

Guide to Online Effort Reporting and Certification

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Introduction to Effort Reporting

Effort Basics

Effort comprises one's professional workload at Lamar University for which an employee is compensated. This includes instruction, research (including scholarly and artistic endeavors), other sponsored activities (such as training and public programs), service to the University, administration, and even competitive proposal preparation.

For the purpose of effort certification, effort totals 100%, regardless of the number of hours worked.

Effort Reporting

The effort certification process is Lamar's means of providing assurance to sponsors that:

Salaries charged to sponsored projects are reasonable in relation to the work performed; and that faculty and staff have met the effort committed to a project when the proposal was initially sent to a funder. Once a sponsor agrees to fund the project, the commitment of effort becomes a condition of the award.

Our Obligation to the Federal Government

Definitions

Pass-through funding: Awards from non-federal sponsors such as the State of New Jersey or a non-profit or a private company where the funding originates with the federal government.

Committed cost sharing: The effort or other resources reported to the sponsor at the proposal stage that will be supported by the University or another non-federal source.

Uncommitted cost sharing: The effort or other resources utilized on the project at the cost of the University or another non-federal source, but were not specified to the sponsor at the proposal stage.

Effort reporting is required by the U.S. government's OMB Circular A-21 (Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions), which requires certification of effort spent by all employees whose salaries are charged directly or indirectly (via pass-through funding) to federal awards, as well as for reporting committed cost sharing (but not uncommitted cost sharing).

Therefore, effort reporting is important because it is required by federal regulation. Failure to certify effort correctly and in a timely manner could:

- Jeopardize Lamar's federal funding;
- Result in sponsor disallowances if Lamar cannot document that an employee required to certify effort is devoting the required amount of effort to the appropriate project; or
- Subject the institution to fines if it is found that effort reports have been erroneously certified.

Individuals Required to Certify Effort

An effort report is required for any employee whose salary or any portion of salary is charged to a federally sponsored award, including federal flow through funds, and for any employees with a cost sharing commitment associated with a federal or federal flow through award. If effort was committed on a sponsored project charged to a federal or federal flow through project, the report must be certified.

However, Lamar has opted to have all employees dedicating effort to a sponsored project certify effort, as more non federal sponsors are beginning to ask for such documentation.

It is the preference that individuals certify their own effort, because it is the individual who is in the best position to determine the amount of effort they have devoted to a particular project or projects. However, in cases where the individual is unavailable to certify, the Project Director/Project Investigator (PD/PI) or other project staff who has firsthand knowledge of the individual's effort devoted to a particular project can certify on the individual's behalf.

How the Effort Report is Generated

When an individual has committed effort to an externally sponsored project, whether or not the sponsor is compensating Lamar for that effort, the University must show evidence of that commitment by generating an effort report. Generating an effort report is accomplished by redirecting payroll charges according to the effort outlined in the proposal or award contract to draw salary from the project fund set up for the project or from the project match fund (if effort is not paid by sponsor). This change happens "behind the scenes" and does not affect when or how much someone gets paid. The only exception to this rule is when a faculty member receives summer compensation in addition to their contracted salary; this compensation should occur during the pay periods in summer when a faculty member is working on the project.

The effort report generated is based on plan confirmation, meaning that the system asks each employee to certify effort based on what was originally committed in the proposal plan or award contract. If actual effort after the fact is significantly different from what was originally committed, alert the Finance Post Award Department, as a salary reallocation may be necessary to correct the effort report.

NOTE: It is a time consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will vary significantly (10% or more) during a reporting period, you should inform the Finance Post Award Department, about the variance in advance of the pay period or effort reporting period.

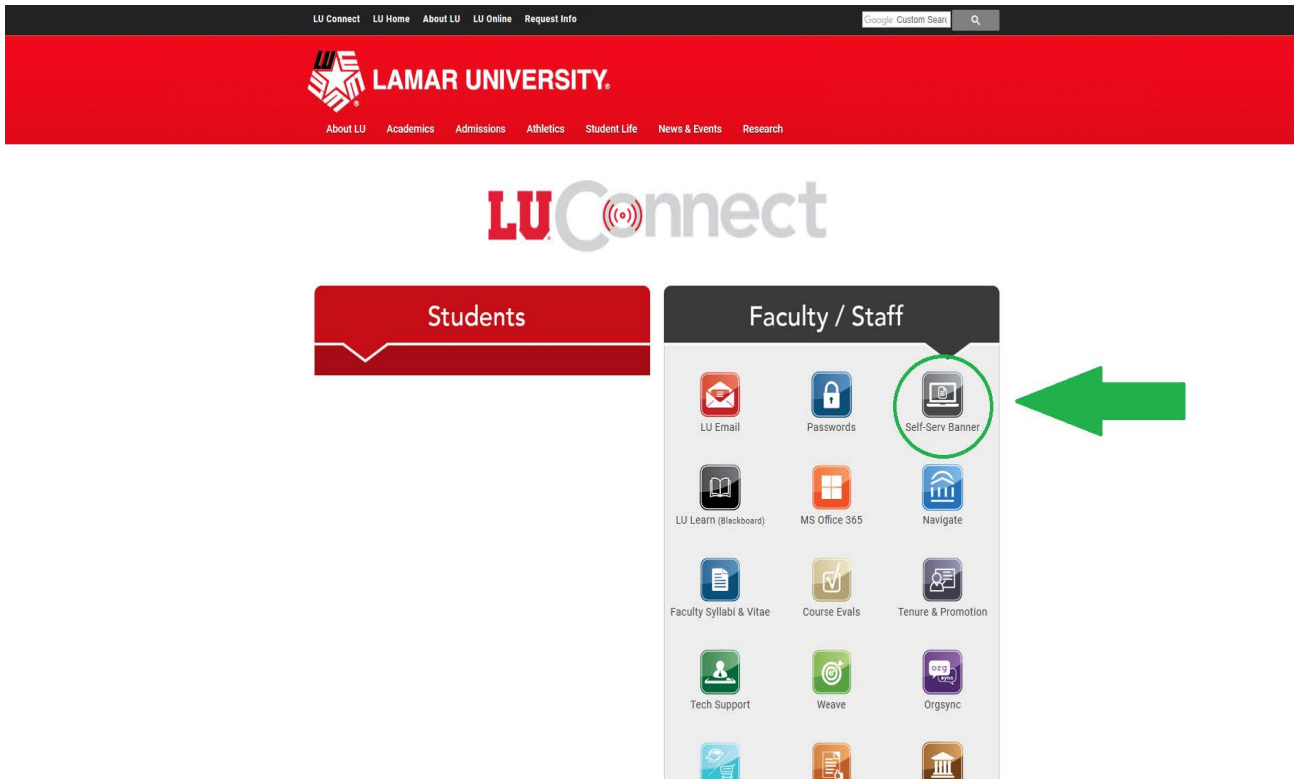
General Information about the Effort Reporting System

- Lamar's policy regarding Effort Reporting and Certification provides detailed information about the purpose of Effort Certification and Lamar's procedure regarding Effort Reporting and Certification governs when and how often effort reports must be completed. Before completing your report, be sure you have reviewed and understand the policy and procedure in their entirety. All Lamar operating policies and procedures may be accessed on this Web page: <https://www.lamar.edu/finance-and-operations/financial-services/finance/policies-procedures.html>

Step 1: Log in to Lamar Self Service Banner (SSB)

You may use any computer to login to the SSB. The SSB login page is located at: <https://www.lamar.edu/>

Then, click on "Faculty/Staff. Then click Self-Serv Banner"



Step 2: Enter your L number and Pin

If you do not remember this information, call the Service Help Desk at ext. 2222 to obtain it.



Enter your LamarID (case sensitive) and your Personal Identification Number (PIN), select Log In.

To recover your LEA username and password, Log In and click Personal Information.

To protect your privacy, Exit and close your browser when you are finished.

If you have any questions, or require additional information, please contact the Service Desk at [409.880.2222](tel:409.880.2222) or email servicedesk@lamar.edu.

User ID:

PIN:

RELEASE: 8.9

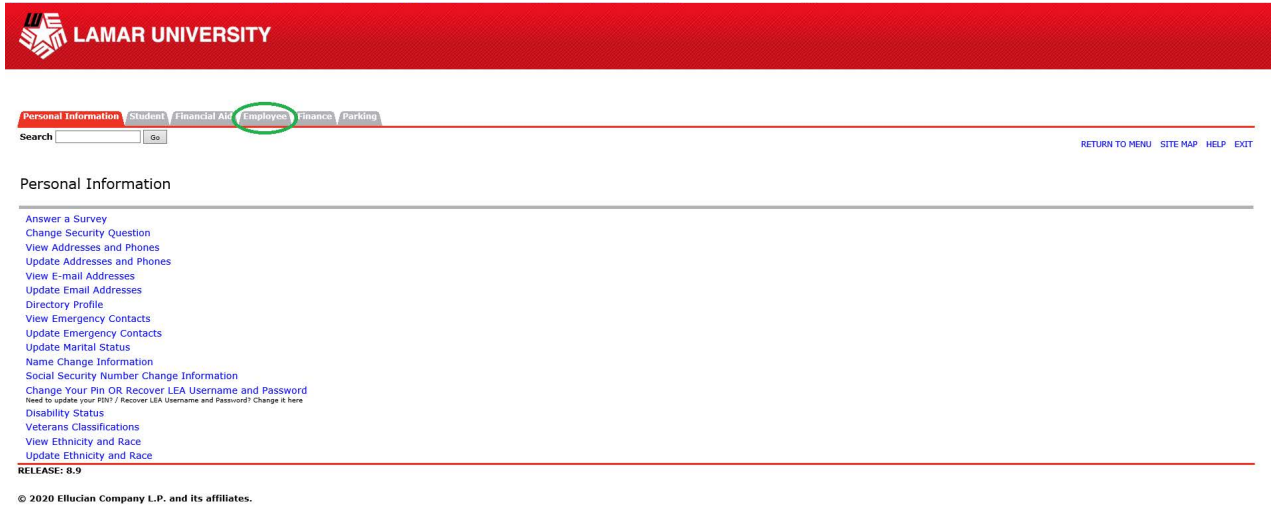
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Step 3: Select the “Employee” Tab

After you have logged into the Lamar's Self Service Banner, click on the “Employee” tab (as shown below).



The screenshot displays the Lamar University Self Service Banner interface. At the top, there is a red header with the Lamar University logo and name. Below the header, a navigation menu contains several tabs: Personal Information, Student, Financial Aid, Employee, Finance, and Parking. The 'Employee' tab is highlighted with a green circle. Below the navigation menu, there is a search bar with the text 'Search' and a 'Go' button. To the right of the search bar, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Personal Information' and lists various options for users to manage their profile, including: Answer a Survey, Change Security Question, View Addresses and Phones, Update Addresses and Phones, View E-mail Addresses, Update Email Addresses, Directory Profile, View Emergency Contacts, Update Emergency Contacts, Update Marital Status, Name Change Information, Social Security Number Change Information, Change Your Pin OR Recover LEA Username and Password, Disability Status, Veterans Classifications, View Ethnicity and Race, and Update Ethnicity and Race. At the bottom of the page, there is a copyright notice: © 2020 Ellucian Company L.P. and its affiliates.

Step 4: Enter the Effort Certification Module

Under the Employee tab, click on the “Effort Certification” link to access the Effort Certification system.

The screenshot shows the Lamar University website interface. At the top left is the Lamar University logo. Below it is a navigation menu with tabs for Personal Information, Student, Financial Aid, Employee, Finance, and Parking. The Employee tab is selected. Below the navigation is a search bar with a 'Go' button and a 'RETURN TO MENU SITE MAP HELP EXIT' link. The main content area is titled 'Employee' and contains a list of links: Time Sheet, Leave Report, Benefits and Deductions, Direct Deposit, Pay Information, Tax Forms, Jobs Summary, Leave Balances, Campus Directory, Effort Certification, and Public Access Election (Release of Personal Information). The 'Effort Certification' link is highlighted with a green box, and a green arrow points to it from the left. Below the links is a 'RELEASE: 6.9' notice and a copyright notice for 2020 Ellucian Company L.P. and its affiliates.

LAMAR UNIVERSITY

Personal Information Student Financial Aid **Employee** Finance Parking

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

- [Time Sheet](#)
Submit time sheet for student and hourly workers.
- [Leave Report](#)
Report time off (exempt employees only).
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- [Direct Deposit](#)
Enter or change direct deposit information.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information and W2 Form
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)
- [Effort Certification](#)
- [Public Access Election \(Release of Personal Information\)](#)

RELEASE: 6.9

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Step 5: Find your Effort Report

1. After you have selected the “Effort Certification” hyperlink, you should see a new screen that looks like this:

Employee Dashboard • Effort Certification • Certify My Effort

You are acting as Superuser

Certify My Effort Proxy Super User

Certify My Effort Review Or Certify Reports

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
L	202011	November 2020	Johnson, Ronald	L20503051	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	

Double click on one of these items in this line to view your report.

2. To view your report, double click on the row for the appropriate reporting period. For example, the reporting period shown in the image above is November 2020.

Note: The dates listed under the “Start Date” and “End Date” column do not refer to the Report Period (e.g., November 2020). These dates actually refer to the certification period; these are the dates during which you can certify your effort report.

In the screen shot shown on this page, the Reporting Period is November 2020, which encompasses the dates 11/01/2020 - 11/31/2020. However, the “Start Date” and “End Date,” February 1, 2021 and February 15, 2021 respectively, actually refers to the period of time in which you have to certify the report for November 2020.

Step 6: View your Effort Report – General Information

After you have double clicked on one of the elements in the appropriate reporting period, you should see a screen that looks like this (a guide to the numbered items is included below):

The screenshot displays the 'Effort Report' page for user Johnson, Ronald D. (L20000000). The page is divided into several sections:

- Sponsored (1):** A table showing activity for grant 231115 DOE-McNairs FY21, with an effort of 15.00%.
- Non Sponsored (2):** A table showing activity for fund 110010 Educational and General State Appn, with an effort of 85.00%.
- Effort Report Overview (3):** A summary section showing the reporting period (November 2020), review dates (February 01, 2021 - February 15, 2021), and status (Awaiting Certification - Unlocked).
- Funding Chart (4):** A pie chart showing the distribution of effort between the two funding sources (15% for sponsored, 85% for non-sponsored).

Buttons for 'Request Changes', 'Add New Funding', and 'Save' are visible at the bottom of the main table area.

1. The “Sponsored” section shows the assigned award and fund number where the employee’s labor charges appear, the effort category, the charge type and percent of effort expended on the funded project.
2. The “Non Sponsored” section shows any other accounts from which the employee has been paid. This may include general institutional funds for instruction and/or other restricted or non restricted accounts. This section can also include effort that the employee spent on a funded project, but that was funded by the College (cost share or match).
3. The “Effort Report Overview” section shows the reporting period name (November 2020), the dates of review, and a statement on the status of your report.
Note: If the status of the report says anything other than “Awaiting Certification Unlocked,” please contact the Finance Post Award Department immediately at ext. 7015.
4. The “Funding Chart” is a simple visual representation showing the percent of effort allocated to different funding sources in a pie chart format.

Step 7: View your Effort Report – Pay Period Summary

To view more details in your effort report, click on the “Pay Period Summary” located in the left-hand navigation:

Johnson, Ronald D. - L20000000

Effort Report | **Pay Period Summary** | Comments | Routing Queue

Sponsored

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00

Total Sponsored Activity 15.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00

Total Non Sponsored Activity 85.00%

Total : 100.00%

Request Changes | Add New Funding | Save

Print

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates

BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

Funding Chart

After you click on the Pay Period Summary, you should see a screen that looks like this:

Johnson, Ronald D. - L20000000

Effort Report | Pay Period Summary | Comments | Routing Queue

Monthly Salaried 12 2020 November 01, 2020 - November 30, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
20351R McNair Scholars Restr	231115 DOE-McNairs FY21	231115 DOE-McNairs FY21	210 Individual & Project Research	14.8445	14.8445
20491 Psychology		110010 Educational and General State Appn		85.1555	85.1555

Print

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates

BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

Funding Chart

(Note: This is only a partial screen print.)

To view the summary for each pay period, click on the hyperlink titled “Monthly Salaried 12 2020” for the specific pay period(s) you want to review:

Johnson, Ronald D. - L20000000

Effort Report | Pay Period Summary | Comments | Routing Queue

Monthly Salaried 12 2020 November 01, 2020 - November 30, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
20351R McNair Scholars Restr	231115 DOE-McNairs FY21	231115 DOE-McNairs FY21	210 Individual & Project Research	14.8445	14.8445
20491 Psychology		110010 Educational and General State Appn		85.1555	85.1555

Report Status: 202011, November 2020, February 01, 2021 - February 15, 2021, Awaiting Certification - Unlocked

Important Dates: Begin Pre-Review (January 31, 2021), Certification Period (February 01, 2021 to February 15, 2021), Post Review End (February 28, 2021)

Pay Dates: BW - 23 October 17, 2020-October 30, 2020; BW - 24 October 31, 2020-November 13, 2020; MS - 12 November 01, 2020-November 30, 2020

Funding Chart: 15%, 231115

A screen will appear that looks like the screen shot below.

On this screen, you can review the fund, organization, account, and program codes, as well as the percent allocation for each account from which you were paid for the selected pay period.

Pay Period Monthly Salaried 12 2020 November 01, 2020 - November 30, 2020

Sequence Number	Position and Suffix	Effective Date	Earning Code	Shift	COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent
0	442868-00	November 01, 2020	131 1XPAY	1	L		231115 DOE-McNairs FY21	20351R McNair Scholars Restr	790027 Participant Support Payment	210 Individual And Project Research			100
0	499690-02	September 01, 2020	010 Regular	1	L		110010 Educational and General State Appn	20491 Psychology	610002 Associate Professor	100 Academic Instruction			100

Close

Important Dates: Begin Pre-Review (January 31, 2021), Certification Period (February 01, 2021 to February 15, 2021), Post Review End (February 28, 2021)

Pay Dates: BW - 23 October 17, 2020-October 30, 2020; BW - 24 October 31, 2020-November 13, 2020; MS - 12 November 01, 2020-November 30, 2020

Funding Chart: 15%, 231115

Once you have reviewed the information for each pay period, simply choose the “Close” button to return to the Pay Period Summary screen.

Step 8: Certify Your Effort

If you approve the percent allocations and the “Effort Category” descriptions, you can certify your effort as instructed below. **However, if the percent allocations and “Effort Category” descriptions are incorrect, please see the section on Requesting Changes in the appendix.**

To complete your certification process:

1. Return to the “Effort Report” screen by clicking on the link in the left-hand navigation
2. To confirm that you have reviewed and approve your effort, click on the “Certify” button at the bottom of the page.



Note: Do not choose the “Certify” button if you have not reviewed your effort as stated in Steps 6 and 7 or if you do not agree with the percent allocations or effort categories.

Johnson, Ronald D. - L20000000

Employee Dashboard • Effort Certification • Effort Report

You are acting as Superuser

Print x

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00

Total Sponsored Activity 15.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00

Total Non Sponsored Activity 85.00%

Total : 100.00%

Request Changes Add New Funding Save

Certify Button will be here.

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates

BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

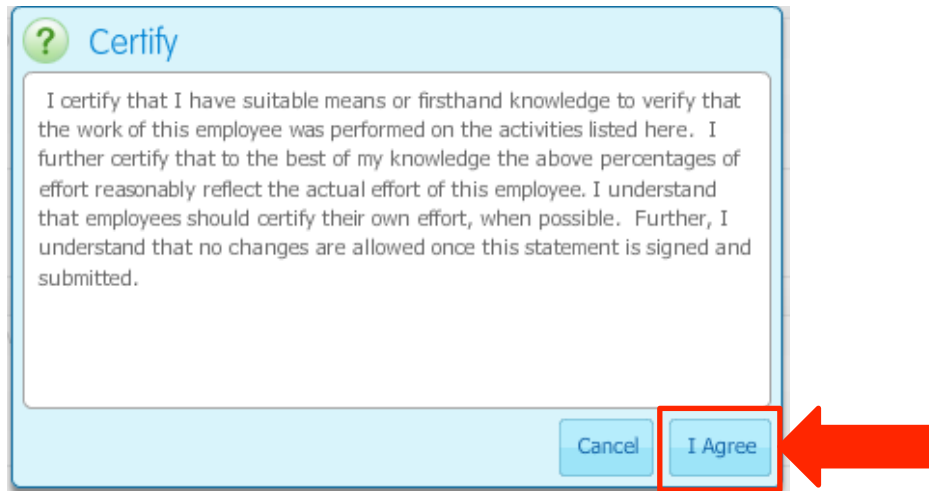
Funding Chart

15%
231115

NOTE: If the “Certify” button does not appear on your screen, contact the Finance Post Award Department.

The absence of the “Certify” button can mean the Finance Post Award Department needs to review the report or it could mean that a salary reallocation is in process.

Once you click on the “Certify” button, a smaller window will appear with a certification statement, as shown below. If you agree with the statement, click on the “I Agree” button to complete the certification of the report.



Once you click on “I Agree,” the Certify button disappears from the effort report screen.

You have completed your certification of the effort report and can exit the system by clicking on “Sign Out” at the top of the screen.

Sign out by clicking here then "Sign out"

ellucian Johnson, Ronald D.

Employee Dashboard • Effort Certification • Effort Report

Johnson, Ronald D. - L20000000 Print

Effort Report Pay Period Summary Comments Routing Queue

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00

Total Sponsored Activity 15.00%

Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00

Total Non Sponsored Activity 85.00%

Total : 100.00%

Request Changes Add New Funding Save

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates

BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

Funding Chart

15%
231115

What Happens After I Certify my Report?

After an employee certifies an effort report, the report is routed to the Project Director for Post-Review. The Project Director should be familiar with the employee's work on the funded project, so this step serves to verify that the Project Director agrees with the employee's certification.

For the step-by-step instructions for Project Directors completing the Post-Review, visit the Appendix section entitled "Reviewing or Certifying an Employee's Report."

Once the Project Director completes the Post-Reviewer function, the effort report is locked from further changes. This locked report becomes the official record that may be reported to sponsors, if required.

Appendix

On the following pages, you will find guidance on the following topics:

- Requesting Changes
- Reviewing or Certifying an Employee's Report
- Reviewing the Routing Queue
- Adding Comments to an Effort Report

Requesting Changes

If your report is incorrect, please follow these instructions:

1. To request changes, click on the “Request Changes” button at the bottom of the Effort Reporting screen (see screen print below). This will cause your default email application to open a new mail message.
If your default email application does not open, open a new email message manually.
2. Enter rdjohnson2@lamar.edu in the “To” line of the message and copy clbrown@lamar.edu in the “CC” line. If you are not the Project Director/Principal Investigator (PD/PI) on the project, you should also send a copy of the email message to the PD/PI.
3. Indicate which percentages, effort categories, and/or other data are incorrect and provide the corrections in your message. When recalculating the percent effort (if it is incorrect)*, make sure your combined effort equals 100%. You cannot report effort in excess of 100%.
4. Send the email message to rdjohnson2@lamar.edu, and you will receive a response within 3-5 business days.

Johnson, Ronald D. - L20000000

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates

BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

Funding Chart

15%
231115

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00

Total Sponsored Activity 15.00%

Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00

Total Non Sponsored Activity 85.00%

Total : 100.00%

Request Changes Add New Funding Save

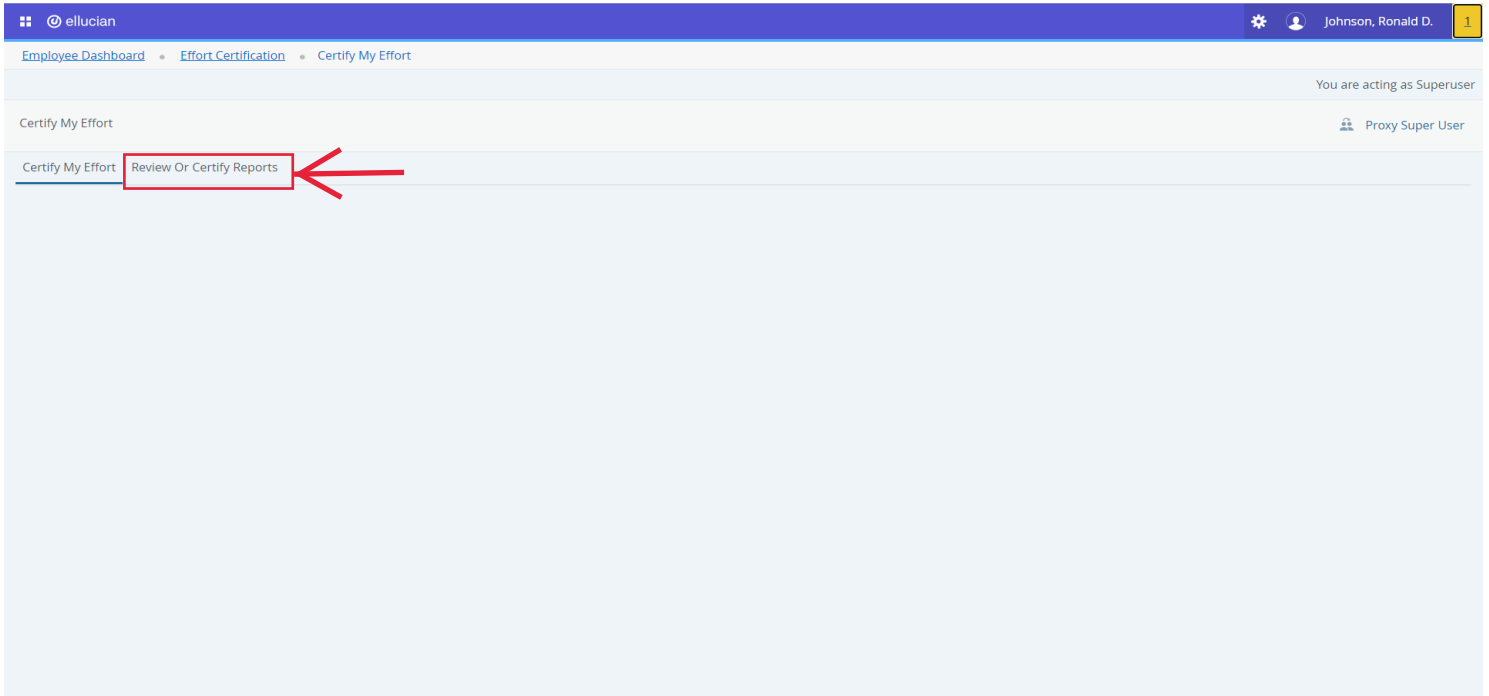
***NOTE:** It is a time consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will vary significantly (10% or more) during a reporting period, you should inform the Finance Post Award Department about the variance in advance of the pay period or effort reporting period.

Reviewing or Certifying an Employee's Report

If you are required to review or certify an employee's report, you will follow similar instructions to those provided above. However, getting to your employee's report follows a different process than finding your own.

After following Steps 1-3 in the main portion of this guide, you should be on the "Certify my Effort" screen as shown below.

On the left-hand navigation pane, click the "Review or Certify Reports" link.



You should enter a new screen titled "Review or Certify Reports."

ellucian Johnson, Ronald D.

Employee Dashboard • Effort Certification • Review Or Certify Reports

You are acting as Superuser

Review Or Certify Reports Proxy Super User Advanced Search

Print Open

Certify My Effort Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
L	202011	November 2020		L20503	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20392	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20455	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20441	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20009	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20431	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20414	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20397	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20325	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20421	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20374	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
L	202011	November 2020		L20492	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	

You should see a list of one or more effort reports for you to review or certify (see the list above). Follow Steps 4 - 7 of the main guide to review or certify the appropriate effort reports. The “Certify” button will be replaced by a “Review” button if you are a PD/PI acting as Post-Reviewer.

Reviewing the Routing Queue

Like many other applications in Banner Self-Service, you can view the routing queue for your effort report. This allows you to see who, if anyone, has reviewed your effort report and on what date(s) it was reviewed.

After you have followed Steps 1-4 of this guide, click on the “Routing Queue” link in the left hand navigation:

The screenshot displays the Banner Self-Service interface for an Effort Report. The user is identified as Johnson, Ronald D. (L20000000) and is acting as a Superuser. The navigation menu includes 'Employee Dashboard', 'Effort Certification', and 'Effort Report'. The 'Routing Queue' link is highlighted with a red box and a red arrow. The main content area shows a table of effort reports categorized into Sponsored and Non Sponsored. The right sidebar contains summary information including Report Status, Important Dates, and Pay Dates.

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00

Total Sponsored Activity 15.00%

Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00

Total Non Sponsored Activity 85.00%

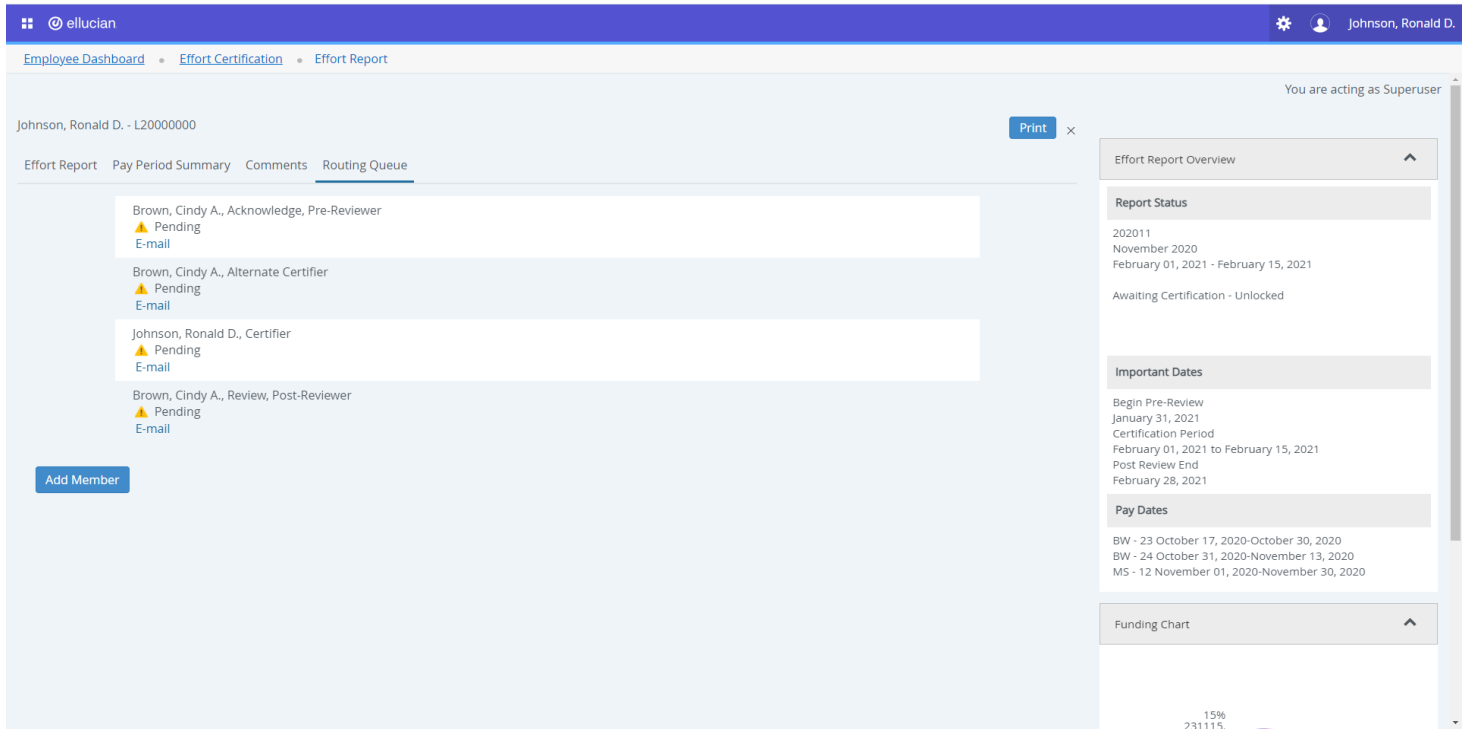
Total : 100.00%

Buttons: Request Changes, Add New Funding, Save

Right Sidebar Summary:

- Effort Report Overview**
- Report Status**: 202011, November 2020, February 01, 2021 - February 15, 2021, Awaiting Certification - Unlocked
- Important Dates**: Begin Pre-Review January 31, 2021, Certification Period February 01, 2021 to February 15, 2021, Post Review End February 28, 2021
- Pay Dates**: BW - 23 October 17, 2020-October 30, 2020, BW - 24 October 31, 2020-November 13, 2020, MS - 12 November 01, 2020-November 30, 2020
- Funding Chart**: 15% 231115

After clicking on “Routing Queue,” a new screen should appear.



When each member of the routing queue has completed his/her review/certification, a green check mark will appear. Pending reviews/certifications are indicated by a gold colored triangle.

Note: Only three (3) users in the routing queue must complete their task of reviewing or certifying the effort report in order for it to lock the report:

- Pre-Reviewer must Review;
- Employee or alternate certifier (not both) must Certify; and
- Post-Reviewer (PD/PI) must Review.

Note: The Project Director/Principal Investigator (PD/PI) has a special role in effort reporting in that the PD/PI can serve as an alternate certifier for the employee, having first-hand knowledge of their work on the project. In addition, the PD/PI reviews the certified report indicating agreement with the employee’s certified report.

You will notice that there are two users with “Acknowledge” function. These are administrators that need to view or access the reports, but do not have to carry out a task in the system. The “Acknowledge” function is optional and will not prevent the report from being certified or locked.

Adding Comments to Your Effort Report

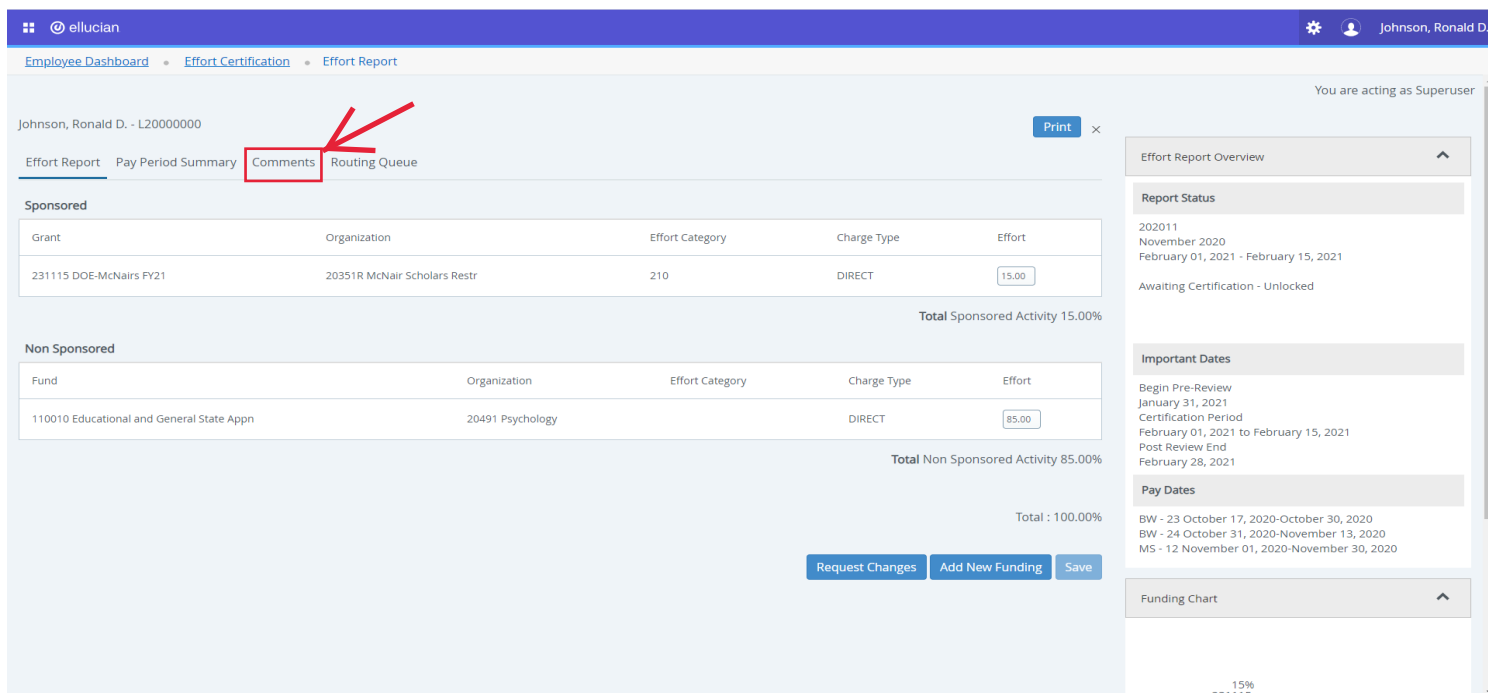
If you would like to add comments to your effort report, you may do so in the Comment section of the Effort Certification module.

Example: An employee that conducts interviews with different age groups on social media usage works on more than one funded projects that have related scopes of work. In this case, the employee may wish to distinguish between activities conducted on each project to support the effort report. In this case, the employee might make the following comment:

“During this period, I conducted and transcribed 24 interviews with college students 18-24 years of age for grant # 55555 ‘Social Media Usage on University Campus X’ and conducted 12 interviews with older adults over 65 years of age for grant #44444 ‘Social Media Usage and Older Adults.’”

This comment would support an effort report showing that the employee exerted more effort on the study related to college students than the study on older adults, as conducting and transcribing double the amount of interviews would undoubtedly take more time if the length of the interviews is the same.

After you have followed Steps 1-4 of the main guide, click on the “Comments” link in the left hand navigation:



The screenshot displays the ellucian web application interface. At the top, the user is identified as 'Johnson, Ronald D.' and is acting as a 'Superuser'. The breadcrumb navigation shows 'Employee Dashboard' > 'Effort Certification' > 'Effort Report'. The main navigation menu includes 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The 'Comments' link is highlighted with a red box and a red arrow. The main content area shows a table of effort reports with columns for Grant, Organization, Effort Category, Charge Type, and Effort. There are two rows: one for a sponsored activity (231115 DOE-McNairs FY21) and one for a non-sponsored activity (110010 Educational and General State Appn). The total effort is 100.00%. On the right side, there are several summary cards: 'Effort Report Overview', 'Report Status' (showing dates and certification status), 'Important Dates' (listing review and certification dates), 'Pay Dates' (listing payment periods), and 'Funding Chart'.

Grant	Organization	Effort Category	Charge Type	Effort
231115 DOE-McNairs FY21	20351R McNair Scholars Restr	210	DIRECT	15.00
Total Sponsored Activity 15.00%				
Fund	Organization	Effort Category	Charge Type	Effort
110010 Educational and General State Appn	20491 Psychology		DIRECT	85.00
Total Non Sponsored Activity 85.00%				
Total : 100.00%				

Once the Comments screen appears, click in the “Enter your comments.. ” to start your comment.

Johnson, Ronald D. - L2000000

Effort Report | Pay Period Summary | **Comments** | Routing Queue

Enter your comments...

Remaining character : 4000

Print

You are acting as Superuser

Effort Report Overview

Report Status

202011
November 2020
February 01, 2021 - February 15, 2021

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
January 31, 2021
Certification Period
February 01, 2021 to February 15, 2021
Post Review End
February 28, 2021

Pay Dates


BW - 23 October 17, 2020-October 30, 2020
BW - 24 October 31, 2020-November 13, 2020
MS - 12 November 01, 2020-November 30, 2020

Funding Chart

40%

Click on “Add Comment” when you are finished with your comment. **PLEASE NOTE THAT THERE IS NO OPTION TO SAVE YOUR COMMENT. THEREFORE, ONCE THE COMMENT IS ENTERED AND YOU HIT THE "ADD COMMENT" BUTTON YOUR COMMENT IS PERMENTLY ADDED TO THE REPORT.**

Once the comment is saved, anyone in the routing queue (employee, Post-Reviewer, and administrators) can view the comment when they open the effort report for that particular period and click on the “Comments” section. You will know a comment is present if you see a note icon under the comments column on the main report screen.

L	202011	November 2020	L200000	02/01/2021	02/15/2021	Awaiting Certification	Unlocked	
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Questions?

If you have any questions or concerns about the online Effort Reporting System, please contact the Finance Post Award Department at your earliest convenience.

Telephone: (406) 880 7015

OR

email: rdjohnson2@lamar.edu