

Effort Certification for Principal Investigators

Principal Investigator (Lead and Grant)

Purpose

During Effort Certification, Effort Certification Reviewers, Managers, Principal Investigators and Employees review and adjust or certify the percent of total effort spent on sponsored projects. When effort is adjusted, a reason is added for the change, and Payroll Accounting Adjustments follow.

This document provides those with Principal Investigator (Lead and Grant) roles with guidance on how to perform activities associated with Effort Certification in Workday. Topics include how to use the Effort Certification Dashboard; Review, Change Effort and/or Certify an Effort Certification document, and perform Mass Review.

The **Principal Investigator / Employee as Self** receives notification and runs the E-Cert by Certifier report, reviews effort and makes necessary adjustments when certifying work efforts.

Note: The certifier can request the Effort Certification Reviewer to make changes and can Mass Certify documents if needed.

Processes included are:

- Change Effort, and/or Certify an Effort Certification Document
- Mass Certification
 - o Effort Certification Mass ECD Review by Certifier Report
 - Effort Certification Work Area
- Effort Certification Dashboard and Reports
 - Find Effort Certification
 - Find Effort Certification Lines





Procedures

Change Effort and/or Certify an Effort Certification Document

After the Effort Certification Reviewer reviews and submits, the Effort Certification document routes to the PI or Employee as Self, for review, further adjustments as needed, and certification.

1. Click the Effort Certification **In-box Notification** email.



The **Certify Effort Certification** screen displays for the quarter noted.

2. Review the **Summary** tab to view the **Worktags, Certified Percentage of Group Estimated**, and **Certified Percentage of Estimated Total**.

NOTE: The Changed Status field reflects **Changed** if effort is adjusted.

 Click Submit to certify the document, or Change Effort to make adjustments to the Effort Certification lines. Note: Click Send Back to return document to Effort Certification Reviewer.

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			Omnisense - 5308215922 (Satellite)		



- 4. Select a **time frame** in the left hand menu.
- 5. Click in the **Change Reason** field. Select the **Change Reason**, for example, **Effort Adjustment**.

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6. Make changes as appropriate to the **Certified Percent Estimated**.

	Original Percent	Change Reason		Percent Estimated	Urder
ite	100.0%	× 05 Effort Adjustment	:=	90	V V

- 7. Click the + sign to add a new line if additional percent estimations are necessary.
- 8. Identify the **Worktags** for the second entry (Program, Project, Gift or Grant, Cost Center, Fund, Function).
- 9. Select the **Change Reason** using the dropdown.
- 10. Update the **Certified Percent Estimate** as appropriate.
- 11. Click **OK**.

Click here to sort	Effort	Certification Lines							
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12. When changes are complete, click **Submit**.

A message displays at the top of the page indicating the overall Effort Certification process is complete.



Next Steps:

Effort Certification Reviewer: A Payroll Accounting Adjustment (PAA) will be requested for completion by the Effort Certification Reviewer for any adjustments made.

Approvals: Standalone PAAs initiated outside of the Effort Cert period will go to the Effort Cert Manager for approval. If the grant/award line on the PAA is closed, it will additionally go to the Award Contract Specialist role, then the PAA Approver (SPA) for approval.

Append Effort Certification Documents (if necessary)

If additional attachments or comments need to be applied to the EC document after the document is certified by the employee as self or PI and the business process is complete, contact IMAGINE to append the certified document. <u>imagineworkday@usc.edu</u>



Mass Certification

Use **Mass Certification** to adjust and certify multiple documents at one time. Begin by running the **Effort Certification - Mass ECD Review Report** and identifying any adjustments necessary. Use the Admin Review area to make any adjustments necessary. Next, access the **Effort Certification Work Area** and certify the documents.

Effort Certification – Mass ECD Review by Certifier Report

Run the **E-cert by Certifier Report** to review Effort Certification documents in mass, and adjust effort manually if needed.

 Search for or select the Effort Certification Dashboard in the Apps area.

 Under the Mass Certification Resources heading, click on Effort Certification – Mass ECD Review to review Effort Certification documents in mass.



Mass Certification Resources

Effort Certification - Mass ECD Review

4. Review report data of all ECDs in progress for your organization.

- Group Name
- Effort Cert Event
- Employee
- PPGG
- Effort Certification Percent (Average across Effort Cert Period)
- Effort Certification Amount
- Effort Certification Status



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Displays all in prog	Displays all in progress effort certifications and related effort percentages (average across effort certification period) and amounts.							
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Group Name	Effort Certification Event	Employee	PPGG	Effort Certification Percent (Average Across Effort Certification Period)	Effort Certification Amount	Effort Certification Status		

Make Changes using Admin Review

1. Navigate back to the inbox ECD items, and find the ECDs for review and completion of Admin Review.

Archive
Sort By: Newest 🗸 🗸
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2. The **Admin Review** window displays.

NOTE: The Changed Status field reflects **Changed** if effort is adjusted.

- 3. Use the tab menu to review the **Summary, Aggregate, Details, Positions, Organizations** and **Process History** areas.
- 4. Click **Submit** to certify, **Change Effort** to adjust effort manually, or **Send Back** to return the document to the Effort Certification Reviewer.



> Details Effort Certification Status In Progress	Changed Status Changed			
Summary Aggregate Details Positions	Organizations Process History			
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			Effort Certification Summary	
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			Total: 100.0%	3.35
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			Total: 100.0%	96.71

To change the effort, follow **Steps 4 – 12** in the **Change Effort and/or Certify an Effort Certification Document process**.



Effort Certification Work Area

Go to the **Effort Certification Work Area** to review and certify Effort Certification documents in mass.



In the **Effort Certification Work Area** documents are awaiting certification.

2. Click **Review** in the **Awaiting Me** column to view Worker Certification details.

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	~	Q,			No	04/01/2021	06/30/2021	Q04	Administrative Review	Review	
	~	Q,			No	04/01/2021	06/30/2021	Q04	Certify Effort Certification	Review	
	~	Q,			No	04/01/2021	06/30/2021	Q04	Certify Effort Certification	Review	
	~	Q,			No	04/01/2021	06/30/2021	Q04	Administrative Review	Review	
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3. Click **Search** to filter the report by organization or other parameter.

Effort Certific	ation Work Are	a 🚥
Search	Refresh	

- 4. Click **Refresh** to update data after changes are made.
- 5. Place a checkmark in the box at the top of the left hand column to select all available documents to certify.
- 6. Click **Mass Submit** and verify when review is complete.

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Filter Name	
Manage Filters Save	

Effort Certification Work Area Search Refresh 27 items All 27 selected Effort Certification Worker Mass Submit

Next Steps:

Effort Certification Reviewer: A Payroll Accounting Adjustment (PAA) will be requested for completion by the Effort Certification Reviewer for any adjustments made.

Approvals: Standalone PAAs initiated outside of the Effort Cert period will go to the Effort Cert Manager for approval. If the grant/award line on the PAA is closed, it will additionally go to the Award Contract Specialist role, then the PAA Approver (SPA) for approval.

Append Effort Certification Documents (if necessary)

• If additional attachments or comments need to be applied to the EC document after the the document is certified by the employee as self or PI and the business process is complete, contact IMAGINE to append the certified document. imagineworkday@usc.edu



Effort Certification Dashboard

Use the Effort Certification Dashboard to view and generate reports related to your role as a Principal Investigator.

On the Workday Home screen:

7. Type Effort Cert Dash in the Search field and select in the dropdown menu when it displays.

Alternatively, click on the Effort

menu.

Apps area or search using the Search



The Dashboard displays the Effort Certification Status Report showing the count of effort certifications in the open effort certification period by status (In Progress, Certified, Canceled) and Type (Quarter: Q01 – Q04, or Semester: S01 – S03).

Reports and Helpful Links are listed at right.

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8. Click on a report to view.

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	Effort Certification - Mass ECD Review
	Effort Certification Work Area
₽	Reports
	Find Effort Certifications
	Find Effort Certification Lines
	Effort Certification - In Progress ECDs
	Effort Certification - ECD Percentage Changes
	Labor Distribution Detail / Payroll Register
	Less (2)
D	Administrative
	View Salary Caps
D	Helpful Links
	USC Effort Certification Webpage
	Effort Certification Schedule
	Office of Financial Analysis Contacts



Find Effort Certification

Use **Find Effort Certifications** to generate a list of Effort Certifications using filters (date range, employee, status, effort certification type, grant, grant PI, whether an employee is terminated, and whether an effort certification has been changed or is past due).

1. Type **Find Effort Certification** in the Workday Search field and select using the dropdown menu.

Or click on **Find Effort Certifications** in the **Reports** area of the **Effort Certification Dashboard**.



- 2. Type in or select the required fields:
 - Effort Certification Date From
 - Effort Certification Date To

Note: When listing the Effort Certification Date From or To, user must list the first or last day of the month regardless if the period if for half the month (E.g., August 15 will reflect the Effort Certification End Date of August 31.)

- 3. Fill in other filters as appropriate.
- 4. Click **OK**.

Instructions Report to lookup effort certifications by a date range, employee, status, effort certification type, grant, grant PL, whether a the effort certification and effort certification Date To are required prompts. All other prompts are optional.	Find Effort Certifications		
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Worker is Terminated	Worker is Terminated		
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Filter Name Manage Filters Save Save	Filter Name Manage Filters 0 Saved Filters		



The **Effort Certifications Report** displays details about the effort certification and effort certification event. Scroll right to research additional details.

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Find Effort Certification Lines

Use **Find Effort Certification Lines** to search for and generate effort certification lines by dates, organization, employee, PPGG and Type.

- 1

1. Type **Find Effort Certification Lines** in the Workday Search field and select using the dropdown menu.

Or click on **Find Effort Certification Lines** in the **Reports** area of the **Effort Certification Dashboard**.

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- 2. Type in or select the required fields:
 - Effort Certification Date From
 - Effort Certification Date To.

Note: When listing the Effort Certification Date From or To, user must list the first or last day of the month regardless if the period if for half the month (E.g., August 15 will reflect the Effort Certification End Date of August 31.)

Find Effort Certification Lines 🚥									
Instructions	Displays effort ce organization, emp worktags, and ori Effort Certificatio optional.	ertification lines for each e oloyee, PPGG, and type. Dis ginal/new amounts and pe n Date From and Effort Ce	ffort certification. Can seard splays effort certification lir rcentages. rtification Date To are requi						
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- 3. Fill in other filters as appropriate.
- 4. Click **OK**.

The **Effort Certification Lines report** displays details about the effort certification and effort certification event. Scroll right to research additional details.

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			Effort Certification Line											
Effort Certification	Employee	Position	PPGG	Cost Center	Fund	Function	Effort Original Percent	Effort Certification Percent Estimated	Effort Original Amount	Effort Certification Amount Estimated				
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			PG1011894 Social Work-Instruction	CA100399 Dworak-Peck Social Work On-campus Program	FD010 Unrestricted Operating without Donor	FN18 Instruction, Departmental Research or Organized Research	0.333	0.333	7,530.58	7,530.58				