

Certifying Your Effort

When your effort certification report is 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 your effort certification report.

1. To access your effort certification report, click the direct report link in the e-mail message.

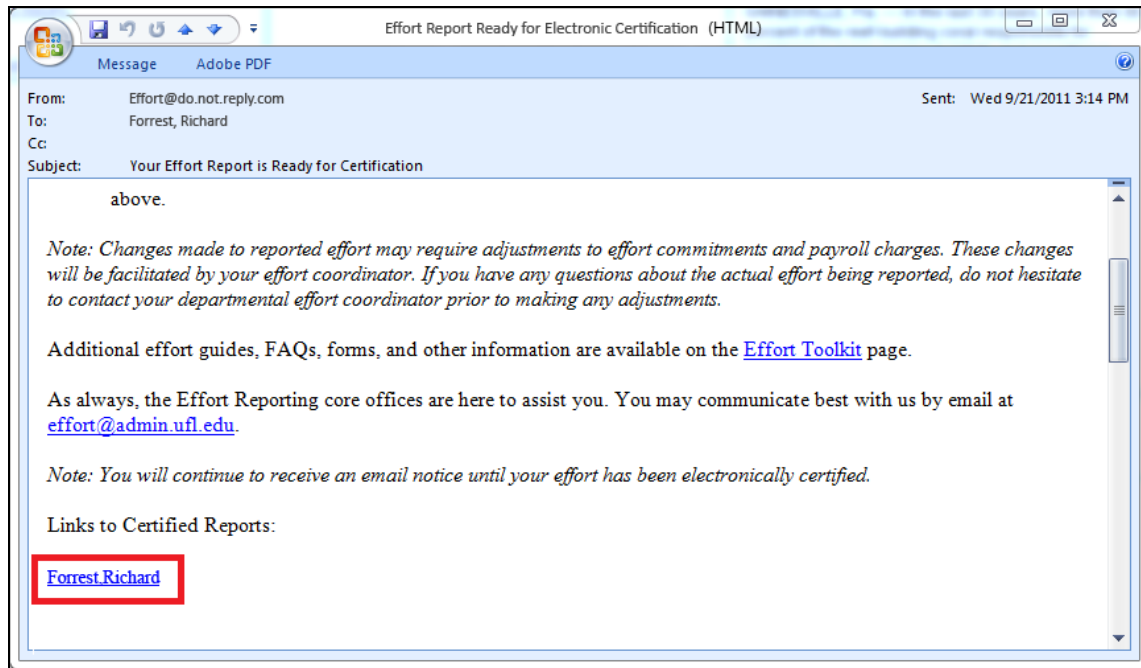


Figure 1: Notification E-mail Message, Direct Report Link

2. If prompted, log into myUFL. The effort certification report is displayed.

Tip: You can also access your certification report using the following navigation path: Main Menu > Human Resources > 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. 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.
4. 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**.
5. Verify the correct activities for the effort period display on the form. If any activities performed during the effort period are not displayed, you can deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 12 below.

6. Review the effort allocation percentages to ensure they reflect how you actually spent your time during the effort period. If any changes to the percentage values are needed, you can update them. If you do, be sure to verify the total effort allocation equals 100% when you are finished.
7. Click the **A-21 View** button.
8. Take a moment to review the cost sharing requirements on your projects 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
9. Click **OK**.
10. Repeat steps 4 – 9 for any additional job records. If multiple jobs are displayed on the effort certification form, you can scroll down to view them.
11. 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 '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 the table, there is an 'Effort by Job' section with 'Appointment 0 AST PROF', 'Department 29741600 - MD-PEDS', and 'Job FTE 1.00'. It includes an 'A-21 View' button, 'Actual Effort' summary (Units: Percent, Entered: 100, Remaining: 0), and 'Add Activity' button. At the bottom, an 'Enter Effort by Activity' table shows 'Instructional Activity' with 'Actual Effort (%)' of 32, and 'Courses' with 'Actual Effort (%)' of 32.

Employee-Level Totals (for ALL Jobs)			
Gross Payroll \$	Job FTE	Contact Hours	
\$31,532.55	1.00	5.0000	

Enter Effort by Activity			
	Activity Details	Planned/Committed%	Actual Effort (%)
<input type="checkbox"/>	Instructional Activity		32
	Courses		32

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

- 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.
- 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 "Approval Path" as "CERT_EMPLOYEE", "Certified Module - Employee", and "Current Step 3 - Employee Self Certify". There are three radio button options: "Certify", "Deny", and "Return to Previous Screen". The "Certify" option is selected. Below the radio buttons is a text area for a certification statement. A red box highlights a checkbox labeled "Check here to indicate your agreement with above:". Below this is a text area for "Comments (required for Deny action)". At the bottom, there is a table showing the action will apply to these Job / Empl RCD#s. The table has two columns: "Appointment" and "Description". The first row shows "0" for Appointment and "AST PROF" for Description. There are "OK" and "Cancel" buttons at the bottom left.

Appointment	Description
0	AST PROF

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

- Click **OK**.
- Read the Conflict of Interest statement and then click the appropriate disclosure option.
- Click **OK**. Your effort certification for the semester is now complete. If any changes to the effort allocations were made, the report will be returned to the Effort Coordinator so it can be finalized and then advanced to Cost Analysis.