



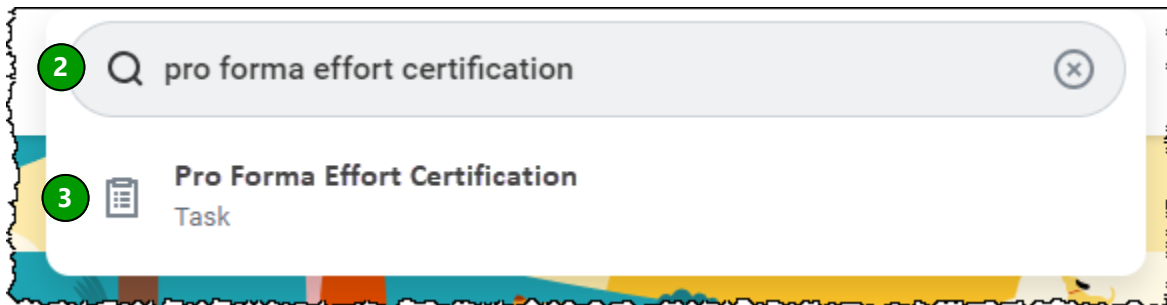
Pro Forma Effort Certification Report

The Pro Forma Effort Certification Report allows a Grant Manager to monitor the effort distributions for employees on a federal grant for a specific period of time. The Pro Forma Effort Certification task enables Grant Managers to view effort distributions before the effort certification period. If Grant Managers see that changes are needed, Payroll Costing Allocations (PCAs) may then be made proactively and Payroll Accounting Adjustments (PAAs) may be submitted for retroactive changes. This will enhance the accuracy of effort reporting during the certification process.

Note: ONLY Workday Grant Managers may run this report for Grant Worktags within their purview.

NAVIGATE TO PRO FORMA EFFORT

1. From the Home page, click in the **Search Bar**.
2. Type **Pro Forma Effort Certification**
3. Select the **Pro Forma Effort Certification Task**.





Pro Forma Effort Certification Report

Complete the Pro Forma Prompts

1. Search for a **grant worktag** in the **Costed Organizations** field. Click Enter.
2. Select **Federally Funded** as the **Effort Certification Type**.
3. Select the **radio button** next to **Use Effort Certification Type's Population**.
4. The **Effort Certification Start Date** should be the start date for the period of the effort that you would like to view.
5. The **Effort Certification End Date** should be the end date for the period of the effort that you would like to view.

Note: If your date range only includes payroll that has already completed, the effort will display as it was for the pay period(s). If your date range includes future dates, effort obligations will be returned.
6. If your dates include future dates, **select the checkmark** to **Include Payroll Obligations**. If you do not expect obligations in your results or you do not want to view them, leave the box unchecked.
7. Click **OK** to run the Pro Forma Effort Certification report.

The screenshot shows the 'Pro Forma Effort Certification' form with the following fields and callouts:

- 1** Costed Organizations: Search field with a dropdown menu showing a selected grant: Grant: GR011987, 4041212121, OOD035404-01:AOU_ADMIN, CORE_MILESTONE 1.
- 2** Effort Certification Type: Search field with a dropdown menu showing 'Federally Funded' selected.
- 3** Population Selection: Radio button selected for 'Use Effort Certification Type's Population'.
- 4** Effort Certification Start Date: Date field with a calendar icon, showing 04/01/2023.
- 5** Effort Certification End Date: Date field with a calendar icon, showing 04/30/2023.
- 6** Include Payroll Obligations: Unchecked checkbox.
- 7** OK and Cancel buttons.



Pro Forma Effort Certification Report

Refresh Pro Forma

1. Click **Refresh**.

Note: Do not click Done.

Background Process Pro Forma Effort Certification Process

Process	Pro Forma Effort Certification Process
Request Name	Pro Forma Effort Certification Process
Status	Initiated
Current Processing Time (hh:mm:ss)	00:00:00
Average Processing Time (hh:mm:ss)	00:00:00

1 Refresh

Pro Forma Effort Certification Process | Process Info | Messages (0) | Child Processes (0)

Costed Organizations Grant: GR011987 4041212121 0045301-01:TRAINING_EXAMPLE_STUDY

Effort Certification Type Federally Funded

Effort Certification Start Date 04/01/2023

Effort Certification End Date 04/30/2023

Include Payroll Obligations No

Count of Pro Forma Effort Certifications 0

Population Selection

- Use Effort Certification Type's Population
- Workers

>



Pro Forma Effort Certification Report

View Pro Forma Reports

1. Click **View Pro Forma Reports**.
2. The employees with effort on this award are returned. Click **OK**.

View Background Process Pro Forma Effort Certification Process

Process: Pro Forma Effort Certification Process
Request Name: Pro Forma Effort Certification Process
Status: Completed
Current Processing Time (hh:mm:ss): 00:00:01

Pro Forma Effort Certification Process | Process Info | Messages (0) | Child Processes (0)

Costed Organizations: Grant: GR011987 4041212121 0045301-01:TRAINING_EXAMPLE_STUDY

Effort Certification Type: Federally Funded

Effort Certification Start Date: 04/01/2023

Effort Certification End Date: 04/30/2023

Include Payroll Obligations: No

Count of Pro Forma Effort Certifications: 3

1 View Pro Forma Reports

View Pro Forma Effort Certifications

Costed Organizations: Grant: GR011987 4041212121 0045301-01:TRAINING_EXAMPLE_STUDY

Effort Certification Type: Federally Funded

Effort Certification Start Date: 04/01/2023

Effort Certification End Date: 04/30/2023

Include Payroll Obligations:

Population Selection

Use Effort Certification Type's Population
 Workers

3 items

Worker	Cost Center from Worker Organization Assignments	Pro Forma Effort Certification
Shirley Knott (0054654)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023
Sandy Beech (0092319)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Sandy Beech (0092319) for 04/01/2023 - 04/30/2023
Walter Mellon (0098745)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Walter Mellon (0098745) for 04/01/2023 - 04/30/2023

2 OK Cancel

WalkMe Menu



Pro Forma Effort Certification Report—

View Effort

To view the effort distributions for a single employee, find their name in the Worker column, then navigate to the Pro Forma Effort Certification column. Hover your mouse over Pro Forma Effort Certification for the worker whose effort you want to view and:

1. Right click on the related actions button and select **See in New Tab**.

This takes you to the Summary tab.

2. Select **Aggregate** to see an aggregate view of the employee's effort.

View Pro Forma Effort Certifications

Costed Organizations: Grant: GR011987 4041212121 0045301-01:TRAINING_EXAMPLE_STUDY

Effort Certification Type: Federally Funded

Effort Certification Start Date: 04/01/2023

Effort Certification End Date: 04/30/2023

Include Payroll Obligations: No

Population Selection: Use Effort Certification Type's Population, Workers

3 items

Worker	Cost Center from Worker Organization Assignments	Pro Forma Effort Certification
Shirley Knott (0054654)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023
Sandy Beech (0092319)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Sandy Beech (0092319) for 04/01/2023 - 04/30/2023
Walter Mellon (0098745)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Walter Mellon (0098745) for 04/01/2023 - 04/30/2023

Context menu for Shirley Knott: See in New Tab, Copy URL, Copy Text, View Printable Version, Export to Excel

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023

Created On: 06/02/2023 01:32:10.184 PM

Summary | **Aggregate** | Details | Positions

Summary 1 item

Costing Company	Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
Regular (Salary) (REGSAL)				



Pro Forma Effort Certification Report

The aggregate tab is a summary view of 100% of an employee's effort as it is allocated across all funding sources, including both federal and non-federal sponsors.

Continue to pages 7 and 8 for more detail on the Aggregate tab.

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023

Created On: 06/02/2023 01:32:10.184 PM

Summary **Aggregate** Details Positions

8 items

Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	Ledger Type	04/01/2023 - 04/30/2023 (US Monthly)		Total Certified Amount Estimated	Total Certified Percentage Estimated
						Effort Certification Amount Estimated	Effort Certification Percent Estimated		
AWD000214: The impact of hypoxia on Staphylococcus aureus met 05/10/2017 (version 0)	SR01AI132560-05	National Institute of Allergy and Infectious Diseases	GR005525 4046060341 RAI132560-05 THE IMPACT OF HYPOXIA ON STAPHYLOCOCCUS AURE	FD004 Sponsored Program Fund	Actuals	1,561.88	10.00%	1,561.88	10.00%
AWD004554: The impact of wildfire smoke inhalation on mucus 12/01/2022 (version 0)	SR01AI145992-04	National Institute of Allergy and Infectious Diseases	GR017878 4043333333 OO45301-01:WILDFIRE SMOKE IMPACT ON MUCUS	FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
AWD009876: Training Example Research Program 02/01/2022 (version 0)	2T32AI095202-12	National Institute of Allergy and Infectious Diseases	GR011987 4041212121 OO45301-01:TRAINING_EXAMPLE_STUDY_1	FD004 Sponsored Program Fund	Actuals	780.94	5.00%	780.94	5.00%
AWD001108: Mechanisms of bone loss during inflammatory bowel 07/01/2020 (version 0)	CCF-709139	Crohn's & Colitis Foundation of America	GR004028 4046066145 709139:MECHANISMS OF BONE LOSS DURING INFLAMMATORY BOWEL DIS	FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
AWD0091531: Impact of eLearning Training 029/01/2022 (version 0)	R01 AI161022	Washington University	GR012845 4046123457 OO45301-01:DEFINING THE IMPACT OF ELEARNING	FD004 Sponsored Program Fund	Actuals	3,123.75	20.00%	3,123.75	20.00%
AWD008876: The impact of humor on longevity 12/01/2022 (version 0)	MF-2111-01999	The Miriam and Joel Maisel Foundation	GR00174195 404099881 OO44444-01:HUMOR AND LONGEVITY	FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
(Blank)			(Blank)		Actuals	3,123.75	20.00%	3,123.75	20.00%
Total						15,618.75	100.00%	15,618.75	100.00%

WalkMe Menu



Pro Forma Effort Certification Report

Aggregate Tab

On the Aggregate tab, you will see the following information:

1. **Award**—This is the award number and name.
2. **Sponsor Award Reference Number**—This is the reference number associated with the sponsored award.
3. **Sponsor**—This is the name of the sponsor
4. **Grant**—This is the grant worktag associated with the study.

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023 ⋮

Created On
06/02/2023 01:32:10.184 PM

Summary **Aggregate** Details Positions

8 items

1	2	3	4
Award	Sponsor Award Reference Number	Sponsor	Grant
AWD000214: The impact of hypoxia on Staphylococcus aureus met 05/10/2017 (version 0)	5R01AI132560-05	National Institute of Allergy and Infectious Diseases	GR006526 4046060341 RAI132560-05 THE IMPACT OF HYPOXIA ON STAPHYLOCOCCUS AURE
AWD004554: The impact of wildfire smoke inhalation on mucus 12/01/2022 (version 0)	5R01AI145992-04	National Institute of Allergy and Infectious Diseases	GR017878 4043333333 OO45301-01:WILDFIRE SMOKE IMPACT ON MUCUS
AWD009876: Training Example Research Program 02/01/2022 (version 0)	2T32AI095202-12	National Institute of Allergy and Infectious Diseases	GR011987 4041212121 OO45301-01:TRAINING_EXAMPLE_STUDY_1
AWD001108: Mechanisms of bone loss during inflammatory bowel 07/01/2020 (version 0)	CCF-709139	Crohn's & Colitis Foundation of America	GR004028 4046066145 709139:MECHANISMS OF BONE LOSS DURING INFLAMMATORY BOWEL DIS
AWD0091531: Impact of eLearning Training 029/01/2022 (version 0)	R01 AI161022	Washington University	GR012845 4046123457 OO45301-01:DEFINING THE IMPACT OF ELEARNING
AWD009876: The impact of humor on longevity 12/01/2022 (version 0)	MF-2111-01999	The Miriam and Joel Maisel Foundation	GR00174196 4040099881 OO44444-01:HUMOR AND LONGEVITY
(Blank)			(Blank)
Total			



Pro Forma Effort Certification Report

Aggregate Tab, cont.

On the Aggregate tab, you will see the following information:

5. **Fund**—Fund worktag
6. **Ledger Type**—Will read Actuals for expenses and Obligations for encumbrances
7. **Pay Period: Effort Certification Amount Estimated**—Dollar amount paid in salary for the pay period
8. **Pay Period: Effort Certification Percent Estimated**—Percent of the employee’s effort for the pay period
9. **Total Certified Amount Estimated**—Average salary dollars of pay periods listed on the report
10. **Total Certified Percent Estimated**—Average percentage of pay periods listed on the report

The dollars and effort are totaled at the bottom of the table, effort percentage adding up to 100%.

Fund	Ledger Type	04/01/2023 - 04/30/2023 (US Monthly)		Total Certified Amount Estimated	Total Certified Percentage Estimated
		Effort Certification Amount Estimated	Effort Certification Percent Estimated		
FD004 Sponsored Program Fund	Actuals	1,561.88	10.00%	1,561.88	10.00%
FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
FD004 Sponsored Program Fund	Actuals	780.94	5.00%	780.94	5.00%
FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
FD004 Sponsored Program Fund	Actuals	3,123.75	20.00%	3,123.75	20.00%
FD004 Sponsored Program Fund	Actuals	2,342.81	15.00%	2,342.81	15.00%
	Actuals	3,123.75	20.00%	3,123.75	20.00%
		15,618.75	100.00%	15,618.75	100.00%

WalkMe Menu





Pro Forma Effort Certification Report

Effort listed as (Blank) on the Pro Forma Effort Certification Report is not associated with an Award. If the employee has an allocation listed as (Blank), you may view the detail of this amount in a pop-out box.

View (Blank) on Aggregate tab

1. Click the arrow next to the percentage to view options.
2. Click **View Details** to open the Criteria pop-out.
3. Click the first **View by: Select a Field.**

Criteria	Actuals	3,123.75	20.00%	3,123.75	20.00%
Total		15,618.75	100.00%	15,618.75	100.00%

Criteria View by: **3** Select a Field... and then by: Select a Field... Refresh

2 Items

Pro Forma Effort Certification Line	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated
04/01/2023 - 04/30/2023 (US Monthly) - Actuals - Regular (Salary) (REGSAL) - 0.05	780.94	5.00%
04/01/2023 - 04/30/2023 (US Monthly) - Actuals - Regular (Salary) (REGSAL) - 0.15	2,342.81	15.00%



Pro Forma Effort Certification Report

View (Blank) on Aggregate tab

4. Select **Program**

There are many options to view the information, but Program, Cost Center, or Gift are recommended.

5. Select **Refresh**.

The screenshot shows a software interface for generating a Pro Forma Effort Certification Report. A dropdown menu is open, listing various criteria for selection. The 'Program' option is highlighted and marked with a green circle containing the number '4'. To the right, a 'Refresh' button is marked with a green circle containing the number '5'. Below the dropdown, a table displays the estimated effort certification data.

	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated
	780.94	5.00%
	2,342.81	15.00%



Pro Forma Effort Certification Report

View (Blank) on Aggregate tab

Now you see the Program funding sources that make up the Blank line on the Aggregate tab.

Criteria View by: **Program** and then by: **Select a Field...** Refresh

3 items

Program	Total	
	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated
PG002151 PED Infectious Diseases DIV - CD Clin VMG - Cost Of Practice - Infectious Diseases (3056062000)	2,342.81	15.00%
PG003211 VI4 Operating	780.94	5.00%
Total	3,123.75	20.00%

More on Pop-Out Criteria

You can also view effort percentages that contain Salary Over the Cap in the criteria box.

1. Click on **effort percentage**.

Select your View by criteria. In this example, the criteria selected are:

2. **Grant**

3. **Fund**

Criteria View by: **Grant** and then by: **Fund** Refresh

2 items

Grant	FD001 General Fund		FD004 Sponsored Program Fund		Total	
	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated	Sum of Effort Certification Amount Estimated	Sum of Effort Certification Percent Estimated
GR013450 4046061591 TAI095202-13.CHILDHOOD INFECTIONS RESEARCH PROGRAM- PRIME	179.73	0.80%	883.75	4.20%	1,063.48	5.00%
Total	179.73	0.80%	883.75	4.20%	1,063.48	5.00%

Monthly
Effort Certification Percent Estimated
1.00%
5.00%
15.00%
10.00%

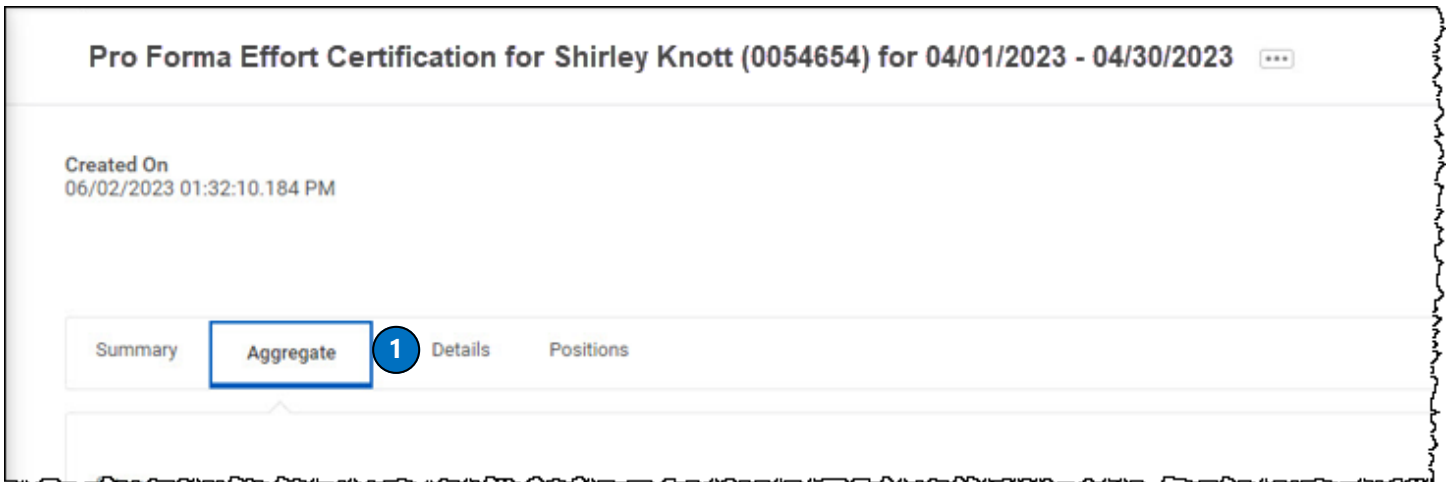


Pro Forma Effort Certification Report

View Details tab

Next, we will navigate to the Details tab.

1. Select **Details**.



The screenshot shows a report titled "Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023". Below the title, it indicates the report was "Created On 06/02/2023 01:32:10.184 PM". At the bottom of the screenshot, there is a navigation bar with four tabs: "Summary", "Aggregate", "Details", and "Positions". The "Aggregate" tab is currently selected and highlighted with a blue border. A blue circle with the number "1" is overlaid on the "Details" tab, indicating the step to click on it.



Pro Forma Effort Certification Report

The Details tab will display effort similarly to the Quarterly Effort Certification. This will display effort by pay period, including payroll data and related worktags.

Details Tab

1. This is the **pay period**. If the Pro Forma Task was run for a period of time that included multiple pay periods, they would be listed here. Effort on the Details tab is displayed by pay period. The task was run for the month of April, so only the April payroll period is displayed here.
2. The first column contains the **Grant** worktag. The first line has a blank Grant column because it contains effort for fund type 1 (as seen in the Costing column) and not for a grant.
3. **Costing Company** will read Vanderbilt University Medical Center.
4. **Payroll** contains payroll information.
5. **Costing** column contains related worktags.
6. Look to the **Certified Percent Estimated** column to view the effort percentage.

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023

Created On 06/02/2023 01:32:10.184 PM

Summary Aggregate **Details** Positions

04/01/2023 - 04/30/2023 (US Monthly) **Effort Certification Lines**

Period 04/01/2023 - 04/30/2023 (US Monthly)

Grant	Costing Company	Payroll	Costing	Original Percent	Change Reason	Certified Percent Estimated
	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Shirley Knott (0054654) Job Profile: 2050 - Assoc Professor Pay Group: Medical Center Monthly Position: P00010724 Assoc Professor More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01556 Pediatrics - Infectious Diseases Div - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) More (2)	15.0%		15.0%
	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL)	CARTS: CTRIB Research - Internal Funding	5.0%		

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Pro Forma Effort Certification Report

Details Tab

7. Scroll internally to see all effort lines, with the total of 100% effort calculated at the bottom of the table.

Effort Certification Lines						
Period 04/01/2023 - 04/30/2023 (US Monthly)						
8 items [Grid] [List] [Filter] [Chart] [Table]						
Grant	Costing Company	Worktags		Original Percent	Change Reason	Certified Percent Estimated
		Payroll	Costing			
GR012845 4046123457 OO45301-01:DEFINING THE IMPACT OF ELEARNING	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Shirley Knott (0054654) Job Profile: 2050 - Assoc Professor Pay Group: Medical Center Monthly Position: P00010724 Assoc Professor More (2)	CARTS: CTRNG Research - Non-Federal - Grant Cost Center: CC03018 Pediatrics - Infectious Diseases Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund GR012845 4046123457 OO45301-01:DEFINING THE IMPACT OF ELEARNING More (2)	15.0%		15.0%
GR00174196 4040099881 OO44444-01:HUMOR AND LONGEVITY	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Job Profile: 2050 - Assoc Professor Pay Group: Medical Center Monthly Position: P00010724 Assoc Professor More (2)	CARTS: CTRNG Research - Non-Federal - Grant Cost Center: CC03018 Pediatrics - Infectious Diseases Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund GR00174196 4040099881 OO44444-01:HUMOR AND LONGEVITY More (2)	15.0%		15.0%
Total:				100.0%		100.0%

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Pro Forma Effort Certification Report

Export Pro Forma Effort Report

The Pro Forma Effort Certification report may be exported from any tab to create a downloadable report.

1. Use the **Excel icon** to export to Excel.
2. Use **PDF icon** to create a PDF. Creating a PDF will generate a document with all tabs of the report in a readable format. This view may assist effort certifiers and grant managers become more familiar with how effort is presented in Workday.



QUESTIONS?

Please email BusinessEducation@vumc.org.