Certifying Your Own Effort
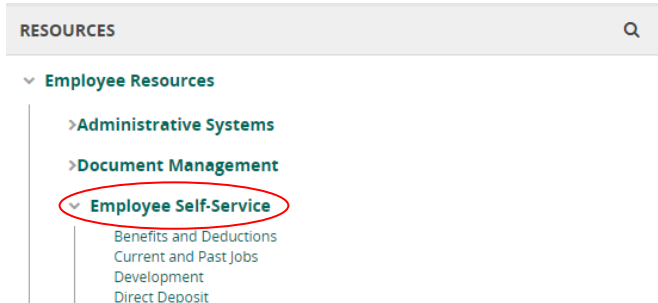
Open Academica and click on "Employee Resources"
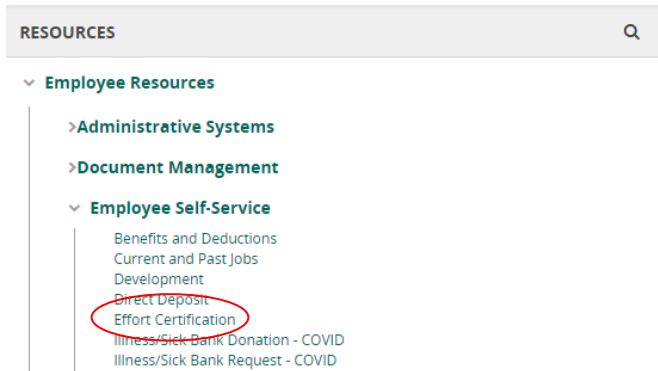
1.

RESOURCES   🔍

∨ Employee Resources

    >Administrative Systems

    >Document Management

    >Employee Self-Service

    >Other Resources

>Faculty Instructional Resources

>Research Resources

>Student Resources

>University Resources
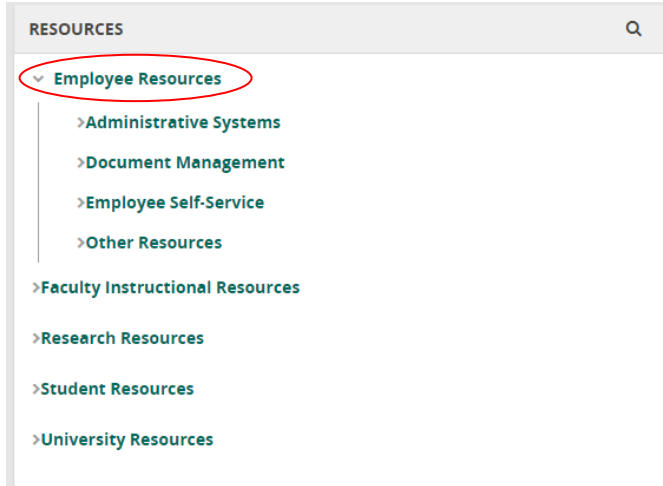
Click on "Employee Self-Service"

2.

RESOURCES   🔍

∨ Employee Resources

    >Administrative Systems

    >Document Management

    ∨ Employee Self-Service

      Benefits and Deductions
      Current and Past Jobs
      Development
      Direct Deposit

Click on "Effort Certification"

3.

RESOURCES   🔍

∨ Employee Resources

    >Administrative Systems

    >Document Management

    ∨ Employee Self-Service

      Benefits and Deductions
      Current and Past Jobs
      Development
      Direct Deposit
      Effort Certification
      Illness/Sick Bank Donation - COVID
      Illness/Sick Bank Request - COVID

Click on "Certify My Effort"

4.

Employee Dashboard • Effort Certification • Certify My Effort

Certify My Effort

Certify My Effort   Review Or Certify Reports
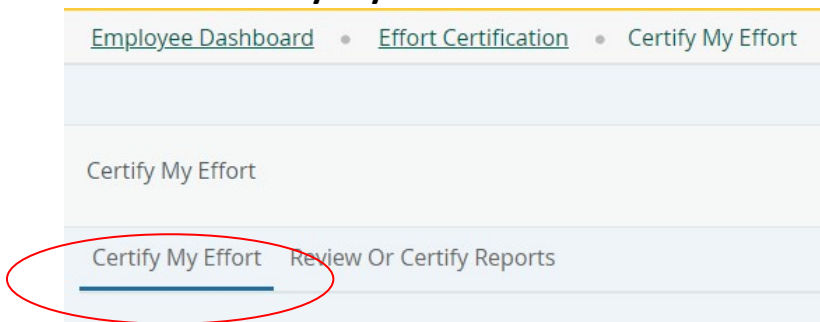
This will generate a list of your records for ceritifcation. Double-click on a record "awaiting certification" and certify or request changes.

Employee Dashboard • Effort Certification • Certify My Effort

Certify My Effort

Certify My Effort

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
W	12M-19-A	Jan-Jun 2019	12/09/2019	01/31/2020	Under Review	Unlocked	
W	12M-19-B	Jul-Dec 2019	07/06/2020	09/30/2020	Awaiting Certification	Unlocked	

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%

Actions within the Effort Report

5.

Request Changes   Certify   Add New Funding   Save

- ▪ **Request Changes** opens email dialog to convey changes to the record. If incorrect, click to contact department administrator for corrective action

- 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

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 ^

25%
290XF,
Lumigen
End
Res
Enhancement
Fd/99276

75%
2MSS,
Initiative
for
Maximizing
Student
Development
Program