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.

![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.
12. 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.

13. 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](image)

14. Click **OK**.

15. Read the Conflict of Interest statement and then click the appropriate disclosure option.

16. 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.