Run an Effort Certification Status Report for your Work Area

A) Enter Effort Certification Status Report - FIN - CR (NSHE) in the Workday Search bar.

B) In the three (3) mandatory fields enter: UNLV [organization], ‘date from’ and ‘date to’ and select Okay at the bottom of the screen.
C) You may also do various specific searches by selecting the following:
   a. Effort Certification Type – Salary, Hourly or Off-Contract.
   b. Effort Certification Status – In Progress, Certified, Submitted, Canceled or Error.
      i. Submitted is those tasks that have a correction/PAA processed through the Effort Change process / generating a Payroll Accounting Adjustment (PAA) in Workday for the proper period.
      ii. Canceled is canceled; the Effort Certification Manager will see these and act accordingly.
      iii. Error is an existing PAA is already in progress; the PAA must be complete its process and then the Effort Certification Manager needs to be notified to reissue an updated effort report.
   c. Employee – Can be searched by individual or by various groupings.

   d. Or, these fields can all be left blank; this will provide all effort certifications for your assigned (allowed) work area.

   e. The generated report will provide monthly detail by grant.