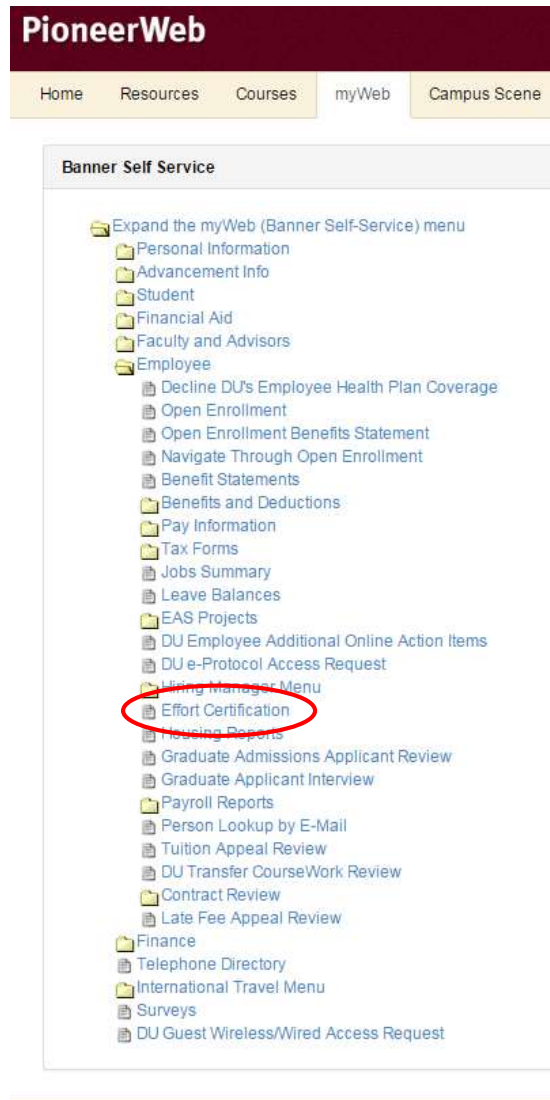




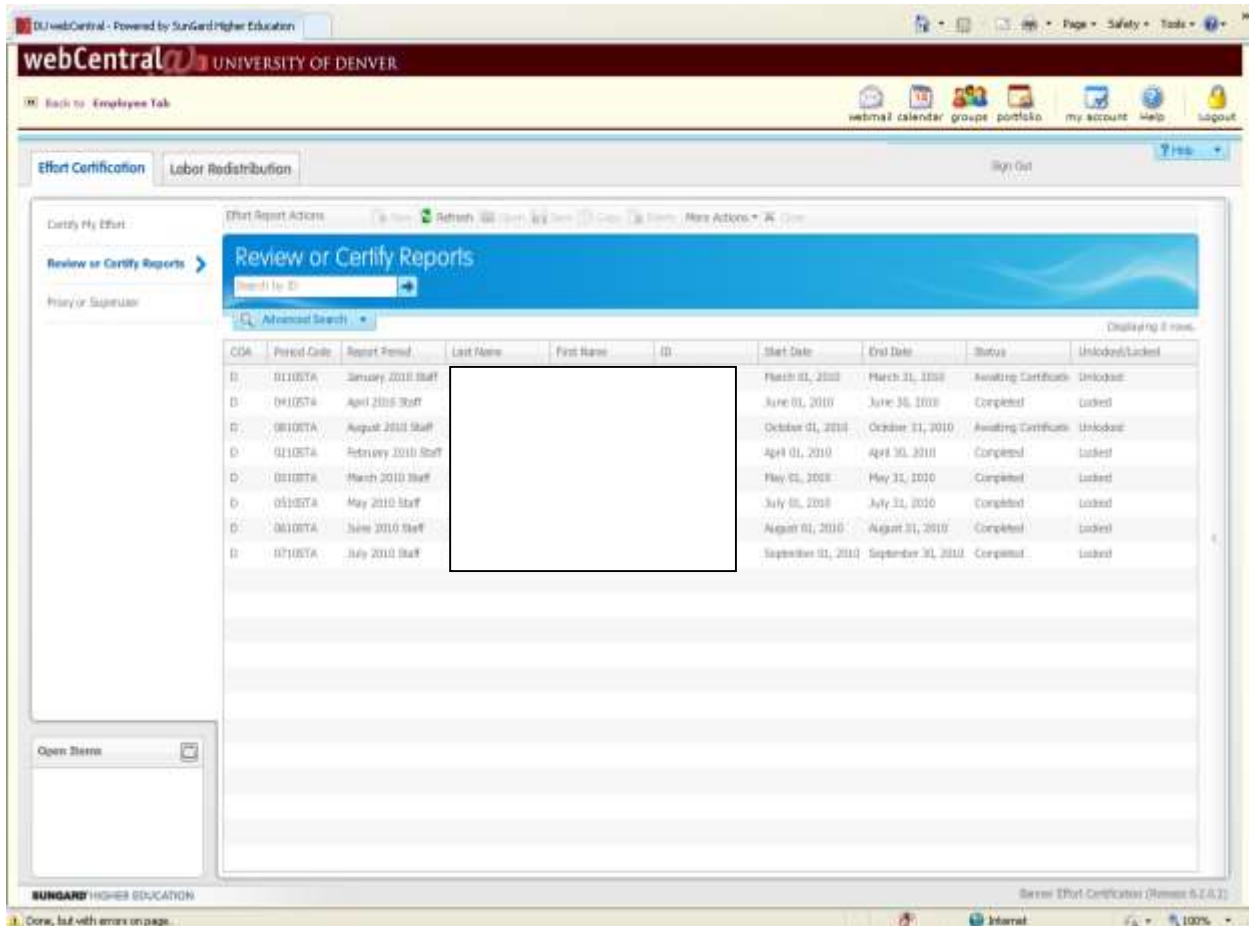
Instructions for Accessing and Certifying Effort Reports in PioneerWeb

To Access Effort Reports

1. Log onto [PioneerWeb](#) using your DU ID# and Passcode.
2. Click on myWeb tab.
3. Click on the “Expand the myWeb (Banner Self-Service) menu.”
4. Click on the Employee folder.
5. Click on “Effort Certification” from the dropdown list.



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 the period the report will be available for certification, not the period being certified.



To Review and Certify Effort Reports

1. Click on the Effort Report to be reviewed.

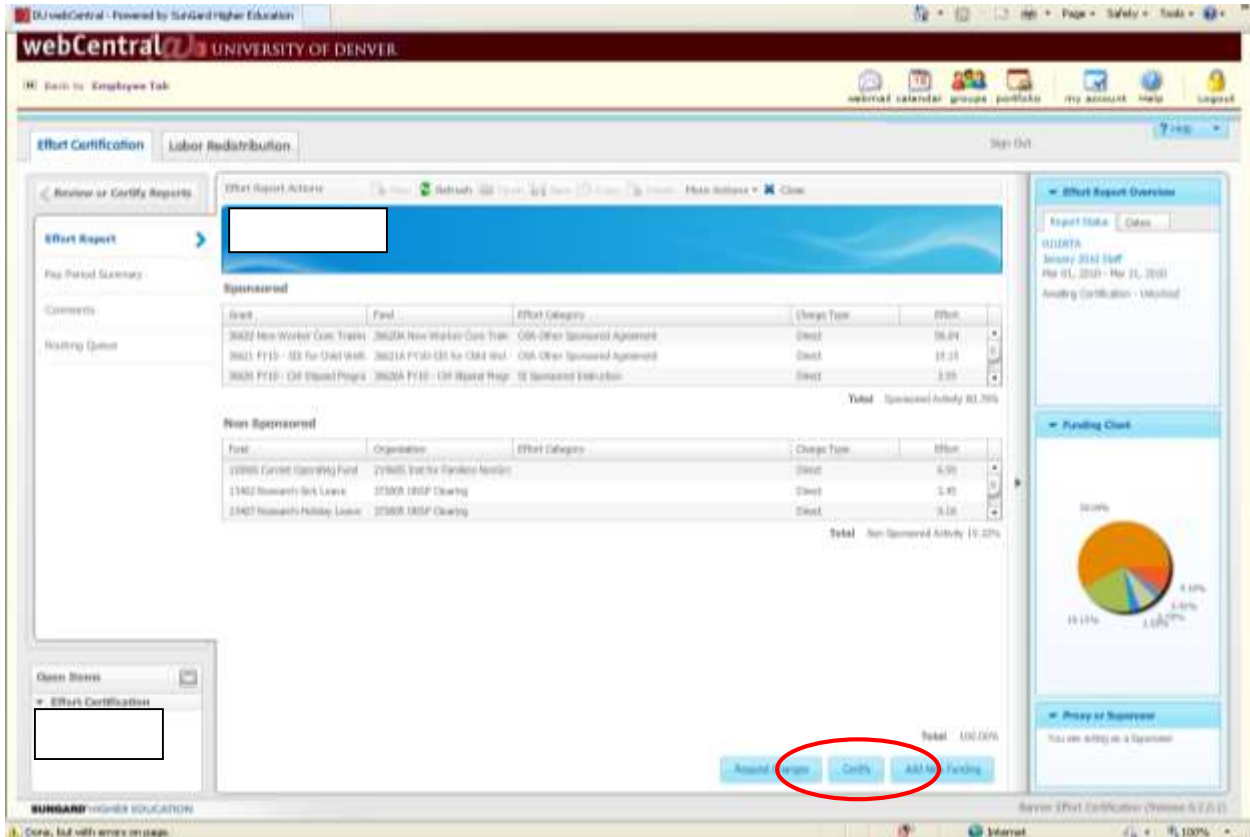
The Effort Report will open. Recorded effort will be displayed in two sections: Sponsored (grant charges) and Non-Sponsored (department charges and leave). If there are more fund numbers charged than are visible in each box, use the scroll button on the right of each box to display additional fund numbers. 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.

2. 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.

3. If the effort report is correct, left click the “Certify” button at the bottom of the report. 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 Controller's Office return the status to "Awaiting Certification".



To Make Changes to an Effort Report

Changes to an Effort Report cannot be made by the employee on the Effort Certification system in Web Central. **Please Note:** The "Request Changes" button on the bottom right of the Effort Report is not currently being used. 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. You will be notified by your department when a revised Effort Report is available for your certification.

Note: There are additional functions of the electronic effort certification system that are not currently available. You will notice two buttons next to the "Certify" button: "Request Changes" and "Add New Funding". In addition, there is a "Labor Redistribution" screen accessed through a second tab. These functions are not available at this time.

Dates to Remember – Effort Certification Process

**Staff (including GRA's and Post Docs) effort reports are generated monthly. Faculty Effort Reports are generated every three months.*

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