# Accessing and Certifying Electronic Effort Reports

The Effort Certification page is used to access and certify grant funded effort. Employees can access current and historical effort reports for review, certification, and printing.

#### Accessing Effort Reports

- 1. Log on to MyDU using first.lastname@du.edu and password.
- 2. On your main dashboard, under Employee Tools widget, click My Employee Profile.
- 3. Click Effort Certification, under My Activities menu.

UNIVERSITY of DENVER <=	Q, Search		A = 4
Dashboard     Activity	Student Resources    Employee Resource	ces  Calendars  IT Resources	
🖉 Tasks	Widgets	Find New Widge	ts
Announcements	DU Directory ···	Employee Tools ··· Academic Profile ···	
Shortcuts Edit	People Departments	My Person Profile NON-DEGREE CONT ED Non Degree C View and update your personal details, preferred	
S Banner (VPN Required)	Enter a first name, last name, or both to search for community members.	name and pronouns, ential address, phone number, address, energency contact, and other information. My Student Profile	9
Data Insights (Reports)	First Name	My Employee Profile     View your pay stub, earnings, benefits, and job     Degree Audit	
S Pioneer eRA (InfoEd)	Last Name	summaries.	•
PaymentWorks	Submit	MyWeb (Banner Self-Service) Access employee student, faculty, finance, and financial air detated forms and action items.	
<ul> <li>PioneerTime (Kronos)</li> <li>251 ive</li> </ul>		C PloneerTime Manage your time sheet.	

Employee Dashbo	ard				
My Profile					
My Team					
Pay Information				*	My Activities
Latest Pay Stub: 09/01/2020	<u>All Pay Stubs</u>	Direct Deposit Information	Deductions History		Effort Certification
Earnings				*	Campus Directory
Benefits				*	Employee Menu

The "Certify My Effort" screen will open. A list of your electronic effort reports and their status will be visible. The Report Period is the effort period to be certified. The Start and End Dates indicate when the Report Period becomes available for certification, not the period being certified.

Employee Dashboard • Effort Certification • Certify My Effort							
Certify My Effort							
							Print Open
Certify My Effort							
Certify My Effort							
COA 🗘	Period Code	Report Period	Start A	End Date	Status 🗘	Unlocked/ Locked	Comments
D	0219STA	February 2019 Staff	04/01/2019	04/30/2019	Completed	Locked	
D	0119STA	January 2019 Staff	03/01/2019	03/31/2019	Completed	Locked	Ţ
D	1217STA	December 2017 Staff	02/01/2018	02/28/2018	Completed	Locked	Ţ
D	1017STA	October 2017 Staff	01/01/2018	01/31/2018	Completed	Locked	Ţ
D	1117STA	November 2017 Staff	01/01/2018	01/31/2018	Completed	Locked	

## Reviewing and Certifying Effort Reports

4. Double click on the Effort Report to be reviewed.

Employee Dashboard • Effort Cer	tification • Effort Report						
Effort Report Pay Period Summary Comments Routing Queue					Effort Report Overview	^	
Sponsored						Report Status	
Grant	Fund			Effort Category Charge Type Effort		0421STA April 2021 Staff June 01,2021 - June 30,2021	
1993 Sector for Advancement in and	198 Decelor Print Action 1A	energies and the second second	OSA	DIRECT	50.00	Awaiting Certification - Unlocked	
			То	al Sponsored	Activity 50.00%		
Non Sponsored						Important Dates	
Fund	Organization	Effort Ca	ategory Ch	arge Type	Effort	Begin Pre-Review June 01,2021	
10000 Current Operating Fund	forthermody that to only the base		DI	RECT	50.00	Certification Period June 01,2021 to June 30,2021	
			Total N	on Sponsored /	Activity 50.00%	Post Review End June 30,2021	
						Pay Dates	
				1	fotal : 100.00%	MO - 5 April 01,2021-April 30,2021	
		Request Chan	nges Certify	Add New Fun	ding Save	Funding Chart	^

The Effort Report will open. Recorded effort will be displayed in two sections: Sponsored (grant charges) and Non-Sponsored (department charges and leave). If there are more fund numbers charged than are visible in each box, use the scroll button on the right of each box to display additional fund numbers. Alternatively, a PDF of the entire report can be displayed and printed by choosing the "More Actions" button along the header of the report and then choosing "print". A PDF of the effort report will be created and can be saved or printed.

5. Review Effort Report

Each grant number, department fund and leave fund will be accompanied by a percent of recorded effort. The percent of effort is calculated by the dollar amount charged to each fund for the period, divided by the total dollar amount paid to the employee for the period. The sum of all percent of efforts will equal 100%. Review the percent of effort for each fund to make sure the recorded percent is reasonable.

6. If Effort Report is correct, click Certify. A box will pop up. Review the information. Does it accurately reflect your effort on the project? If so, click "Agree".

The status of the Effort Report will change to "Completed". Once an Effort Report is certified, further payroll redistributions cannot be made. If an Effort Report is inadvertently certified, contact your department administrator who will request that the Shared Services Center return the status to "Awaiting Certification."

## Making Changes to an Effort Report

If changes to an Effort Report are needed, do not certify the report. Communicate the correct effort percentages for the period to your Department Administrator or Budget Officer. The appropriate person in your department will prepare a Payroll Redistribution Request. Once the payroll changes are posted, a revised Effort Report will be generated.

## Dates to Remember- Effort Certification Process

Staff (including GRA's and Post Docs) Effort Reports are generated monthly.

Faculty Effort Reports are generated quarterly.

1st of each month – monthly staff effort reports are generated and available for certification for the period two months previous. Example: November effort is available for certification on January 1.

Last day of month – monthly staff effort reports for the period two months previous must be certified. Example: November effort reports must be certified by January 31.

May 1 – Faculty effort reports for the previous January, February & March are available for certification

June 30 – Faculty effort reports for the previous January, February & March must be certified

August 1 - Faculty effort reports for the previous April, May & June are available for certification

September 30 - Faculty effort reports for the previous April, May & June must be certified

November 1 - Faculty effort reports for the previous July, August & September are available for certification

December 31 - Faculty effort reports for the previous July, August & September must be certified

February 1 - Faculty effort reports for the previous October, November & December are available for certification

March 31 - Faculty effort reports for the previous October, November & December must be certified