



Effort Certification Reviewer: Effort Administrative Review

This guide details the first step in the effort certification process in Workday. This is the administrative review of an employee’s effort distribution by the Effort Certification Reviewer before an employee certifies their effort.

Table of Contents

Effort Certification Compliance	2
Effort Certification Roles	3
Effort Certification Reviewer Work Area.....	4
Administrative Review	6
Review Aggregate Tab.....	7
Actions	9
Change Effort Distribution—Existing Grant Lines	10
Change Effort Distribution—New Grant Lines	14
Add Comments and Submit Administrative Review	16
Effort Certification Next Steps	17



Effort Certification Compliance

Effort Certification Frequency

The Finance policy, [Effort Reporting and Certification](#), states, “A certification of effort is required for those individuals whose salary is being charged directly or cost shared on any federal or federal flow-through sponsored programs.”

All employees who have effort on federally sponsored programs will be required to certify their effort quarterly, or four (4) times a year. Effort will be certified for all pay periods within the quarter in Workday. This is true for exempt employees, including Principal Investigators (PIs), and non-exempt, hourly employees.

Effort Certification in Workday is a stand alone process. A Payroll Costing Allocation (PCA) may be made at any time to adjust earnings distributions when effort changes. A Payroll Accounting Adjustment (PAA) will be completed when a change is identified during the quarterly effort certification. Payroll Accounting Adjustments may also be processed outside of the effort certification as needed.

Before employees certify their effort, the administrator with the Workday security role of Effort Certification Reviewer will verify that effort distributions for employees in their department are correct. During their administrative review, an Effort Certification Reviewer should make necessary changes to an employee’s effort.

After a certification has been approved by the Effort Certification Reviewer without any changes, it moves forward to the Effort Certifier. Changes may be made by the Effort Certifier if errors are found. However, the preferred practice is to return the certification to the Effort Certification Reviewer to complete those changes.

Changes made to an employee’s effort certification will require review and approval by an administrator with the Workday security role of Grant Manager. If no additional changes are needed, the Grant Manager will approve the certification, which will send the certification to the Certifier to approve. If the Grant Manager identifies changes, they should return the certification to the Effort Certification Reviewer with comments and instructions.

Changes made during quarterly certification will trigger the creation of a Payroll Accounting Adjustment (PAA) by the Effort Certification Reviewer. The Payroll Costing Initiator will also be notified that a Payroll Costing Allocation (PCA) may also be needed for future periods.

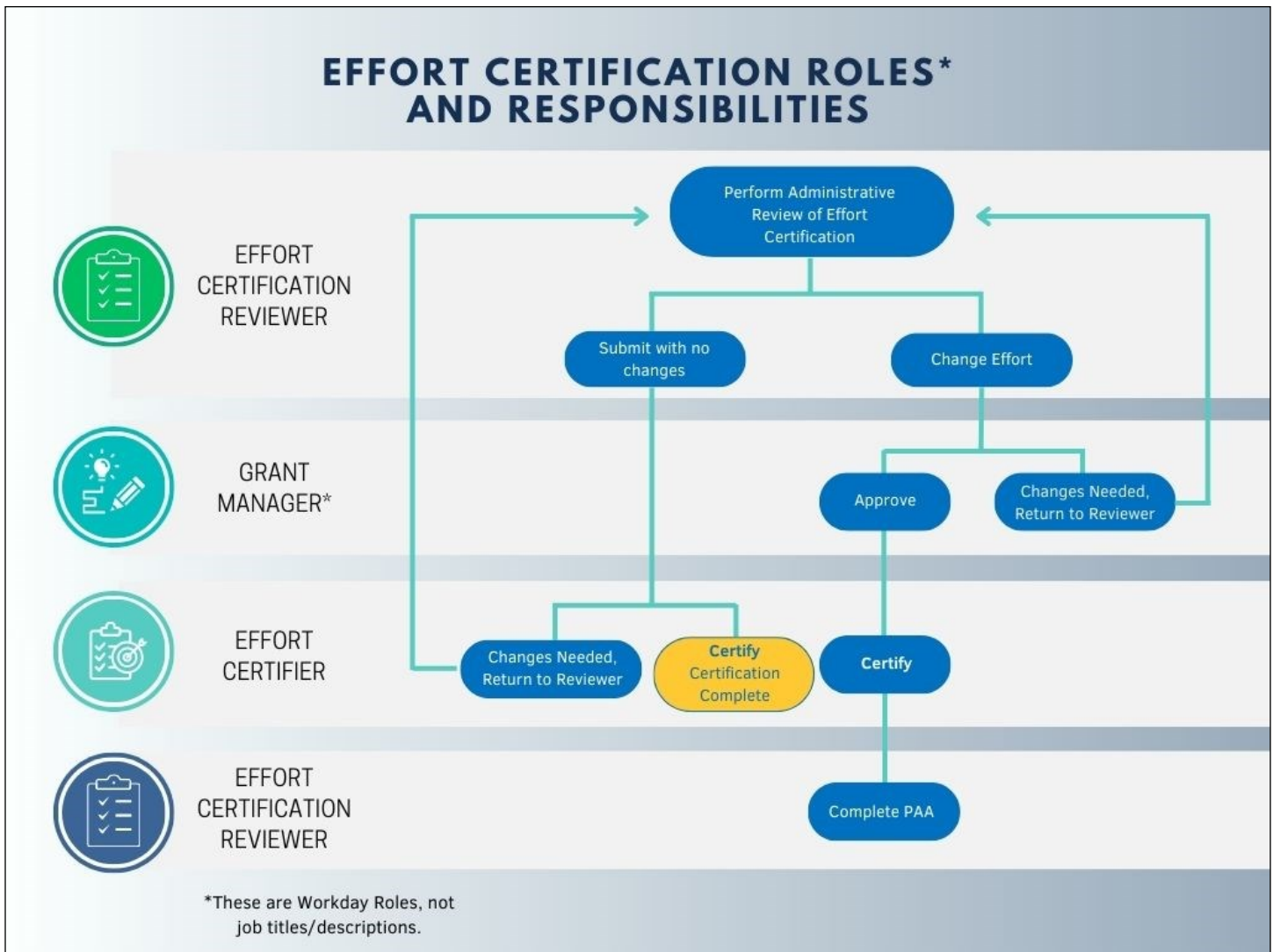


Effort Certification Roles and Responsibilities

This flow chart depicts the Workday roles and decisions made during the effort certification process.

The Effort Certifier is the Principal Investigator (PI) or employee with effort on a federally funded award who is required to certify their effort as themselves.

Note: If a terminated employee's effort requires certification, it will be routed first to the Reviewer, then to the PI to act as Certifier.





Administrative Review — Open Effort Certification Work Area

When effort certification is due, the Effort Certification Reviewer will receive a notification.

View Effort Certification Work Area

1. Search for **Effort Certification Work Area** in the Workday search bar.
2. Select **Effort Certification Work Area**.

1

2 Effort Certification Work Area Report

Effort Certification Status Report Report

[VIEW MORE](#)

Work Area Overview

1. You are brought to the Overview screen which displays number and status of the Effort Certifications in your area, assigned by cost center in the employee's default organizational assignment.

1 Overview My Work Queue

11
Count

Administrative Review Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager (Blank)

Workflow Step	Count
Administrative Review	9
Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager	1
(Blank)	1
Total	11

4 Items

WalkMe Menu:



Administrative Review - My Work Queue

The Effort Certification Reviewer will complete an Administrative review of effort for each employee listed in their Effort Certification Work Area Work Queue.

My Work Queue

1. Select **My Work Queue** to view the employees whose effort require your review.
2. Select the **Review** button to open the Administrative Review of the Effort Certification for an employee.

Effort Certification Work Area

1 My Work Queue

Search Refresh

7 Items

	Effort Certifica	Worker	Modified	Start Date	End Date	Effort Certification Type	Step	Awaiting Me
<input type="checkbox"/>	Q	Crystal Ball (0123456)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Holly Wood (0098756)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Joe King (0169999)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Kay Oss (0212121)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Shirley Knott (0033333)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Stan Dupp (0189987)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review
<input type="checkbox"/>	Q	Terry Kotta (0054656)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	Review

Mass Submit

WalkMe Menu:



Administrative Review - Administrative Review Details

Details

1. When the Administrative Review screen opens, expand the **Details** to see the employee's information.
2. Select **Aggregate** tab to begin your effort review.

The screenshot shows the 'Administrative Review' page with the 'Summary' tab selected. A green circle with the number '1' highlights the 'Details' tab. The page displays the 'Effort Certification Status' as 'In Progress' and 'Changed Status' as 'Unchanged'. Below the tabs, there is a table titled 'Effort Certification Summary' with the following data:

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

The screenshot shows the 'Administrative Review' page with the 'Details' tab selected. The page displays the following information:

- Effort Certification:** Federally Funded for: Holly Wood (0098756) | for 03/26/2023 - 06/30/2023
- Effort Certification for:** 03/26/2023 - 06/30/2023
- Total Certified Percentage Estimated:** 100.0%
- Effort Certification Status:** In Progress
- Changed Status:** Unchanged

To view the effort certification lines, please click 'Details' below

"I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed."

- If correct, click **Submit** to complete your certification.
- If incorrect, click **Exit** and discuss with your departmental administrator.

I Certify
No

The screenshot shows the 'Administrative Review' page with the 'Aggregate' tab selected. A green circle with the number '2' highlights the 'Aggregate' tab. The other tabs visible are 'Summary', 'Details', 'Positions', 'Organizations', and 'Process History'.



Administrative Review - Aggregate Tab

Review the percentages and dollars on the Aggregate tab for each pay period within the quarter to determine if the employee’s effort distributions are correct.

Aggregate

The **Aggregate** tab displays:

1. **Award Number** - If displayed in blue, this is an award in your purview that you may open using related actions.
2. **Sponsor Award Reference Number**
3. **Sponsor Name**
4. **Grant Worktag**—If displayed in blue, this is an award in your purview that you may open using related actions.
5. **Fund Type**— The Aggregate tab includes Salary Over the Cap with Fund 4, similar to the legacy view, but this is broken out in separate sections, Fund 1 and Fund 4, on the Details tab.
6. **Scroll** along the internal bottom scroll to see the all columns.

Summary Aggregate Details Positions Organizations Process History					
1	2	3	4	5	6
Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	
AWD000153: Vanderbilt O'Brien Kidney Center (07/01/2021) 09/08/2017 (version 0)	5P30DK105	National Institute of Diabetes & Digestive & Kidney Disease	GR0106374043751451PDK114809-05VANDERBILT O'BRIEN KIDNEY CENTER-FOGO	FD004 Sponsored Program Fund	
AWD000332: Mechanisms of EGFR Activation and Signaling in Kid 01/01/2021 (version 0)	5R01DK026	National Institute of Diabetes & Digestive & Kidney Disease	GR0067834043751371RDK051265-25A1MECHANISMS OF EGFR ACTIVATION AND SIGNALING	FD004 Sponsored Program Fund	
AWD000334: Resolution of Glomerulosclerosis (07/01/2021) 07/01/2019 (version 0)	5R01DK017	National Institute of Diabetes & Digestive & Kidney Disease	GR0046274045000731DK056942-17RESOLUTION OF GLOMERU	FD004 Sponsored Program Fund	



Administrative Review - Aggregate Tab

Aggregate Tab (cont.)

Each pay period within the quarter:

- 7. **Effort Certification Percent Estimated** which are drillable.
- 8. **Effort Certification Amount Estimated** which are drillable.
- 8. **Total Certified Percentage Estimated** is the average of the percentages for the pay periods for the quarter.
- 9. **Total Certified Amount Estimated** is the total dollars over the pay periods for the quarter.
- 10. Scroll down to see the totals for the quarterly effort certification.

TIP: Select the arrows icon to expand your view of effort

04/01/2023 - 04/30/2023 (US Monthly)	05/01/2023 - 05/31/2023 (US Monthly)	06/01/2023 - 06/30/2023 (US Monthly)	Total Certified Percentage Estimated	Total Certified Amount Estimated			
Effort Certification Percent Estimated: 8.60%	Effort Certification Amount Estimated: 3,000.00	Effort Certification Percent Estimated: 8.60%	Effort Certification Amount Estimated: 3,000.00	Effort Certification Percent Estimated: 7.70%	Effort Certification Amount Estimated: 2,700.00	8.27%	8,700.00
10.00%	3,506.13	10.00%	3,506.14	10.00%	3,506.14	10.00%	10,518.41
10.00%	3,506.13	10.00%	3,506.14	10.00%	3,506.14	10.00%	10,518.41
100.00%	35,061.36	100.00%	35,061.36	100.00%	35,061.36	100.00%	105,184.08

Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Spend Category: SC154 SWB: Regular Less (2)	CARTS: CTRFC Research - Federal - Contract Cost Center: CC02883 Medicine - Nephrology Div - C D Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014113 4043750773 UDK133766-01: MULT IMODAL IMAGING MASS SPECTROMETRY AND SPA TIA Location: MEDICAL CENTER NORTH (LOC0002 3) Operating Entity: OEAcad_GG Academic Grants and Gifts Less (2)	5.0%
Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Salary Over the Cap Type: NIH Level II Salary Cap Spend Category: SC154 SWB: Regular Less (3)	CARTS: CTCCC Clinical - Clinical RVU Generating - Cli nical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Grant: GR014113 4043750773 UDK133766-01: MULT IMODAL IMAGING MASS SPECTROMETRY AND SPA TIA Location: MEDICAL CENTER NORTH (LOC0002 3) Operating Entity: OEclin_VMG Clinical Department V MG Less (2)	5.0%

Note: The Details tab is where you will see the break out of pay components that comprise the Effort Certification Percent Estimated.

Ex: 5% Regular pay + 5% Salary Over the Cap = 10%



Administrative Review Actions - Submit or Change

Upon review of your employee's effort on the Aggregate tab, you will determine if the employee's effort is correct or incorrect. If their effort distributions are correct and do not need to be changed, Submit their effort certification. This will trigger an inbox item for the employee to review and certify their effort, as required for compliance.

If the effort is incorrect, select Change Effort. Instructions for this are found in the upcoming pages of this document. If changes are entered during the review or certification, these changes will route to the Grant Manager(s) for approval.

Effort Certification Actions

1. If the employee's effort is correct, **Submit**.
2. If the employee's effort is incorrect and needs to be changed, select **Change Effort**.
3. If you would like to return to your review later, select **Save for Later**.





Administrative Review - Change Effort

Effort Changes are made after selecting Change Effort when you determine that the employee's effort is incorrect. The Change Effort screen looks similar to the Details tab (but is editable), with Effort Certifications Lines tab displaying the same effort distributions as the Aggregate tab, but with the information presented differently.

Change Effort

1. Select **Change Effort** to update effort distributions.
2. The **pay periods** for the effort certification period will be listed. Exempt employees, paid monthly, will have three (3) pay periods listed. Non-exempt employees, who are paid bi-weekly, will have six-seven (6-7) pay periods listed for the three month period. Navigate to the pay period where an effort change is needed. Each pay period where changes are needed must be updated.

In this example, the employee has twenty (20) lines where effort is being distributed. There may be more Effort Certification Lines than funding sources listed on the Aggregate tab. This is because, in addition to Regular Salary, pay components such as Salary Over the Cap, PTO, and Overtime will have unique Effort Certification Lines.

3. Scroll within your screen to find the **Effort Certification Lines** for your pay period that you are going to update.



Change Effort Federally Funded for Holly Wood (0098756) for 04/01/2023 - 06/30/2023

Effort Certification for 04/01/2023 - 06/30/2023

Total Certified Percentage Estimated 100.0%

Viewing: [List Icon] [Table Icon]

Click here to sort

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

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Effort Certification Lines

Period 06/01/2023 - 06/30/2023 (US Monthly)

Grant	Costing Company	Payroll	Workstaps	Original Percent	Change Reason	Certified Percent Estimated	Order
	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) More (2)	2.0%		2	2
		Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor More (2)	CARTS: CTTVV Teaching - VUMC to VU Billing - VUMC to VU Billing Cost Center: CC02980 Pathology - CD Clin Education Function Code: FC18018 Instruction and Departmental Research Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) More (2)	5.5%		5.5	▲
		Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) More (1)	20.0%		20	▲
		Earning: Regular (Salary) (REGSAL)		0.9%		0.9	▲

OK Cancel

WalkMe Menu?



Administrative Review - Distribution Changes

Identify Spend Category

1. Navigate to the **Effort Certification Lines** where the changes are needed.
2. Note the **Spend Category** in the Payroll column. When you redistribute effort from one grant to another, you must adjust the percentage for all Spend Categories (if there is more than one for the grant in the pay period). A Spend Category may also be called a Pay Component. In this example, there is Salary Over the Cap and Regular pay for the employee on GR014112. Look closely for Salary Over the Cap in the Payroll Column as it is listed above the Spend Category.

Effort Certification Lines			
Period 06/01/2023 - 06/30/2023 (US Monthly)			
22 items			
+	GR014112 4043750763 UDK134302-01: VANDERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Salary Over the Cap Type: NIH Level II Salary Cap Spend Category: SC154 SWB: Regular Less (3)
+	GR014112 4043750763 UDK134302-01: VANDERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Spend Category: SC154 SWB: Regular Less (2)
-	GR014113 4043750773 UDK133766-01:	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL)

CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Grant: GR014112 4043750763 UDK134302-01:VANDERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEclin_VMG Clinical Department VMG Less (2)	4.0%		4
CARTS: CTRFC Research - Federal - Contract Cost Center: CC02883 Medicine - Nephrology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014112 4043750763 UDK134302-01:VANDERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEAcad_GG Academic Grants and Gifts Less (2)	4.0%		4
	5.0%		5



Administrative Review - Distribution Changes

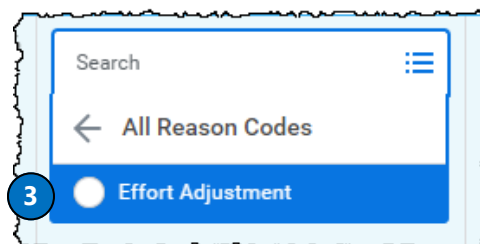
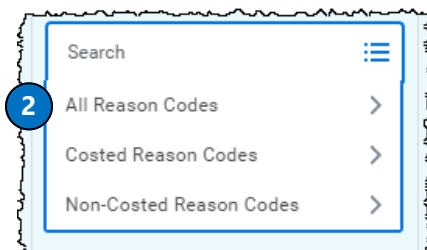
Follow the steps below to make edits to Effort Certification Distributions during the Effort Certification process. If Effort Distributions are correct, no changes should be made.

In this example, effort is reallocated between grants where the employee has current effort distributions.

Changing Effort Distributions

1. Scroll over and select the **Change Reason** search.
2. Select **All Reason Codes**.
3. Select **Effort Adjustment**.

CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Grant: GR014112 4043750763 UDK134302-01:VAN DERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEclin_VMG Clinical Department VMG Less (2)	4.0%		4
CARTS: CTRFC Research - Federal - Contract Cost Center: CC02883 Medicine - Nephrology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014112 4043750763 UDK134302-01:VAN DERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEAcad_GG Academic Grants and Gifts Less (2)	4.0%		4
	5.0%		5





Administrative Review — Distribution Changes

Changing Effort Distributions

4. Adjust **Effort** to the new, correct distribution amounts. Remember to update the effort amounts for all Spend Categories (which are your different pay components) if there are more than one. If you don't update all of the different types of pay for the grant worktag, you will get an error message.

In this example, 4% effort is re-allocated from GR014112 to GR014113 for both Regular Pay and Salary Over the Cap.

Verify that your updated distributions are correct and the total is 100%.

Complete these steps for all pay periods where effort distributions need to be updated.

If you need to add a new grant worktag, continue to page fourteen (14). If not continue to page sixteen (16) to complete and Submit.

<p>Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Salary Over the Cap Type: NIH Level II Salary Cap Spend Category: SC154 SWB: Regular Less (3)</p>	<p>CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Grant: GR014112 4043750763 UDK134302-01:VAND ERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEclin_VMG Clinical Department VMG Less (2)</p>	4.0%	<p>× Effort Adjustment</p>	4	0
<p>Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Spend Category: SC154 SWB: Regular Less (2)</p>	<p>CARTS: CTRFC Research - Federal - Contract Cost Center: CC02883 Medicine - Nephrology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014112 4043750763 UDK134302-01:VAND ERBILT UNIVERSITY BIOMOLECULAR MULTIMODAL Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEAcad_GG Academic Grants and Gifts Less (2)</p>	4.0%	<p>× Effort Adjustment</p>	4	0
<p>Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Spend Category: SC154 SWB: Regular Less (2)</p>	<p>CARTS: CTRFC Research - Federal - Contract Cost Center: CC02883 Medicine - Nephrology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014113 4043750773 UDK133766-01:MULTIMODAL IMAGING MASS SPECTROMETRY AND SPATIA Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEAcad_GG Academic Grants and Gifts Less (2)</p>	5.0%	<p>× Effort Adjustment</p>	4	9
<p>Earning: Regular (Salary) (REGSAL) Employee: Holly Wood (0098756) Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: P00000365 Professor Run Category: Regular Salary Over the Cap Type: NIH Level II Salary Cap Spend Category: SC154 SWB: Regular Less (3)</p>	<p>CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01490 Pathology - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Grant: GR014113 4043750773 UDK133766-01:MULTIMODAL IMAGING MASS SPECTROMETRY AND SPATIA Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEclin_VMG Clinical Department VMG Less (2)</p>	5.0%	<p>× Effort Adjustment</p>	4	9

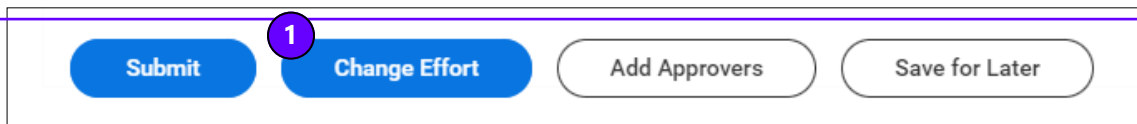


Administrative Review - Adding Grant Line

Follow the steps below to add a grant line to effort during the Effort Administrative Review process. If no additional grant lines are needed, continue to page sixteen (16) and Effort Administrative Review completion.

Adding a Grant Line and Updating Effort Distributions during Administrative Review

1. In order to add a grant line that is missing, select **Change Effort** (if you haven't already).
2. Select the **plus sign** on a grant line to add a new grant worktag and distribution if one is missing during your review. This action copies the grant to a new line. Remember to add a new grant line for each Spend Category.
3. Navigate to the newly copied grant line to edit it.
4. Select the **X** next to the grant worktag in the **Costing** column to delete it. You will need to change the grant worktag only. All other related worktags will update automatically when the grant worktag has been changed.



2 +	GR009858 4044507185 ANTERIOR SEGMENT ACTIVE PHOTOGRAPHS STUDY	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Shanda Lear (0133627) Job Profile: 3746 - Sr Clinical Trials Specialist Pay Group: Medical Center Monthly Position: P00029402 Sr Clinical Trials Specialist Run Category: Regular	CARTS: CTRNC Research - Non-Federal - Contract Cost Center: CC02969 Ophthalmology - Admin Dept - Admin Div - CD Acad Grants Gifts Function Code: FC19020 Sponsored Research - Other Fund: FD004 Sponsored Program Fund Grant: GR009858 4044507185 ANTERIOR SEGMENT ACTIVE PHOTOGRAPHS STUDY More (2)
------------	---------------------------------------------------------------	--------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3	Earning: Regular (Salary) (REGSAL) Employee: Shanda Lear (0133627) Job Profile: 3746 - Sr Clinical Trials Specialist Pay Group: Medical Center Monthly Position: P00029402 Sr Clinical Trials Specialist Run Category: Regular	4	<ul style="list-style-type: none">X CARTS: CTRNC Research - Non-Federal - ContractX Cost Center: CC02969 Ophthalmology - Admin Dept - Admin Div - CD Acad Grants GiftsX Function Code: FC19020 Sponsored Research - OtherX Fund: FD004 Sponsored Program FundX Grant: GR009858 4044507185 ANTERIOR SEGMENT ACTIVE PHOTOGRAPHS STUDY MORE (2)	0.0%		0
				100%		100.0%



Administrative Review - Edit Grant Line

Follow the steps below to edit a newly added grant line to effort during the Effort Certification process.

Edit New Grant Line

1. After deleting the grant worktag from the copied grant line, search to add your new grant worktag.
2. Scroll to and select **All Active Grants** within the search results.
3. Type your grant worktag within the search results and click **Enter** on your keyboard.
4. Your new grant worktag will be added, and all related worktags will be automatically updated.
5. Follow steps on pages 12-13 to learn how to add the **Effort Adjustment Reason Code**, add a new **Certified Effort Percentage**, and update another effort line so that distribution totals equal 100%.

1

2

3

LESS (1)

4

5

0.0%

Effort Adjustment

3

100%

103.0%



Administrative Review - Add Comments and Submit

Follow the steps below to complete effort certification after changes have been made.

Complete Effort Certification

1. Scroll to the left of the Effort Certification screen. Select **OK** to save effort changes.
2. On the Summary tab, add a Comment explaining the changes made to the Effort Distributions. If you have a workbook of your effort change plan documented, upload the attachment as well. The attachment will travel to the Certifier, then the Grant Manager and along to the PAA. Using attachments will help facilitate effort reviewal.
3. When all pay periods have been verified and updates made, **Submit** the employee's Administrative Review.



Administrative Review ⋮


> **Details** Effort Certification Status: In Progress Changed Status: **Changed**

Summary Aggregate Details Positions Organizations Attachments Process History

Summary 1 item

Costing Company	
	Regular (Salary) (REGSAL)

enter your comment

 Moved 4% effort from GR014112 to GR014113

Process History

Submit **Change Effort** Save for Later



Effort Certification - Next Steps

Next Steps

- After the Effort Certification Reviewer Submits the certification without changes, an Inbox notification will appear for the employee to review and certify their own effort in Workday.
- If the employee finds no additional changes are needed, they will certify their effort. The effort certification is then complete. No further actions are needed by the Certifier.
- If the effort certifier determines changes are needed, they should enter Comments indicating the needed change and then Send Back the certification to the Reviewer to make the changes.
- When changes are made by the Effort Certification Reviewer during their administrative review, the employee's effort certification will be routed to their Grant Manager(s) for approval after the employee certifies their effort.
- If the Grant Manager agrees with the changes, they will Approve the certification. It is then routed to the Effort Certifier to certify. No further Actions are needed by the Certifier.
- If the Grant Manager determines that changes need to be made to the Effort Certification, they should enter Comments indicating the needed changes and Send Back to the Effort Certification Reviewer to make the changes.
- When effort is changed during the effort certification, a Payroll Accounting Adjustment (PAA) will be pushed to the Effort Certification Reviewer to review and submit. The Payroll Costing Initiator role will also receive notification to complete a Payroll Costing Allocation, if needed for future periods.
- Effort Certification Reviewers and/or Grant Managers will run the Effort Certification Status Report in Workday for employees in their grant hierarchy to ensure timely effort certifications.
- Payroll Account Adjustment guide is found [HERE](#).
- Payroll Costing Allocation guide is found [HERE](#).

QUESTIONS?

Please email vumc.effort@vumc.org.