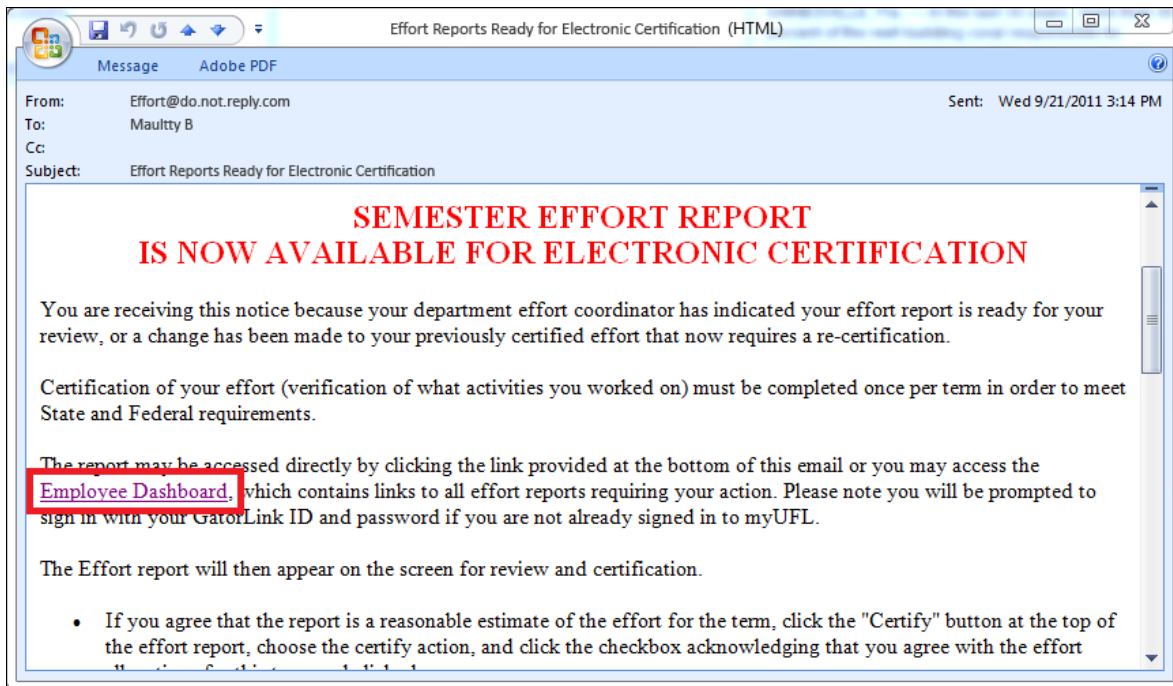


## Certifying the Effort of Students and Staff

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.

- 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**.

Effort Entry | Approval Detail

Report ID 12MONTH ER Period 3 - Summer 11(5-13-2011 - 8-18-2011) Rept Seq 1 Status Open

Employee 55997141 Jameson, Mark  Multiple Jobs  Overload  Over-the-Cap

Employee-Level Totals (for ALL Jobs)		
Gross Payroll \$	Job FTE	Contact Hours
\$6,619.00	1.00	0.0000

**Effort by Job** (Appointment #, Description, Department, Job FTE)

Appointment 0 STU AST - NON-CLERICAL & ADMIN Department 33160000 - HP-ENVIRONMENTAL GLOBAL HLTH Job FTE 0.50

Actual Effort: Units Percent Entered 100 Remaining 0

Activity Details	Actual Effort (%)
<b>Instructional Activity</b>	
Thesis & Dissertation	
Other Instructional Activity	
Clinical Teaching (No Registered Students)	
<b>Research</b>	100
Department Funded Research	100
<b>Clinical</b>	
Billed Clinical Care	
Unbilled Clinical Activities	
<b>Administration and Service</b>	
Service	

**Figure 2: Effort Certification Form, Effort by Job Header**

- 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.
- 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.

The screenshot displays the 'Approval Detail' tab of a certification report. At the top, it shows 'Report ID 12MONTH', 'ER Period 3 - Summer 11(5-13-2011 - 8-18-2011)', 'Rept Seq 1', and 'Status Open'. Below this, the employee information is listed as 'Employee 78978978 Forrest, Richard'. There are checkboxes for 'Multiple Jobs', 'Overload', and 'Over-the-Cap'. A table titled 'Employee-Level Totals (for ALL Jobs)' shows 'Gross Payroll \$' as \$31,532.55, 'Job FTE' as 1.00, and 'Contact Hours' as 5.0000. A red box highlights the 'Certify / Send Back Report' button. Below this, the 'Effort by Job' section shows 'Appointment 0 AST PROF', 'Department 29741600 - MD-PEDS', and 'Job FTE 1.00'. There are buttons for 'A-21 View', 'Show Less Detail', 'Show More Detail', and 'Add Activity'. An 'Actual Effort' summary shows 'Units Percent', 'Entered 100', and 'Remaining 0'. At the bottom, an 'Enter Effort by Activity' table is visible with columns for 'Activity Details', 'Planned/Committed%', and 'Actual Effort (%)'. The table contains two rows: 'Instructional Activity' with an actual effort of 32, and 'Courses' with an actual effort of 32.

**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.

The screenshot shows a web form titled "Take Action On Effort Report". At the top, it displays "Action" with a sub-header "Approval Path" containing the text "CERT\_PI", "PI Certify Path", and "Current Step 3 - PI". Below this, there are three radio button options: "Certify", "Deny", and "Return to Previous Screen". The "Certify" option is selected. To the right of the "Certify" option is a text block: "By clicking the checkbox below, you certify that you have reviewed the allocations of effort shown and agree that the effort reflected here represents a reasonable estimate of how time was actually spent during the corresponding period." Below this is another text block: "If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by OMB Circular A-21 Cost Principles for Educational Institutions." At the bottom of this text block is a checkbox with the label "Check here to indicate your agreement with above:", which is highlighted with a red box. Below the radio buttons is a "Comments (required for Deny action)" text area. At the bottom of the form is a table with the following data:

Appointment	Section	Sub Section	Description
2	Sponsored Activities	Sponsored Research	00074856 - PUBLIC HEALTH ISSUES

At the very bottom of the form are "OK" and "Cancel" buttons.

**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.