

EFFORT CERTIFICATION

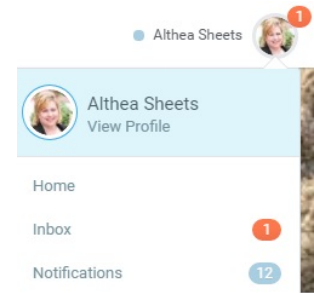
A certified effort report is like a receipt for your time – it assures a sponsor that they only paid for work that benefitted their project.

STEP 1

Office of Sponsored Programs (OSP) generates effort reports in **Workday** quarterly (1st week after qtr ends).

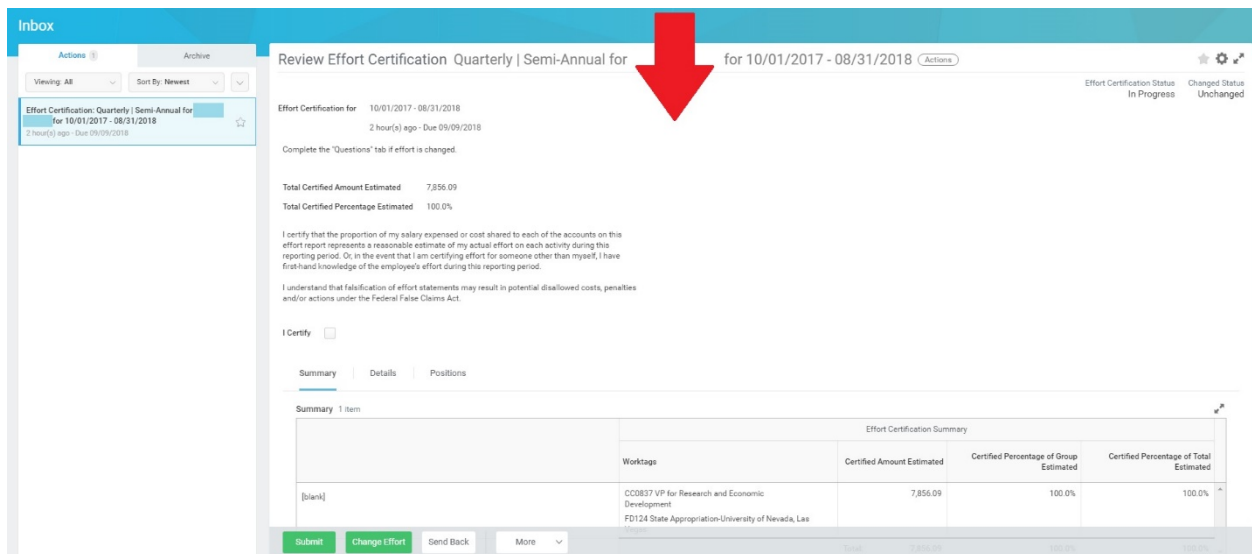
STEP 2

Effort Certification Reviewer (designated by department in Workday) receives effort report in Workday Inbox. Review, Update (if necessary) and Approve.



STEP 3

Employee receives effort report in Workday Inbox and Reviews.



Review Effort Distribution by scrolling down till you see the effort distribution. If you want to see the details of each pay period, click on the Details tab.

Is effort a reasonably accurate (+ -5%) representation of how you spent your time? *Only certify an effort report that is correct.*

o **YES**

- a. Scroll back up to the Certification Statement. Read it carefully, then click the **I Certify** box and Click **Submit** button at the bottom of the page.

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

Submit **Change Effort** Send Back More ▾

o **NO**

- a. **Do not certify the effort report.**
- b. DON'T click on the Change Effort button.

Submit ~~**Change Effort**~~ Send Back More ▾

- c. Click on the **Send Back** button at the bottom of the page. Workday will return Effort Report to department **Effort Certification Reviewer** to update, per what you indicate for reason.

Submit **Change Effort** **Send Back** More ▾

Send Back

To * X Lori Ciccone - Administrative Review

Reason * 20% of time was spent on NASA Space Grant award.

Submit **Cancel**

- d. Department **Effort Certification Reviewer** processes a Payroll Accounting Adjustment and must notify OSP, osp@unlv.edu after the adjustment completes processes in Workday. OSP will send a revised Effort Report (**STEP 1**).
- e. **Effort Certification Reviewer** restarts at **STEP 2** to complete the process.