



### How To: Effort Certification

**Suggestion: Set a calendar reminder for yourself to complete your effort certification and to pass along the message to anyone else working on the grant so they complete it in a timely manner (faculty must certify quarterly; everyone else must certify monthly).**

- 1) Log in to PioneerWeb
- 2) Click on the Employee tab
- 3) Click on "Go to Self-Service Menu" bottom left of screen
  - a. Click "Employee" tab
  - b. Click "Effort Certification"
- 4) A list of line items will be displayed. You must certify all of them. Click on each line item.  
(Note: There is a delay in which periods are available)

| COA | Period Code | Report Period        | Last Name | First Name | ID | Start Date        | End Date          | Status                 | Unlocked/Locked |
|-----|-------------|----------------------|-----------|------------|----|-------------------|-------------------|------------------------|-----------------|
| D   | 0818STA     | August 2018 Staff    |           |            | 87 | October 01, 2018  | October 31, 2018  | Awaiting Certification | Unlocked        |
| D   | 0918STA     | September 2018 Staff |           |            | 87 | November 01, 2018 | November 30, 2018 | Awaiting Certification | Unlocked        |
| D   | 1018STA     | October 2018 Staff   |           |            | 87 | December 01, 2018 | December 31, 2018 | Awaiting Certification | Unlocked        |
| D   | 1118STA     | November 2018 Staff  |           |            | 87 | January 01, 2019  | January 31, 2019  | Awaiting Certification | Unlocked        |
| D   | 1218STA     | December 2018 Staff  |           |            | 87 | February 01, 2019 | February 28, 2019 | Awaiting Certification | Unlocked        |
| D   | 0219STA     | February 2019 Staff  |           |            | 87 | April 01, 2019    | April 30, 2019    | Awaiting Certification | Unlocked        |
| D   | 0319STA     | March 2019 Staff     |           |            | 87 | May 01, 2019      | May 31, 2019      | Awaiting Certification | Unlocked        |
| D   | 0419STA     | April 2019 Staff     |           |            | 87 | June 01, 2019     | June 30, 2019     | Awaiting Certification | Unlocked        |
| D   | 0519STA     | May 2019 Staff       |           |            | 87 | July 01, 2019     | July 31, 2019     | Awaiting Certification | Unlocked        |

- 5) A box will pop up. Review the information. Does it accurately reflect your effort on the project?

The screenshot shows a user interface for reviewing effort certification. It features a table with columns for Grant, Fund, Effort Category, Charge Type, and Effort. Below the table, there are sections for 'Sponsored' and 'Non Sponsored' activity, each with a sub-table. A 'Total' row indicates 'Sponsored Activity 4.59%' and 'Non Sponsored Activity 95.41%'. On the right side, there is a 'Funding Chart' which is a pie chart showing the distribution of effort across different funding sources. The chart shows a large green slice (77.01%), a blue slice (4.59%), a red slice (5.2%), a yellow slice (4.6%), and a small orange slice (4.6%). At the bottom, there are buttons for 'Request Changes', 'Certify', and 'Add New Funding'.

- 6) If you need to make changes, please contact your departmental administrator, budget officer or departmental timekeeper to have a payroll redistribution form prepared and submit to ORSP.
- 7) If it is accurate, click "Certify." A box will pop up. If you click agree, you have certified your effort.