

To Reassign an Effort Certification Task as a Reviewer

A) After selecting the applicable task in your Workday Inbox, scroll over to the top right-hand corner and select the gear icon, and then select Reassign.

Administrative Review Monthly for Michael Chalberg (Terminated) for 10/01/2017 - 06/30/2018 Actions

Effort Certification for
10/01/2017 - 06/30/2018

2 day(s) ago - Due 10/29/2018

Total Certified Amount Estimated 11,824.00
Total Certified Percentage Estimated 100.0%

I certify that the proportion of my salary expensed or cost shared to each of the accounts on this effort report represents a reasonable estimate of my actual effort on each activity during this reporting period. Or, in the event that I am certifying effort for someone other than myself, I have first-hand knowledge of the employee's effort during this reporting period.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the Federal False Claims Act.

I Certify

Summary Details Positions

Summary 3 items

Effort Certification Summary				
Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated	
GR00240 Gear Up Partnership Eastern Cc	10,849.60	100.0%	91.8%	
CC0122 CAEO Gear Up FD501 Grants and Contracts-Federal GR00240 Gear Up Partnership Eastern				
Total:		100.0%	91.8%	

Submit Change Effort Add Approvers ...

Note: If you select the “Add Approvers” button (as seen above), this action will add another layer of review to complete prior to the task moving forward for certification

B) Enter the Proposed Person to transfer the Cert to, and then enter the reason for reassignment.

Reassign This Task

2 day(s) ago - Due 10/29/2018

Business Process * Effort Certification: Monthly for Michael Chalberg (Terminated) for 10/01/2017 - 06/30/2018

My Tasks 1 item

Step	Business Process	Subject	Due Date	Proposed Person	*Reassignment Reason
Administrative Review	Effort Certification: Monthly for Michael Chalberg (Terminated) for 10/01/2017 - 06/30/2018	Monthly for Michael Chalberg (Terminated) for 10/01/2017 - 06/30/2018	10/29/2018	James Wright	Testing

C) Next, click Submit (and Done)

D) The Task will return to the Effort Certification Manager for approval

E) Once approved, the Certification task will move to the Proposed Person's Inbox

If a task is awaiting action in someone else's WD Inbox and they are unavailable (i.e. employee termination), please notify the Effort Certification Manager for any changes or reassignments that may be needed.

For questions regarding this business process, please contact the Office of Sponsored Programs 895-1357.