## Certifying the Effort of Students and Staff

When the effort certification reports of your employees are ready for review, you'll receive a notification e-mail message to let you know action is required. The e-mail includes a link to the Employee Dashboard, which gives you an easy way to begin reviewing the reports.

1. To access your effort certification report, click the **Employee Dashboard** link in the e-mail message.
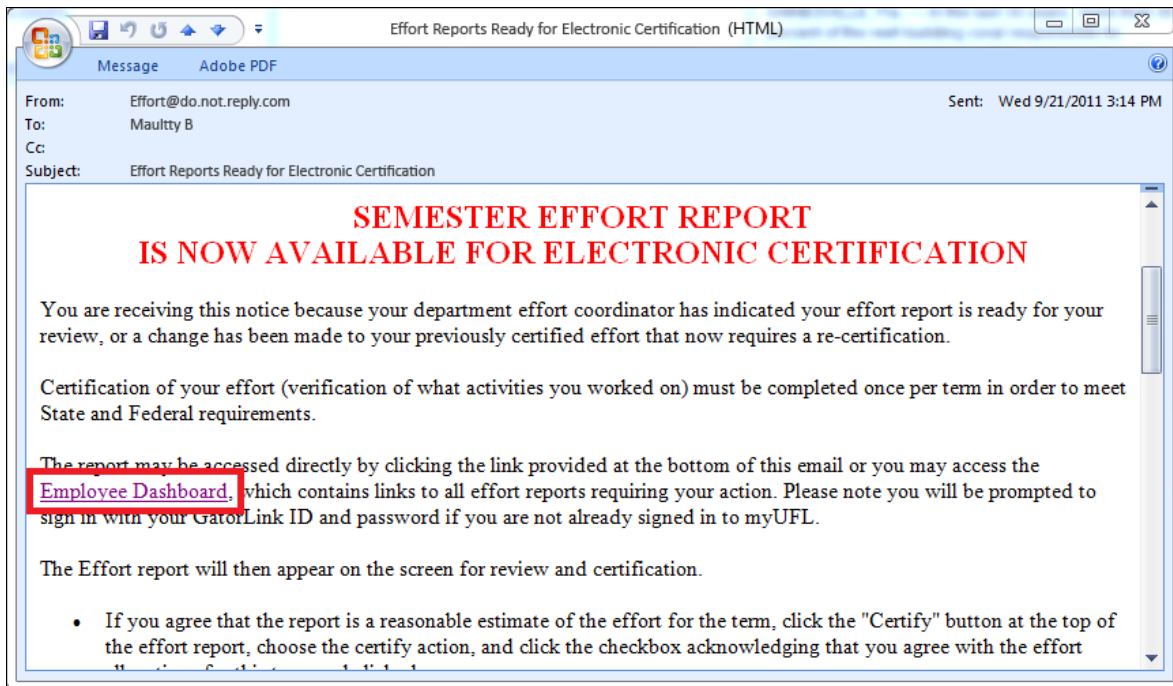
Figure 1: Notification E-mail Message, Employee Dashboard Link

2. If prompted, log into myUFL. The Certifications Dashboard screen displays.

   Tip: You can also access your certification reports using the following navigation path: Main Menu > Effort Reporting > Effort Certification > Certify Effort. On the Search page, verify that the My Queue Only check box is selected and then click Search.

3. To view the reports in your work queue, scroll down if needed.

4. Click the link for the first report in the list. The employee's certification report opens in a separate window.

5. Review the header information in the top section of the report. The **Multiple Jobs** check box displays as selected when multiple jobs are included in the report.

6. If the report contains records for more than one job, identify the portion of the report for which you are responsible; this is the only effort you are responsible for reviewing and certifying.

7. Review the header information in the Effort by Job section. The header displays important job details such as the **Appointment #**, **Description**, **Department** and **Job FTE**.

Figure 2: Effort Certification Form, Effort by Job Header

8. Verify the correct activities for the employee display on the form. If any activities performed by the employee during the effort period are not displayed, you will need to deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 14 below.

9. Review the effort allocation percentages to ensure they reflect how the employee actually spent his or her time during the effort period. If any changes to the percentage values are needed, you will need to deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 14 below.

> *Tip: If you deny the report in order to request updates, the effort coordinator will make the requested corrections and then finalize the portion of the report for which you are responsible. No other action will be needed on your part.*

10. Click the **A-21 View** button.

11. Take a moment to review the cost sharing requirements for the employee on your project(s) and how they were met. For each project, you can view a breakdown of:

   - Direct charged salary

   - Committed cost sharing

   - Over the salary cap details

   - Uncommitted cost sharing

12. Click **OK**.

13. Repeat steps 7 – 12 to review any additional job records for which you are responsible. If multiple jobs are displayed on the effort certification form, you can scroll down to view them.

14. Click the **Certify / Send Back Report** button.

Figure 2: Certification Report, Certify/Send Back Report Button

15. To certify your effort as documented, click **Certify**. Optionally, you can click **Deny** to send the report back to the effort coordinator for updates. Keep in mind: to deny the report, you must enter a comment.

16. Read the certification statement carefully. To indicate you agree with the statement, click the displayed check box.

Figure 3: Take Action on Effort Report Page, Certification Statement

17. Click **OK**. The effort certification for the employee is now complete.

18. Click the **Close** button to return to the Certifications Dashboard.