

Certify Effort: Terminated Employee (No Costing Changes)

This section will explain how to certify effort for a terminated employee without allocation changes.

1. Navigate to **Workday**
2. The effort report for a terminated employee is routed to the manager's inbox for administrative review
3. The manager will find and click on the appropriate **Effort Certification** report item; a new page will display

**Inbox**

4 items



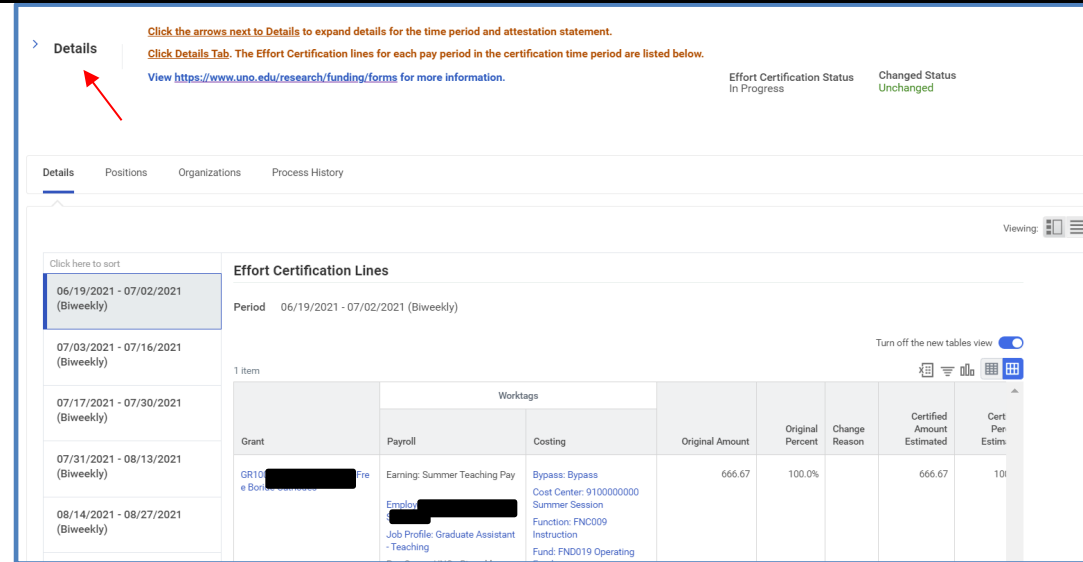
Effort Certification: UNO Effort Certification Type for [REDACTED] (Terminated) for 07/01/2021 ...
34 second(s) ago - Due 04/12/2022

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**.



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

Details | Positions | Organizations | Process History

Click here to sort

06/19/2021 - 07/02/2021 (Biweekly)

07/03/2021 - 07/16/2021 (Biweekly)

07/17/2021 - 07/30/2021 (Biweekly)

07/31/2021 - 08/13/2021 (Biweekly)

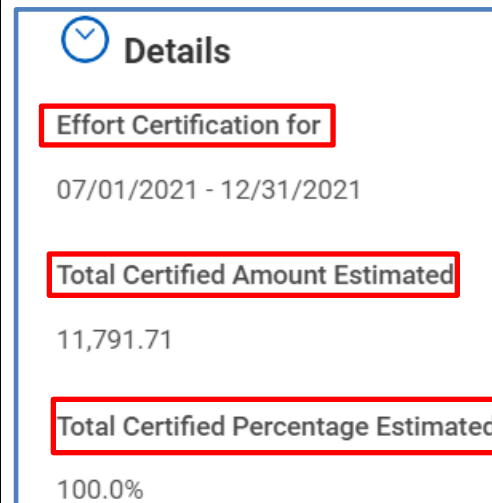
08/14/2021 - 08/27/2021 (Biweekly)

Effort Certification Lines

Period 06/19/2021 - 07/02/2021 (Biweekly)

1 item

| Grant | Payroll | Costing | Original Amount | Original Percent | Change Reason | Certified Amount Estimated | Cert Per Estim |
|---------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|---------------|----------------------------|----------------|
| GR10 e Bor | Earning: Summer Teaching Pay Erelox Job Profile: Graduate Assistant - Teaching | Bypass: Bypass Cost Center: 9100000000 Summer Session Function: FNC009 Instruction Fund: FND019 Operating | 666.67 | 100.0% | | 666.67 | 100.0% |



Details

Effort Certification for
07/01/2021 - 12/31/2021

Total Certified Amount Estimated
11,791.71

Total Certified Percentage Estimated
100.0%

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)

Details
Positions
Organizations
Process History

Click here to sort

06/19/2021 - 07/02/2021 (Biweekly)

07/03/2021 - 07/16/2021 (Biweekly)

07/17/2021 - 07/30/2021 (Biweekly)

Effort Certification Lines

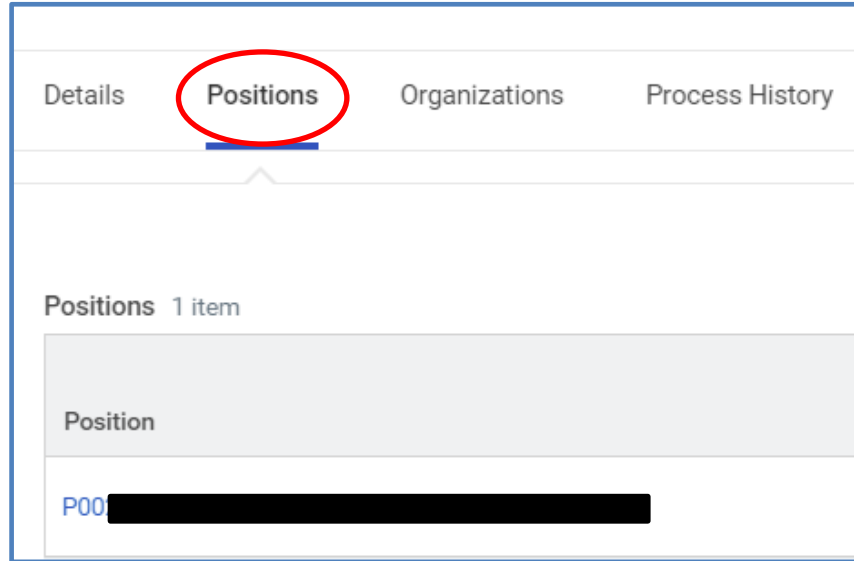
Period 06/19/2021 - 07/02/2021 (Biweekl

1 item

| 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% |
| Total: | | | 2,652.79 | 100.0% | | 2652.79 | 100.0% |

Positions Tab

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



The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Details", "Positions", "Organizations", and "Process History". The "Positions" tab is selected and highlighted with a red circle. Below the navigation bar, the main content area displays "Positions 1 item". Underneath this heading is a table with one row. The first column of the table is labeled "Position" and contains the value "P00" followed by a blacked-out redaction bar.

| Position |
|----------------|
| P00 [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.

Details Positions **Organizations** Process History

Organizations 4 items

| Organization | Organization Type | Organization Subtype |
|------------------------------------------------------|-------------------|----------------------|
| Bypass | Bypass | Bypass |
| 2700500000 Naval Architecture and Marine Engineering | Cost Center | Cost Center |
| FNC009 Instruction | Function | Function |
| FND019 Operating Fund | Fund | |

Details Positions Organizations **Process History**

Process History 3 items

| Process | Step | Status | Completed On | Due Date | Person (Up to 5) | All Persons | Comment |
|----------------------|------------------------------|-----------------|---------------------------|------------|---------------------------------|-------------|---------|
| Effort Certification | Effort Certification | Step Completed | 04/04/2022 03:32:58 PM | 04/11/2022 | Alana Renee Coleman | 1 | |
| Effort Certification | Certify Effort Certification | Not Required | | 04/11/2022 | | 0 | |
| Effort Certification | Certify Effort Certification | Awaiting Action | | 04/06/2022 | [REDACTED] Employee As Self) | 1 | |

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 the > arrow next to **Details** at the top of the screen to expand selection 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 07/01/2021 - 12/31/2021

Effort Certification for
07/01/2021 - 12/31/2021

Total Certified Amount Estimated
72,882.35

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.

Details
Positions
Organizations
Process History

Viewing:

Submit
Change Effort
Save for Later

Lines

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

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 employee's manager, and lastly, to the cost center manager. If effort changes are needed, see **QRC Effort Cert: Terminated Employee Costing Changes**.

