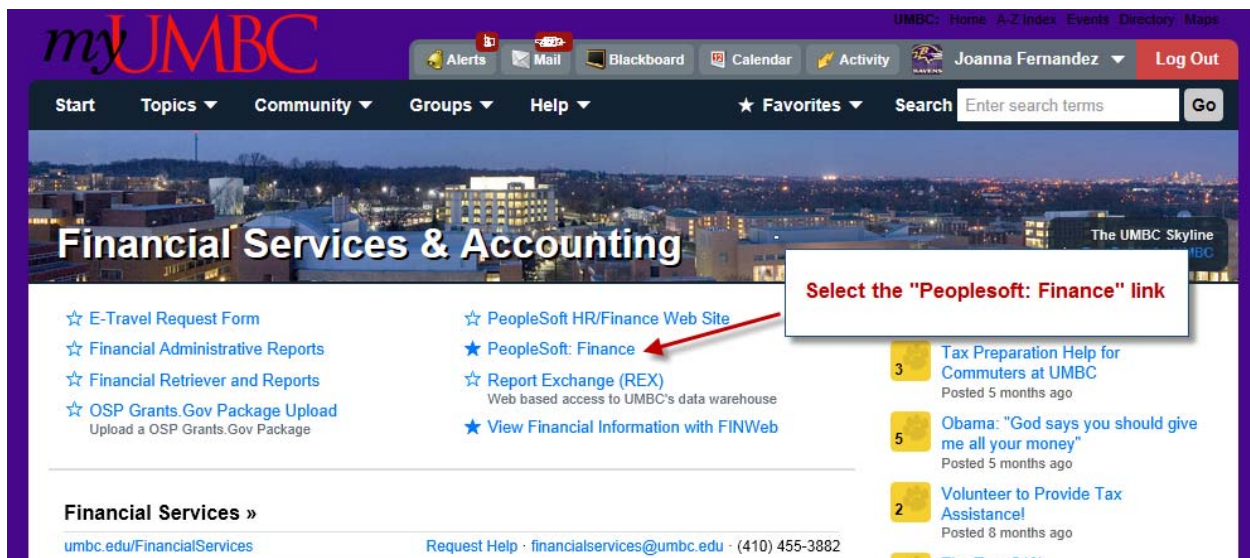
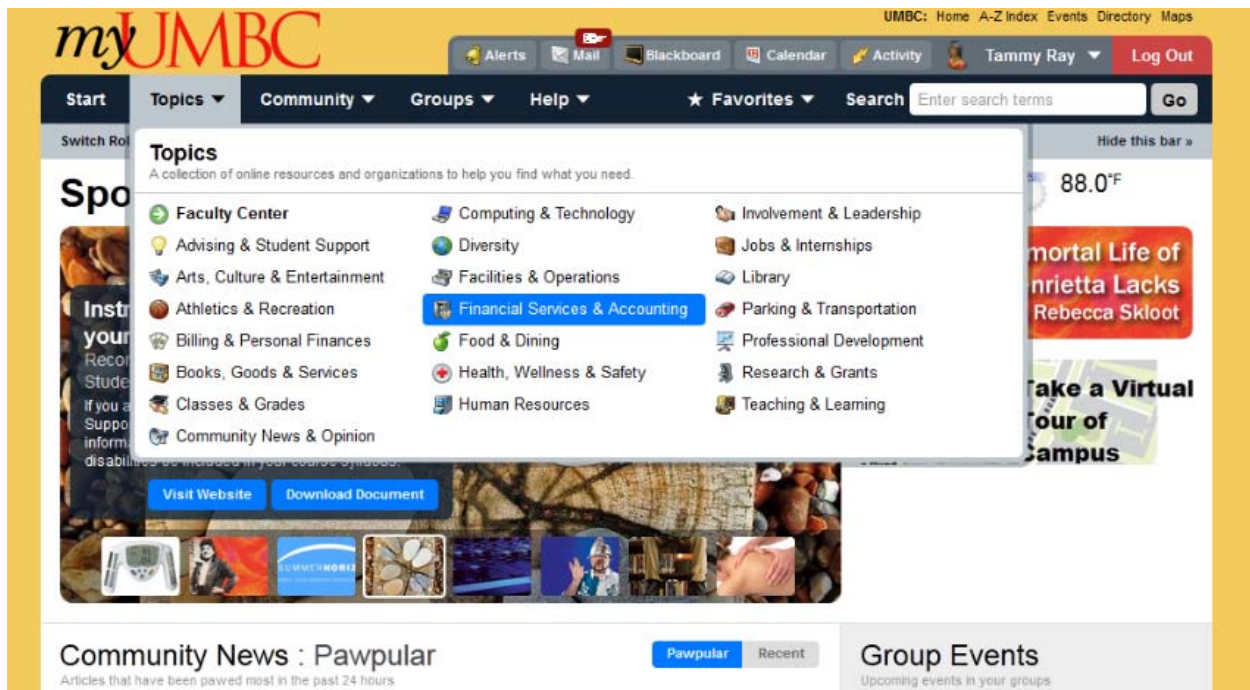
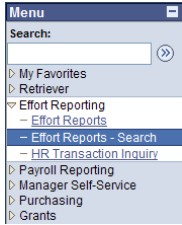


## Certifying Effort Quick Reference Guide

1. To access Peoplesoft from *myUMBC*, follow the navigation below after you have logged on.



## Certifying Effort Quick Reference Guide



2. To access Effort Reports, follow this navigation from the main menu in PeopleSoft Finance:

### Effort Reporting → Effort Reports – Search

3. In the **Year** field, enter the Semester Year you desire to search.
4. In the **Period** field, enter the Semester (**Fall** (Payroll 1-14) /**Spring** (Payroll 15-26),
5. Select the **Status** “Open” to view reports that need to be certified.

6. Enter the PI employee ID in the **PI/Team Member** field. **Please note that you may also search by Project (enter Project ID in Project field.)**
7. Click **Fetch**. The results are displayed at the bottom of the screen.

Effort Reports											
Year	Period	EmplID	Fund	Dept	Proq FIN	Project	PI / Team Mbr	Gross Amt	% Distrib	View Report	
1	2003	Fall	1000000843	1253	10145	021	CV523315	1000000843	12,000.55	13.51	

8. To view the desired report, click on the **View Report icon**. The selected report is displayed.

## Certifying Effort Quick Reference Guide

PS Favorites | Main Menu > Effort Reporting > Effort Reports

**Effort Report**

BU: UMBC1 Year: 2011 Period: Spring Employee: 100000 Seq No: 1  ->  
Title: Gross Salary: 24,753.29 Status: Open [Comments](#) [Print Options](#)

**Sponsored Funding**

Detail Distribution / Effort % Find | View All | First 1-3 of 3 Last

Fund	Dept	Prog FIN	*Project	Gross Salary	Dist %	Effort %	Diff %	Comments	Certify
1253	10423	BIOL_ACAD	172 0000529	7,977.33	32.23	32.23		<a href="#">Comments</a>	<input checked="" type="checkbox"/> + -
1253	10423	BIOL_ACAD	172 0000724	212.72	0.86	0.86		<a href="#">Comments</a>	<input type="checkbox"/> + -
1253	10424	CHEMBIO-A	022 0000411	1,365.00	5.51	5.51		<a href="#">Comments</a>	<input checked="" type="checkbox"/> + -

**Non-Sponsored Funding**

Detail Distribution Find | View All | First 1 of 1 Last

Fund	Dept	Prog FIN	Project	Gross Salary	Effort %
1111	10013	English	011	15,198.24	61.40

Certify [Comments](#) [Audit Info](#)

**New! Select or Deselect all boxes for Certification**

**Total Effort %**

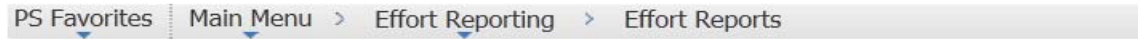
Entered: 100.00 To Apply:

9. **Distribute Sponsored Effort.** If the “Dist %” properly reflects the level of effort, enter **Effort Percentage** in the appropriate field. If Effort does not appear to be correct, contact your Business Manager.

10. **Distribute Non-Sponsored Effort.** Distribute remaining amount of effort to the Non-sponsored section after all Sponsored rows are complete.

\*\* When properly completed, the “Total Effort %” should show **Entered: 100.00, To Apply: blank.**

11. **When you are ready to certify the distribution of effort**, click the **Certify checkbox for each individual row** or you may click on “Select All” if all are ready. Click “Save”. The **Sponsored Certification screen** will now be displayed. (shown below)



**Effort Report Certification**

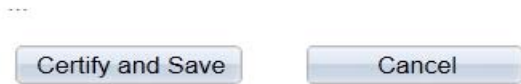
**Certification Statement for Faculty/Principal Investigators**

I certify that this distribution of activity represents a reasonable accounting of the activity (or effort) expended by me (this individual) over the period covered by this survey.

**Certification Statement for Non Faculty**

I certify that I have first hand knowledge of the total activity (or effort) expended by this employee as distributed during the period covered by this survey, If the employee is the sole individual with this knowledge of 100% of his/her activity, the employee has certified the activity distribution in the space provided below.

**Press Certify and Save to accept. Otherwise press Cancel.**



12. **Read** the Certification statements, and click “**Certify and Save**” to save this transaction, otherwise click Cancel. You are returned to the Effort Report screen.

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**NOTE: If you have additional lines to certify, repeat steps 8-11. Once all lines are Certified, Status is changed from “Open” to “Ready to Review”.**

**Statuses:**

Open = Must be certified

Ready for Review = Certified by PI and ready for review by Office of Contract & Grant Accounting.

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**What to do if....**

**If there is more than one Certifier, (example, you have effort on multiple sponsored and non-sponsored activities) contact your business manager to coordinate full certification of effort with all Certifiers.**

**For additional assistance please contact Office of Contract and Grant Accounting, Director/and or Manager - <http://www.umbc.edu/FinancialServices/grantacct.html>**