

**Certify Effort: Employee (No Costing Changes)**

This section will explain how to certify effort as an employee without allocation changes.

1. Navigate to **Workday**
2. Go to your **Workday Inbox**; find and click on the appropriate **Effort Certification** report item; a new page will display

**Inbox**

1 item

Effort Certification: UNO Effort Certification Type for [REDACTED] for 01/01/2021 - 06/30/...  
55 second(s) ago - Due 12/02/2021

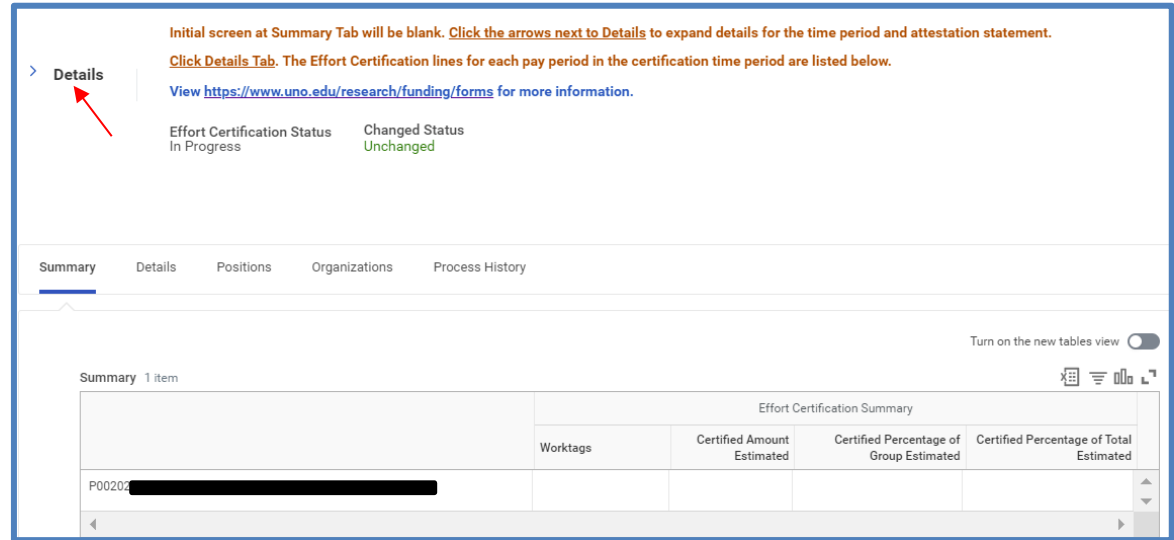
[Go to Inbox](#)

## Review Effort Certification

### Details (top of screen)

1. Click the arrow next to **Details** to expand the section and view the effort report details
  - a. **Effort Certification for** – The effort certification period
  - b. **Total Certified Amount Estimated** – The total amount for the certification period
  - c. **Effort Certification Status** – Will be **In Progress**
  - d. **Changed Status** – Will be **Unchanged**

NOTE: See *Help Text* next to **Details**.



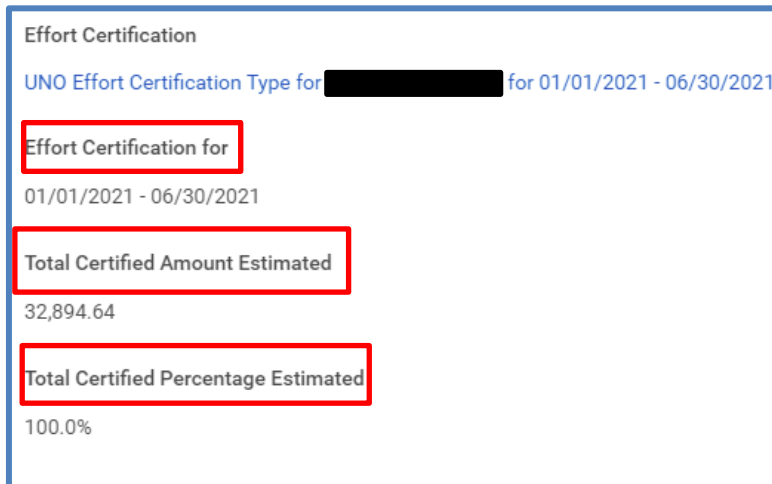
Initial screen at Summary Tab will be blank. [Click the arrows next to Details](#) to expand details for the time period and attestation statement.  
[Click Details Tab](#). The Effort Certification lines for each pay period in the certification time period are listed below.  
 View <https://www.uno.edu/research/funding/forms> for more information.

Effort Certification Status: In Progress  
 Changed Status: Unchanged

Summary | Details | Positions | Organizations | Process History

Summary 1 item

Effort Certification Summary			
Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
P00202 [REDACTED]			



Effort Certification

UNO Effort Certification Type for [REDACTED] for 01/01/2021 - 06/30/2021

**Effort Certification for**  
01/01/2021 - 06/30/2021

**Total Certified Amount Estimated**  
32,894.64

**Total Certified Percentage Estimated**  
100.0%

## Review Effort Certification

### Summary

The **Summary** tab will be blank. See the next page for reviewing effort details.

Initial screen at Summary Tab will be blank. Click the arrows next to Details to expand details for the time period and attestation statement.

Click Details Tab. The Effort Certification lines for each pay period in the certification time period are listed below.

View <https://www.uno.edu/research/funding/forms> for more information.

Effort Certification Status: In Progress  
 Changed Status: Unchanged

Summary   Details   Positions   Organizations   Process History

Turn on the new tables view

Summary 1 item

Effort Certification Summary				
	Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
POC [REDACTED]				

Details Tab

1. Click on the **Details** tab and scroll down to view the table
2. Click each pay period to view effort period details
  - a. **Grant** (column)
  - b. **Worktags** (group of columns)
    - i. **Payroll** (column)
    - ii. **Costing** (column)
  - c. **Original Amount** (column)
  - d. **Original Percent** (column)
  - e. **Change Reason** (column)
  - f. **Certified Amount Estimated** (column)
  - g. **Certified Percentage of Period Estimated** (column)

Summary **Details** Positions Organizations Process History

Click here to sort

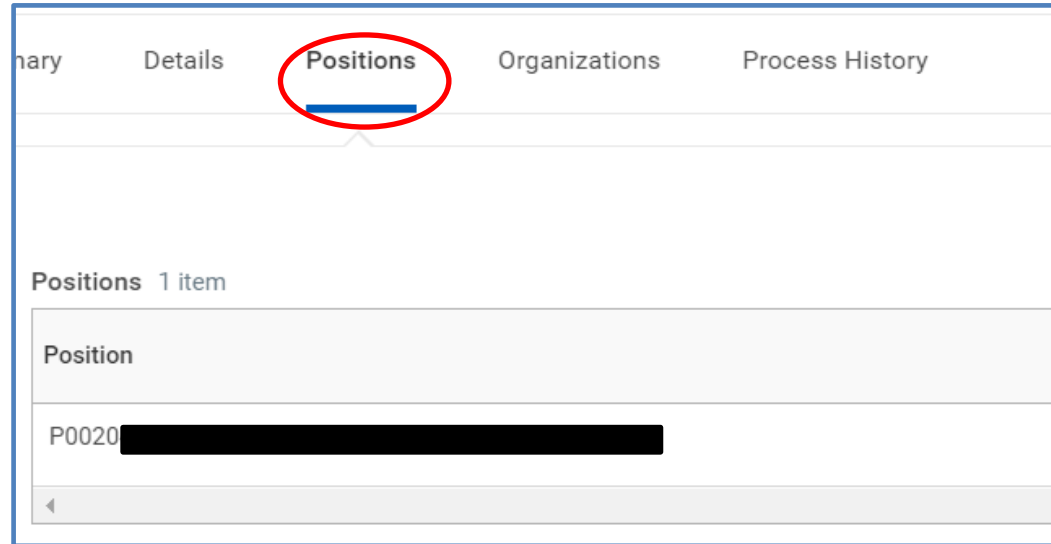
- 12/19/2020 - 01/01/2021 (Biweekly)
- 01/02/2021 - 01/15/2021 (Biweekly)
- 01/16/2021 - 01/29/2021 (Biweekly)
- 01/30/2021 - 02/12/2021 (Biweekly)

4 items

Grant	Worktags		Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated
	Payroll	Costing					
GR100 [REDACTED]	Earning: Annual Leave Pay Employee: [REDACTED] Job Profile: Specialist Pay Group: UNO - Biweekly Position: [REDACTED] Prog Admin/Asso Dir	Bypass: Bypass Cost Center: [REDACTED] UNOTI Research Function: FNC016 Research Fund: FND024 Private Grants & Contracts Grant: GR [REDACTED] Location: University of New Orleans > Milneburg Hall	143.99	5.4%		143.99	5.4%
GR100 [REDACTED]	Earning: Salary Pay Employee: [REDACTED] Job Profile: Specialist Pay Group: UNO - Biweekly Position: [REDACTED] More (2)	Bypass: Bypass Cost Center: [REDACTED] UNOTI Research Function: FNC016 Research Fund: FND024 Private Grants & Contracts Grant: GR100 [REDACTED] Location: University of New Orleans > Milneburg Hall	575.97	21.7%		575.97	21.7%
<b>Total:</b>			2,652.79	100.0%		2652.79	100.0%

## Positions Tab

This tab displays the position number and title for the employee.



Primary	Details	Positions	Organizations	Process History
Positions 1 item				
Position				
P0020 [REDACTED]				

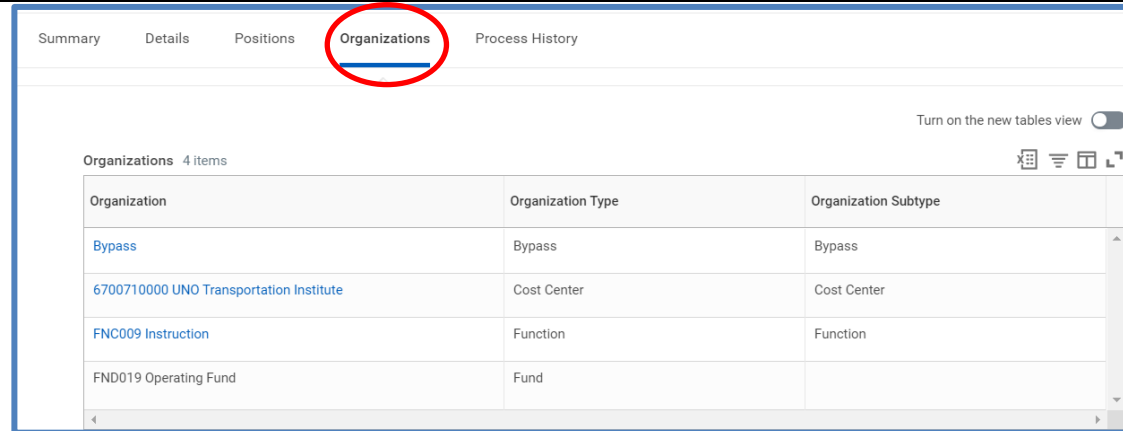
Organizations & Process History Tabs

**Organizations** (tab)

This tab will display the employee's cost center, function, and fund. These are Worktags used for payroll and costing allocations.

**Process History** (tab)

This will display the historical processes the report has been through, status, and comments.

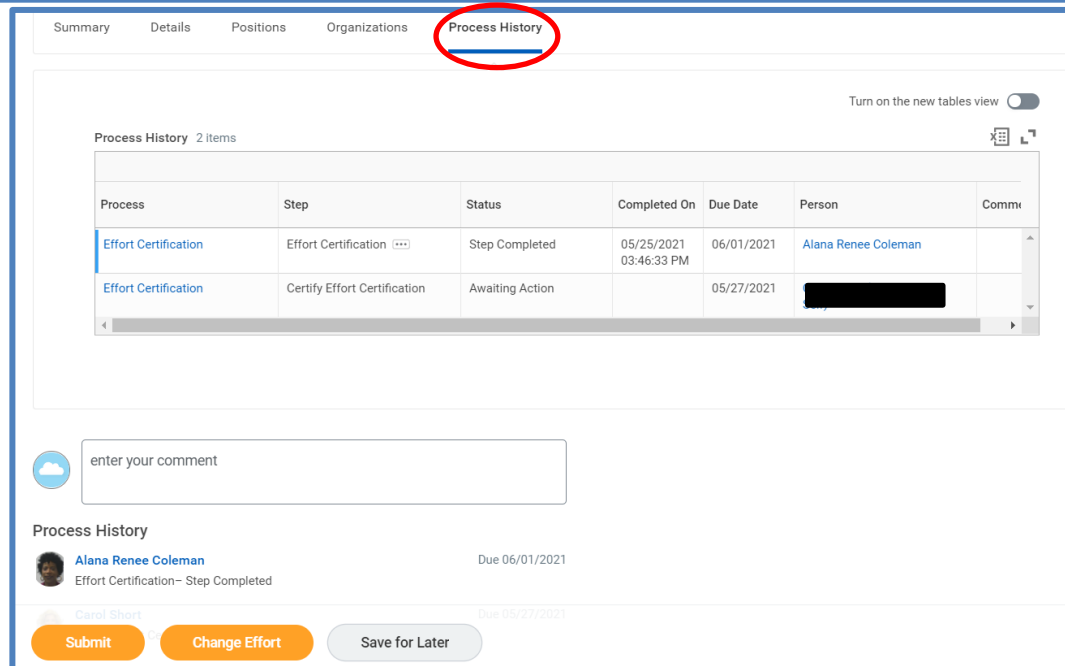


Summary Details Positions **Organizations** Process History

Turn on the new tables view

Organizations 4 items

Organization	Organization Type	Organization Subtype
Bypass	Bypass	Bypass
6700710000 UNO Transportation Institute	Cost Center	Cost Center
FNC009 Instruction	Function	Function
FND019 Operating Fund	Fund	



Summary Details Positions Organizations **Process History**


Turn on the new tables view


Process History 2 items

Process	Step	Status	Completed On	Due Date	Person	Comm
Effort Certification	Effort Certification	Step Completed	05/25/2021 03:46:33 PM	06/01/2021	Alana Renee Coleman	
Effort Certification	Certify Effort Certification	Awaiting Action		05/27/2021		

enter your comment

Process History

 Alana Renee Coleman Due 06/01/2021  
Effort Certification - Step Completed

 Carol Short Due 05/27/2021

Submit Change Effort Save for Later

## Certifying Effort Certification

If effort on the Details tab is appropriate and no changes need to be made:

1. **Changed Status** – Should be **Unchanged**
2. Click arrow next to **Details** at the top of screen and read the **2 CFR Part 200** attestation statement certifying salary has been charged according to actual effort
3. Click **Submit**

▼ Details

Effort Certification

UNO Effort Certification Type for [REDACTED] for 01/01/2021 - 06/30/2021

Effort Certification for  
01/01/2021 - 06/30/2021

Total Certified Amount Estimated  
32,894.64

Total Certified Percentage Estimated  
100.0%

Per 2 CFR Part 200, the university must provide reasonable assurance that salary charges are accurate, allowable, and properly allocated which is documented through the Effort Certification process. Failure to comply with this requirement could lead to disallowance of salary charges to externally funded projects. Salary charged is based on actual work performed.

The certifier is attesting that he/she has sufficient technical knowledge and/or is in a position that provides for suitable means of verification that the work was performed.

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Click Details Tab. The Effort Certification lines for each pay period in the certification time period are listed below.

View <https://www.uno.edu/research/funding/forms> for more information.

Effort Certification Status  
In Progress

Changed Status  
Unchanged

Summary   **Details**   Positions   Organizations   Process History

Viewing:

## Post Submission

Once submitted, you will receive a pop-up box displaying the next step in the effort certification process.

NOTE: The effort report will route to the next approver. If effort changes are needed, see **QRC Effort Cert: Employee Costing Changes**.

