





Effort Certification Key Points for Effort Certifiers

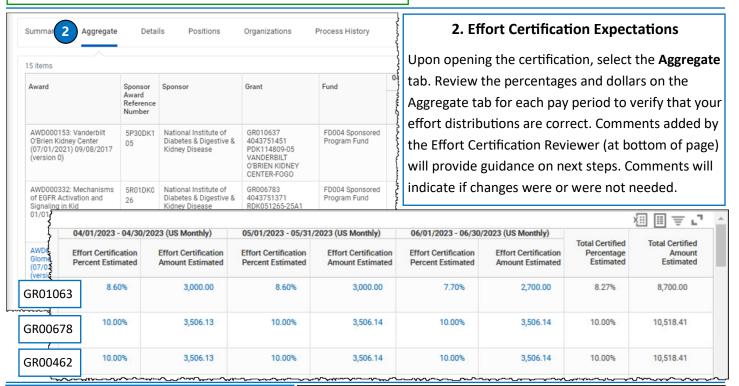
The Finance policy, <u>Effort Reporting and Certification</u>, states, "A certification of effort is required for those individuals whose salary is being charged directly or cost shared on any federal or federal flow-through sponsored programs."

Before an Effort Certifier completes their certification, an Administrative Review is completed by the Workday Effort Certification Reviewer. Once complete, it then moves forward to the Effort Certifier. If a terminated employee's effort requires certification, it will be routed first to the Reviewer, then to the PI(s) to act as Certifier.

1. View Effort Certification

Open your Effort Certification either by navigating to your **Inbox** or selecting your Effort Certification from your Workday home screen under items **Awaiting Your Action**. Look for "Effort Certification: Federally funded for …"





Note: Effort listed as **(Blank)** on the Effort Certification is not associated with an award. Hover over the **%** (20% here) and select the arrow to view the details of the allocation.



3. Submit or Send Back

If your effort is correct, scroll to the bottom of the page and select **Submit** to Certify your effort. Your effort certification is complete. No further actions are needed.

If changes are needed, communicate with your Effort Certification Reviewer and choose **Send Back**. This will return your certification to the Reviewer for Administrative Review and corrections. *Do not select Change Effort*.

