Effort Certification Procedure

William Paterson University maintains an effort certification system in accordance with the Office of Management and Budget Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). The Uniform Guidance Subpart E 200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects. The University utilizes the Banner Effort Certification module, accessed via Banner 9 Self-Service to comply with Uniform Guidance requirements.

All individuals identified as "Covered Employees" in the WPUNJ Office of Sponsored Projects Effort Reporting Policy must follow these procedures for effort certification.

Certification is done monthly. Each month between the 1st and 15th of the month, your salary charged to a grant in the just-prior month is available for certification, and can be accessed on Banner 9 self-serve. If you have had salary charged to a grant in any month, you will get an email notification to log into Banner 9 self-serve and certify your effort. If the percentage of time charged or the Fund/Org are correct, certification is a simple process of clicking a few buttons. If the percentage and/or Fund/Org are incorrect, you will need to request a change following instructions below.

If you need assistance with this procedure or have questions, please contact Tamar Lamour (ext.: 2533; <u>lamourt@wpunj.edu</u>) or Glenda Jara (ext.: 2845; jarag1@wpunj.edu).

Procedure:

1. Log onto Banner 9 Self-Service and click on Effort Certification under My Activities:

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Employee Dashboard					
Employee Dashboard					^
		Leave Balances as of 12/05/2018			
My Profile My Team	My Profile	Vacation Leave in hours	Sick Leave in hours		Compensatory Time in hours
		Self directed Furlough Day in hours	Paid Leave Bank in hours		
		Full L		Full Leave Balance Information	
Pay Information				^	✗ My Activities
Latest Pay Stub: <u>11/30/2018</u>	All Pay Stubs	Direct Deposit Information	Deductions History		Faculty Load and Compensation
Farninge					Salary Planner
Earnings				-	Effort Certification
Benefits	Benefits			P	Labor Redistribution
Taxes				Employee Menu	
Job Summary				*	,

Banner 9 Self Service landing screen:

Employee Dashboard = Effort Certification = Review Or Certify Reports Review Or Certify Reports = Proxy Super User Advanced Search							
Print Open							
Certify My E A. Click on the line to highlight (highlight the period you want to certify – in this case NOV) B. Then, click Open							
COA \bigcirc Period Description \bigcirc Name \bigcirc ID \bigcirc Start Date \bigcirc End Date \bigcirc Status \bigcirc Unlocked/ \bigcirc comments Comments							
U NOV November 855 12/01/2018 12/15/2018 Certification Unlocked							
Start Date and End Date: this is the timeframe in which you must certify for this period							
Results found: 1 K K Page 1 of 1 > H Per Page 50 -							
3. You will then see this Effort Report screen:							
Effort Report Pay Period Summary Comments Routing Queue							
Sponsored							
Fund Organization Effort Category Charge Type Effort							
310218 US SBA P/T Rutgers -SBDC CY2018 405000 Small Business Dev Ctr SERVICES Services DIRECT 70							
Total Sponsored Activity 70%							
Non Sponsored							
Fund Organization Effort Category Charge Type Effort							
100000 State Approp Nonfringe 405000 Small Business Dev Ctr DIRECT 30							
If the percentage(s) and FOAP(s) are correct, click "Certify" Total Non Sponsored Activity 30%							
If not correct, click "Request Total : 100.00% Changes" and an email form will							
pop up. Explain the change needed and email to lamourt@wpunj.edu							
DON'T USE: The "Add New Funding" function is not available. If funding changes are needed, use the Request Changes button instead and email the request to Lamourt@wpunj.edu							

2. In the Effort Certification Screen (the 'Certify My Effort' tab) you will see the periods open for certification:

This screen shows FOAPS and percentages that add to 100% of your time. If they are correct, click the Certify button.

If there is anything incorrect about the percentage or the Fund/Org, click the Request Changes button – this will open an Outlook email form. You should address your email to Tamar Lamour (<u>lamourt@wpunj.edu</u>), and describe what is incorrect and/or what changes should be made. If a reallocation is necessary, Tamar will initiate the process with Payroll.

If correct, click the Certify button and you will get the below pop-up message. Click the I Agree button to finish the process.

n • Effort Report			
			Print ×
nts Routing Queue	Certify		×
	By clicking the submit report button, I certify that this is an accurate estim	ation of my effort for the period indicated and I have records	to substantiate the information
	provided.		
	475		Cancel I Agree
		Click I Agree	1.000

After clicking I Agree, you will see "Certified Successfully":

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Employee Dashboard • Effort	Certification • Effort Report		_		Certifie	d Successfully
Sponsored Fund 310218 US SBA P/T Rutgers -SBDC	Certified Successf	ully	Category	Charge Type DIRECT	Effort 70	NOV November December 01, 2018
Non Sponsored				Total Sponsored	Activity 70%	Completed - L
Fund	Organization	Effort C	ategory	Charge Type	Effort	Important Da
100000 State Approp Nonfringe	405000 Small Business Dev Ctr			DIRECT	30	Begin Pre-Rev Certification P
	Total Non Sponsored Activity				Activity 30%	15, 2018 Post Review E
					Pay Dates	
				To	tal : 100.00% Save	12 - 23 Octobe 09, 2018 12 - 24 Noverr November 23,

4. Go back to the Effort Certification tab and you will see that the period you just certified shows as completed and locked.

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Employ	Employee Dashboard Effort Certification Review Or Certify Reports								
Effort Li	ist		(completed and Locked					
COA	Period Code	Period Description	≎ ID	Start Date C End Status C Un	locked/ 🗘 Comments				
U	NOV	November	855	12/01/2018 12/15/2018 Completed Locked					

You have now completed your effort certification for the month. Congratulations and thank you!

If you have requested changes (email to Tamar Lamourt) during this process, you will be notified after the changes are processed to log in and certify the revised effort allocations. In this case, go back to step 1 and follow these instructions from the beginning.