# Accessing and Certifying Electronic Effort Reports

The Effort Certification page is used to access and certify grant funded effort. Employees can access current and historical effort reports for review, certification, and printing.

## Accessing Effort Reports

1. Log on to MyDU using first.lastname@du.edu and password.
2. On your main dashboard, under Employee Tools widget, click My Employee Profile.
3. Click Effort Certification, under My Activities menu.
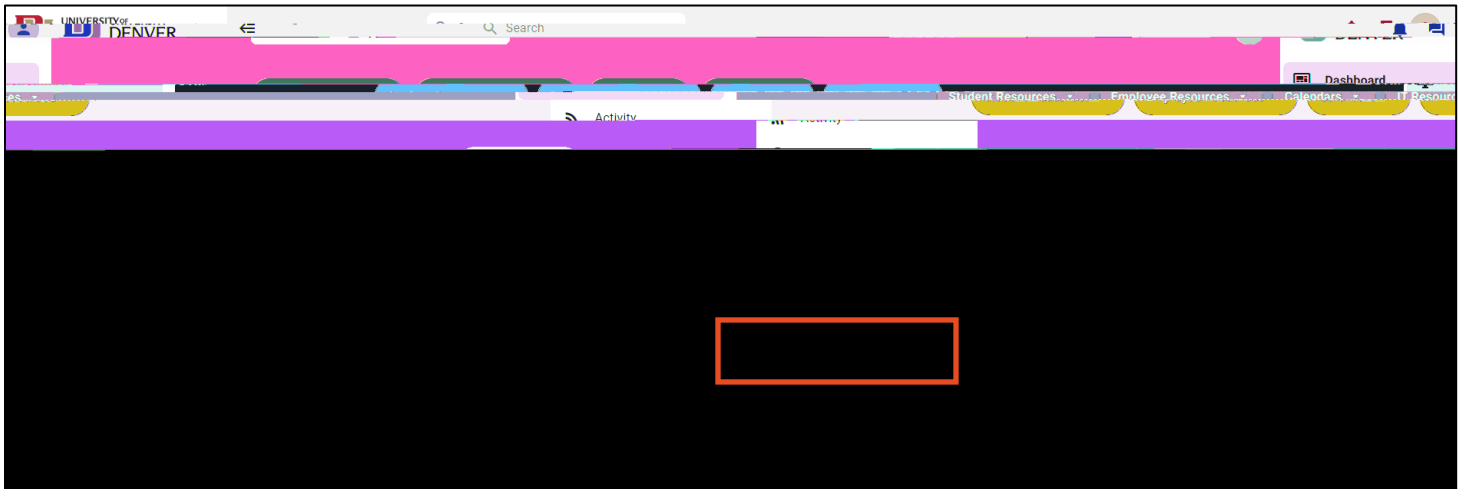




The "Certify My Effort" screen will open.  A list of your electronic effort reports and their status will be visible.  The Report Period is the effort period to be certified.  The Start and End Dates indicate when the Report Period becomes available for certification, not the period being certified.

# Reviewing and Certifying Effort Reports

4.  Double click on the Effort Report to be reviewed.

The Effort Report will open.  Recorded effort will be displayed in two sections:  Sponsored (grant charges) and Non-Sponsored (department charges and leave).  If there are more fund numbers charged than are visible in each box, use the scroll button on the right of each box to display additional fund numbers.  Alternatively, a PDF of the entire report can be displayed and printed by choosing the "More Actions" button along the header of the report and then choosing "print".  A PDF of the effort report will

Each grant number, department fund and leave fund will be accompanied by a percent of recorded effort.  The percent of effort is calculated by the dollar amount charged to each fund for the period, divided by the total dollar amount paid to the employee for the period.  The sum of all percent of efforts will equal 100%.  Review the percent of effort for each fund to make sure the recorded percent is reasonable.

6.  If Effort Report is correct, click Certify.  A box will pop up. Review the information. Does it accurately reflect your effort on the project? If so, click "Agree".

The status of the Effort Report will change to "Completed".  Once an Effort Report is certified, further payroll redistributions cannot be made.  If an Effort Report is inadvertently certified, contact your department administrator who will request that the Shared Services Center return the status to "Awaiting Certification."

## Making Changes to an Effort Report

If changes to an Effort Report are needed, do not certify the report.  Communicate the correct effort percentages for the period to your Department Administrator or Budget Officer.   The appropriate person in your department will prepare a Payroll Redistribution Request.  Once the payroll changes are posted, a revised Effort Report will be generated.

## Dates to Remember- Effort Certification Process

Staff (including GRA's and Post Docs) Effort Reports are generated monthly.

Faculty Effort Reports are generated quarterly.

1st of each month – monthly staff effort reports are generated and available for certification for the period two months previous.  Example:  November effort is available for certification on January 1.

Last day of month – monthly staff effort reports for the period two months previous must be certified.  Example: November effort reports must be certified by January 31.

May 1 – Faculty effort reports for the previous January, February & March are available for certification

June 30 – Faculty effort reports for the previous January, February & March must be certified