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; lamourt@wpunj.edu) or Glenda Jara (ext.: 2845; jarag1@wpunj.edu).

Procedure:

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

Banner 9 Self Service landing screen:

![Banner 9 Self Service landing screen](image-url)

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

   **A. Click on the line to highlight** (highlight the period you want to certify – in this case NOV)
   **B. Then, click Open**

   Start Date and End Date: this is the timeframe in which you must certify for this period

3. You will then see this Effort Report screen:

   If the percentage(s) and FOAP(s) are correct, click “Certify”
   If not correct, click “Request 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
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 (lamourt@wpunj.edu), 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.

After clicking I Agree, you will see “Certified Successfully”:
4. Go back to the Effort Certification tab and you will see that the period you just certified shows as completed and 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.