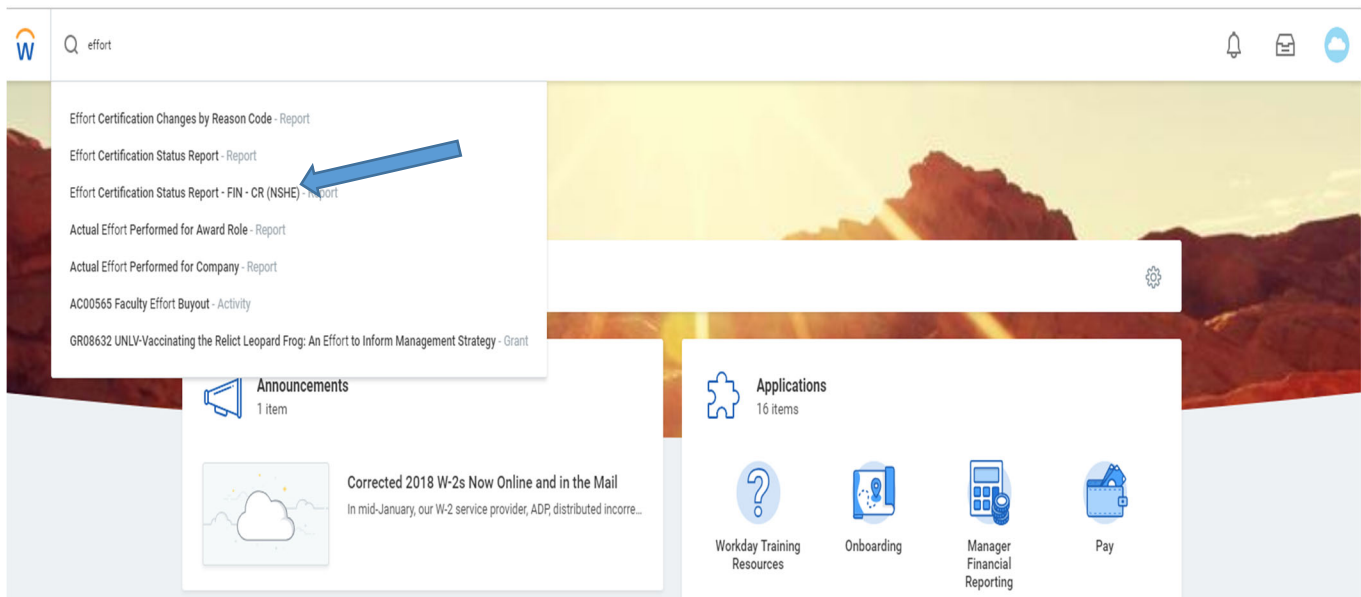


Run an Effort Certification Status Report for your Work Area

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

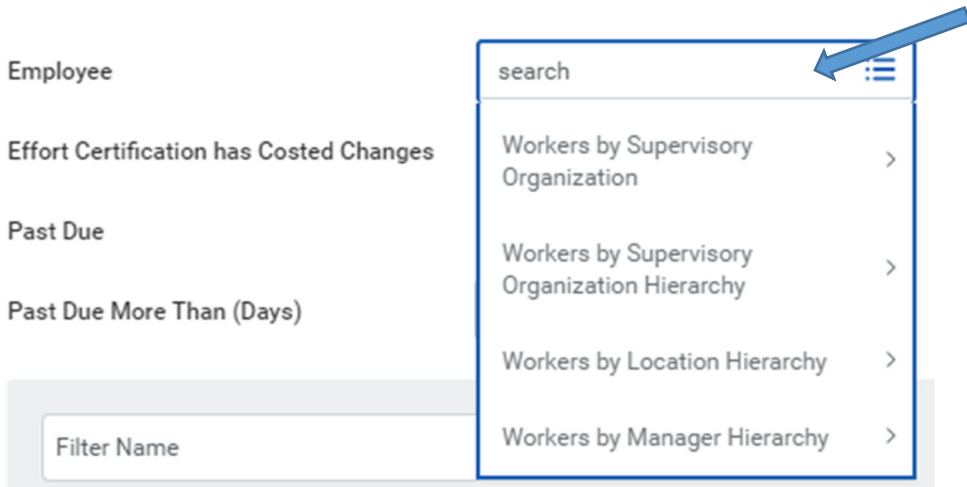


B) In the three (3) mandatory fields enter: UNLV [organization], 'date from' and 'date to' and select Okay at the bottom of the screen.

The screenshot shows the 'Effort Certification Status Report - FIN - CR (NSHE)' form. The form includes the following fields:

- Organization:
- Effort Certification Date From:
- Effort Certification Date To:
- Effort Certification Type:
- Has Attachments:
- Effort Certification Status:
- Employee:
- Effort Certification has Costed Changes:
- Past Due:
- Past Due More Than (Days):

- 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.

Effort Certification	Employee	Type	Start Date	End Date	Status	Awaiting Persons	Due Date	Days Past Due	Has Costed Changes	Is Effort Certification Change Multi-	Has Attachments	Grant	Grant Manager	Award for Grant (Taggable)	Effort Certification Line				
															Period	Effort Certification Amount	Effort Certification Percent	Effort Original Amount	Effort Original Percent
Salary or Classified or Classified Hourly for Antonina Capurro for 07/01/2018 - 09/30/2018	Antonina Capurro	Salary or Classified or Classified Hourly	7/1/2018	9/30/2018	Certified		3/18/2019	No	No	No	No	GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	07/01/2018 - 07/31/2018	\$3,543.51	0.25	\$3,543.51	0.25
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	07/01/2018 - 07/31/2018	\$6,764.85	0.477	\$6,764.85	0.477
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	07/01/2018 - 07/31/2018	\$3,865.64	0.273	\$3,865.64	0.273
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	08/01/2018 - 08/31/2018	\$1,848.78	0.13	\$1,848.78	0.13
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	08/01/2018 - 08/31/2018	\$1,848.79	0.13	\$1,848.79	0.13
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	08/01/2018 - 08/31/2018	\$10,476.43	0.697	\$10,476.43	0.697
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	09/01/2018 - 09/30/2018	\$970.62	0.068	\$970.62	0.068
												GR06020 UNLV - Nevada State Dental Health Officer	Karen West	AWD-02-00000629 - UNLV - Nevada State Dental Health Officer 10/01/2017 (vers 0) (Monthly)	09/01/2018 - 09/30/2018	\$13,203.38	0.889	\$13,203.38	0.889