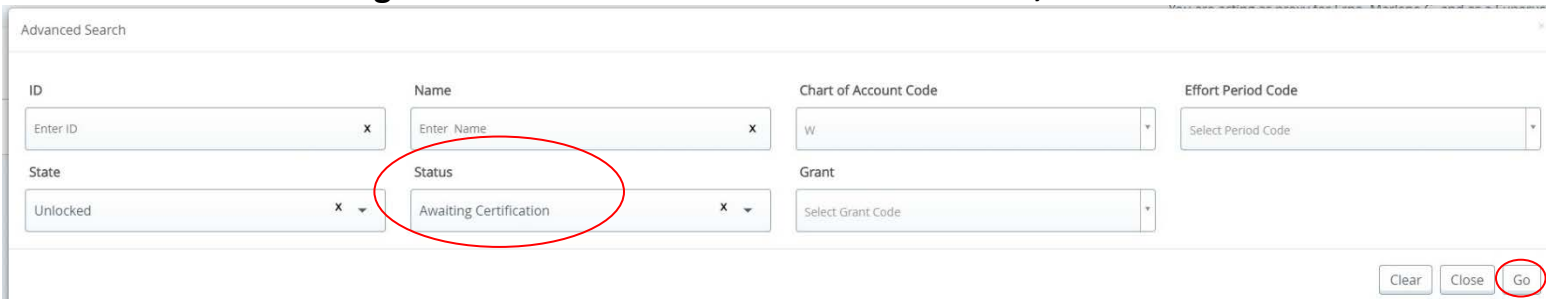
6.

Type or select "W" from drop-down menu

A screenshot of the "Advanced Search" form. The form contains several input fields: "ID" (text input), "Name" (text input), "Chart of Account Code" (dropdown menu), "Effort Period Code" (dropdown menu), "State" (dropdown menu), and "Status" (dropdown menu). The "Chart of Account Code" dropdown is open, and the option "W, Wayne State University" is selected and highlighted in blue. A red circle is drawn around this selection. At the bottom right of the form, there are three buttons: "Clear", "Close", and "Go".

7.

Select "Awaiting Certification" from the Status menu then, Go

A screenshot of the "Advanced Search" form. The "Status" dropdown menu is open, and the option "Awaiting Certification" is selected and highlighted in blue. A red circle is drawn around this selection. The "Chart of Account Code" dropdown is also open, showing "W" selected. At the bottom right of the form, there are three buttons: "Clear", "Close", and "Go". The "Go" button is circled in red.

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.

This is the reporting period!
 Jan- May : Winter Semester
 Aug – Dec: Fall Semester
 Jan – Jun: January 1 to June 30
 Jul – Dec: July 1 to December 31
 SS: Spring/Summer Semester

Certify My Effort Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
W	12M-19-A	Jan-Jun 2019			12/09/2019	01/31/2020	Awaiting Certification	Unlocked	
W	12M-19-A	Jan-Jun 2019			12/09/2019	01/31/2020	Awaiting Certification	Unlocked	
W	12M-19-A	Jan-Jun 2019			12/09/2019	01/31/2020	Awaiting Certification	Unlocked	
W	12M-19-A	Jan-Jun 2019			12/09/2019	01/31/2020	Awaiting Certification	Unlocked	
W	12M-19-A	Jan-Jun 2019			12/09/2019	01/31/2020	Awaiting Certification	Unlocked	

Double-click a record in the list to view Effort Report

Sponsored

Grant 1.	Fund	Effort Category 2.	Charge Type 3.	Effort 4.
25SXM Planning Study for Transportation/Transmit Options Between the WSU and Macomb Community College Campuses	117Q3K VCS 25SXM1 Kresge 411111	PUBLIC Public Service	COST_SHARE	4.23

Total Sponsored Activity 4.23%

Non Sponsored

Fund 5.	Organization 6.	Effort Category 7.	Charge Type 8.	Effort 9.
111780 VP Academic Affairs	32A11 Off of the VP for Acad Affrs & Prvt		DIRECT	95.77

Total Non Sponsored Activity 95.77%

Total : 100.00%

Request Changes

Certify

Add New Funding

Save

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

Effort Report **Pay Period Summary** Comments Routing Queue

[Bi-Weekly 2 2018](#) January 01, 2018 - January 14, 2018

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
06C911 Department of Oncology Admin	2VEA AHRQ: R01HS022955; eHealth Activity	2VEA1 AGRQ; eHealth Activity R01HS022955	RESEARCH Research	100.0000	7.6104

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

Effort Report Pay Period Summary Comments **Routing Queue**

⚠ Pending E-mail Acknowledge, Pre-Reviewer

✓ Reviewed E-mail | November 16, 2018 at 03:47:01 PM by [redacted], Review, Pre-Reviewer

⚠ Pending E-mail Acknowledge, Pre-Reviewer

⚠ Pending E-mail [redacted], Alternate Certifier

⚠ Pending E-mail [redacted], Certifier

Add Member

Actions within the Effort Report

Request Changes

Certify

Add New Funding

Save

8.
 - **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

Certify

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

Cancel I Agree

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

Add New Funding

Grant

Select Grant Code

Fund*

Select fund code

Organization*

Select organization code

Effort*

Cancel

Save

- **Save**

Effort Report Overview section outlines pertinent information regarding an individual's Effort Report:

Report Status and Important Dates

Effort Report Overview 

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

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

Funding Chart 

