

#### 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 <u>manager's</u> inbox for administrative review
- 3. The manager will find and click on the appropriate **Effort Certification** report item; a new page will display

Inbox ··· 24 items
Effort Certification: UNO Effort Certification Type for ' (Terminated) for 55 minute(s) ago - Due 12/07/2021
Effort Certification: UNO Effort Certification Type for Equation (Retired) for 01/01/2021 55 minute(s) ago - Due 12/07/2021
Effort Certification: UNO Effort Certification Type for Description (Terminated) for 01/0 55 minute(s) ago - Due 12/07/2021



#### **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**.

Details View <u>https://www.uno.edu/research/funding/forms</u> for Effort Certification Status In Progress Unchanged	h pay period in the certifi	xpand details for the cation time period ar	e time period and attestati	on statement.
Summary Details Positions Organizations Process Histo	bry			
Summary 1 Harry				Turn on the new tables view
Summary Freen		Effort C	ertification Summary	
	Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
P002				· · · · · · · · · · · · · · · · · · ·
4				•



### **Review Effort Certification**

#### **Summary**

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

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 Tot Estimated         P00201       Output
Summary 1 item     Turn on the new tables view       Summary 1 item     TElfort Certification Summary       Orthogo     Certified Amount Browp Estimated     Certified Percentage of Tot Group Estimated       P0020     Open Point     Certified Amount Browp Estimated     Certified Percentage of Tot Estimated
Summary 1 litem           Summary 1 litem           Effort Certification Summary           Worktags         Certified Amount Estimated         Certified Percentage of Tot Group Estimated         Certified Percentage of Tot Estimated           P0020         P00
Worktags         Certified Amount Estimated         Certified Percentage of Tot Group Estimated         Certified Percentage of Tot Estimated           P0020         P0020         Kertified Percentage of Tot         Kertified Percentage of Tot
Worktags         Optimized Amount Estimated         Optimized Amount Group Estimated         Optimized Februage of Group Estimated         Optimized Februage of Estimated           P0020         P0020
P0020
(



#### **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)

Note of a contract of	Click here to sort							
12/19/2020 - 01/01/2021 (Biweekly)       Image: Status Pay Perform       Image: Pay Perform								
01/02/2021 - 01/15/2021       01/16/2021 - 01/29/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       001ginal Amount       00rginal Amount	12/19/2020 - (Biweekly)	01/01/2021						
01/16/2021 - 01/29/2021       01/16/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021 - 02/12/2021 - 02/12/2021       01/30/2021 - 02/12/2021         01/30/30/2021 - 02/12/2021 - 02/12/2021 - 02/12/2021       01/30/2021 - 02/12/2021 </td <td>01/02/2021 - (Biweekly)</td> <td>01/15/2021</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	01/02/2021 - (Biweekly)	01/15/2021						
11/30/2021 - 02/12/2021 Rhvanekby	01/16/2021 - (Biweekly)	01/29/2021						
Image: Problem in the second	01/30/2021 - (Biweekly)	02/12/2021						
Worktags         Original Amount         Original Amount         Original Amount         Change Percent         Change Amount         Change Percent         Change Amount         Change Percent         Change Perce	5							XIII
Image: Contract of Control (Control		Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certifi Perce Estimat
Earning: Annual Leave Pay Employee:       Bypass: Bypass       143.99       5.4%       143.99       5.4%         Sub Profile:       Specialist Prog Admin/Asso Dir Prog Admin/A		1 dyron	Location: University of     New Orleans > Milneburg Hall				Estimated	Lotinia
Earning: Annual Leave Pay Employee:Job Profile: Specialist Pay Group: UNO - Biweekly Position ::Prog Admin/Asso DirBypass: Bypass Cost Center: G UNOTI Research Function: FNC016 Research Function: Center @ Location: University of New Orleans > Mineburg Hall143.995.4%143.995.4%20Earning: Salary Pay Employee:Job Profile: Specialist Pay Group: UNO - Biweekly Position ::Earning: Salary Pay Employee:Bypass: Bypass Cost Center:575.9721.7%575.9721.7%21Earning: Salary Pay Employee:Job Profile: Specialist Pay Group: UNO - Biweekly Position ::Bypass: Bypass Cost Center:575.9721.7%575.9721.7%21More (2)More (2)More (2)Function: University of Function: University of New Orleans > Mineburg HallState of the search Function: FNO16 Research Function: University of New Orleans > Mineburg HallState of the search Function: University of New Orleans > Mineburg Hall			New one and a minited agricult					
Job Profile: Specialist Pay Group: UNO - Biweekly Position: FNC016 Research Prog Atmin/Asso Dir       Fund: FND024 Private Grants & Contracts       Fund: FND024 Private Grants & Contracts       Fund: FND024 Private Grants         State: GRI Contracts       Grant: GRI Contracts       Grant: GRI Contracts       Fund: FND024 Private Grants         State: GRI Contracts       Grant: GRI Contracts       Fund: FND024 Private Grants       S75.97       21.7%         State: GRI Contracts       Fund: FND016 Research Pay Group: UNO - Biweekly Position       Bypass: Bypass       S75.97       21.7%       S75.97       21.7%         State: GRI Contraction: UNO - Biweekly Pay Group: UNO - Biweekly Position       Fund: FND016 Research Fund: FND014 Private Grants & Contracts       State: GRI Contracts       Stat		Earning: Annual Leave Pay	Bypass: Bypass ····	143.99	5.4%		143.99	5.4
Pay Group: UNO - Biweekly       Function: FNOU16 Mesearch         Position: Fig. Position:		Job Profile: Specialist	UNOTI Research					
Position       Provide FN0024 Private Grants       & Contracts         Grant: GR1       Mathematic GR1       Mathematic GR1         Mathematic GR1       Bypass: Bypass       575.97       21.7%         Statistic GR1       Cost Center:       UNOTI Research         Pay Group: UNO - Biweekly       Position:       Function: FN0016 Research         Funct: FND024 Private Grants       & Contracts       Grant: GR100         Statistic GR1       Mathematic GR100       Statistic Grant: GR100       Statistic GR100         Statistic GR1       Mathematic GR100       Statistic GR100       Statistic GR100         Statistic GR1       Mathematic GR100       Statistic GR100       Statistic GR100         Statistic GR1       Mathematic GR100       Statistic GR100       Statistic GR100		Pay Group: UNO - Biweekly	Function: FNC016 Research					
Grant: GRUMANIA       Grant: GRUMANIA       Sinth Status Conter       Sinth Status Conten       Sinth Status Conter		Prog Admin/Asso Dir	Fund: FND024 Private Grants & Contracts					
Mathematic Conter         Image: Conternation of Conter         Image: Conternation of New Orleans - Mlineburg Hall		0	Grant: GR1					
Image: Second			Research & Education Center					
Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position More (2) Hord: Charles - Mineburg Hall Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position More (2) Location: University of New Orleans > Mineburg Hall State of the search Position University of New Orleans > Mineburg Hall								
Employee: Cost Center: UNOTI Research Pay Group: UNO - Biweekly Position: Function: FNC016 Research Position: Grant: GR100 Grant: GR100 Function: University of New Orleans > Mineburg Hall			<ul> <li>Location: University of New Orleans &gt; Milneburg Hall</li> </ul>					
Pay Group: UNO - Biweekly Position	0	Earning: Salary Pay	<ul> <li>Location: University of New Orleans &gt; Milneburg Hall</li> <li>Bypass: Bypass</li> </ul>	575.97	21.7%		575.97	21.
Position       Fund: FND024 Private Grants         & Contracts       Grant: GR100         grant: GR100       grant: GR100	0 <b>100000000000000000000000000000000000</b>	Earning: Salary Pay Employee:	© Location: University of New Orleans > Milneburg Hall Bypass: Bypass Cost Center: UNOTI Research	575.97	21.7%		575.97	21.7
More (2)     & Contracts     Grant: GR100     Pr     © Location: University of     New Orleans > Milneburg Hall	0	Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly	© Location: University of New Orleans > Milneburg Hall Bypass: Bypass Cost Center: UNOTI Research Function: FNC016 Research	575.97	21.7%		575.97	21.7
er ◎ Location: University of New Orleans > Milneburg Hall	10 <b>400</b>	Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position.	© Location: University of New Orleans > Milneburg Hall Bypass: Bypass Cost Center: UNOTI Research Function: FNC016 Research Funct FND024 Private Grants	575.97	21.7%		575.97	21.7
☺ Location: University of New Orleans > Milneburg Hall	0	Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position More (2)	© Location: University of New Orleans > Milneburg Hall Bypass: Bypass Cost Center: UNOTI Research Function: FNC016 Research Funct: FNC016 Research Funct: FNC014 Private Grants & Contracts Grant: GR100	575.97	21.7%		575.97	21.7
	0	Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position More (2)	© Location: University of New Orleans > Milneburg Hall Bypass: Bypass Cost Center: UNOTI Research Function: FNC016 Research Fund: FND024 Private Grants & Contracts Grant: GR100	575.97	21.7%		575.97	21.7
		Earning: Salary Pay Employee: Job Profile: Specialist Pay Group: UNO - Biweekly Position More (2)	Cost Center: UNOTI Research Function: FNC016 Research Function: FNC016 Research Funct FND024 Private Grants & Contracts Grant: GR100 Fr Costion: University of New Orleans > Milneburg Hall	575.97	21.7%		575.97	21.7



Quick Reference Card

# **Effort Cert: Terminated Employee**

#### **Positions Tab**

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

iry	Details	Positions	Organizations	Process History	
Positio	ons 1 item				
Positi	on				
P002	0				
4					



### **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.

						Turn on the	new tables view	~ 🗖
Organiza	ations 4 items						巡軍	
Organiz	zation		Organization Type			Organization Subtype		
Bypass	S		Bypass			Bypass		^
670071	10000 UNO Transportation In	nstitute	Cost Center			Cost Center		
FNC009	9 Instruction		Function			Function		
FND019	9 Operating Fund		Fund					
4								+
						Turn on the new ta	bles view	
P	Process History 2 items Process Effort Certification	Step Effort Certification (***)	Status Step Completed	Completed On 05/25/2021	Due Date 06/01/2021	Turn on the new tai	bles view	
P	Process History 2 Items Process Effort Certification Effort Certification	Step Effort Certification	Status Step Completed Awaiting Action	Completed On 05/25/2021 03:46:33 PM	Due Date 06/01/2021	Turn on the new tai	kies view X I L Comme	
P	Process History 2 Items Process Effort Certification Effort Certification 4	Step Effort Certification Certify Effort Certification	Status Step Completed Awaiting Action	Completed On 05/25/2021 03:46:33 PM	Due Date 06/01/2021 05/27/2021	Turn on the new tal       Person       Alana Renee Coleman       Juin	bles view X II II Comme	
P I I I I I I I I I I I I I I I I I I I	Process History 2 Items Process Effort Certification Effort Certification <	Step Effort Certification Certify Effort Certification	Status Step Completed Awaiting Action	Completed On 05/25/2021 03:46:33 PM	Due Date 06/01/2021 05/27/2021	Turn on the new tal       Person       Alana Renee Coleman       Image: State S	bles view	
P I I I I I I I I I I I I I I I I I I I	Process History 2 Items Process Effort Certification Effort Certification < Inter your comment History ha Renee Coleman rt Certification – Step Completed	Step Effort Certification •••• Certify Effort Certification	Status         Step Completed         Awaiting Action	Completed On 05/25/2021 03:46:33 PM	Due Date 06/01/2021 05/27/2021	Turn on the new tal       Person       Alana Renee Coleman       Image: I	bles view	



### **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 (Terminated) for 01/01/2021 - 06/30/2021	
Effort Certification for	
01/01/2021 - 06/30/2021	
Total Certified Amount Estimated	Initial screen at Summary Tab will be blank. <u>Click the ar- rows next to Details</u> to expand details for the time period and attestation statement.
1,134.62	<u>Click Details Tab</u> . The Effort Certification lines for each pay period in the certification time period are listed
Total Certified Percentage Estimated	View https://www.uno.edu/research/funding/forms for
100.0%	more information.
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.	Effort Certification Status In Progress Unchanged
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.	
l Certify	
No	
Summary Details Positions Organizations Process History	
	Viewing:
Submit Change Effort Save for Later Lines	



**Quick Reference Card** 

## **Effort Cert: Terminated Employee**

#### **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 grant manager. If effort changes are needed, see QRC Effort Cert: Terminated Employee Costing Changes.





CHANGES/UPDATES LIST:

Date	Pages Changed	Who made changes
12-5-2024	8 (changed routing to grant mngr instead of cost center mngr	Liz Sigler