

# Effort Certification for Effort Certification Reviewers

Effort Certification Reviewer

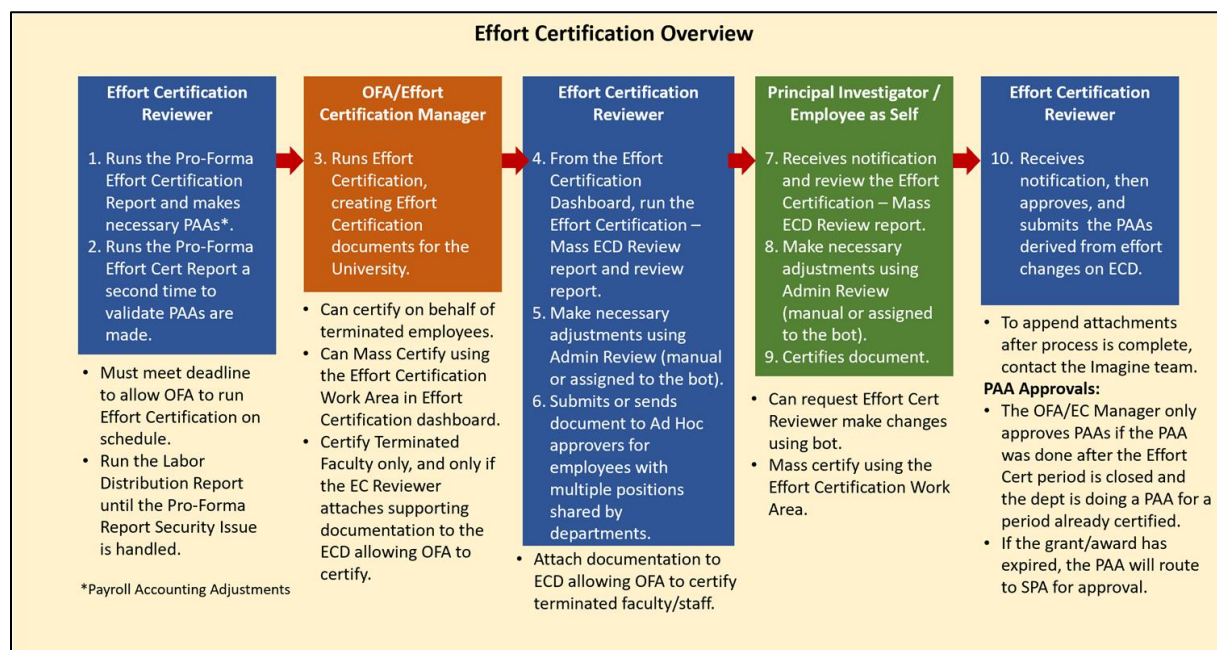
## Purpose

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 Effort Certification Reviewers with guidance on how to perform activities associated with effort certification in Workday. Topics include how to use the Effort Certification Dashboard; generate the Effort Certification Pro-Forma Report, and Review, Change Effort and/or Ad Hoc Approval for Effort Certification Document.

**The Effort Certification Reviewer** performs effort adjustments prior to Effort Certification Run via Payroll Accounting Adjustments (PAA). After the Proforma Effort Certification report is run, the Effort Cert Reviewer adjusts effort on the OFA generated Effort Certification documents, and reviews and approves any PAAs generated during Principal Investigator / Employee as Self adjustments. Processes included are:

- Generate the Proforma Effort Certification Report
- Generate the Labor Distribution Detail/Payroll Register and Payroll Register Projection Reports
- Mass review using Mass ECD Review
- Make changes using Admin Review
- OFA Standalone Effort Certification
- OFA Certify Effort Certification
- Effort Certification Dashboards and Reports
  - Find Effort Certification
  - Find Effort Certification Lines



## Procedures

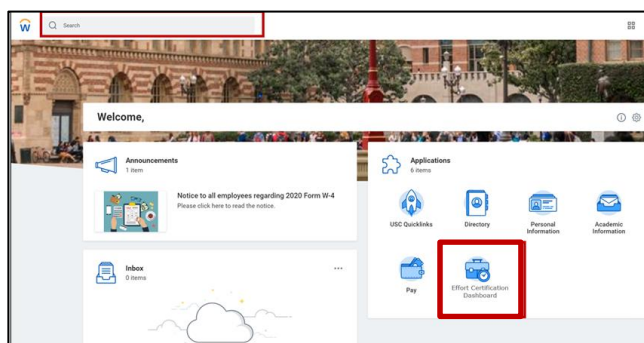
### Generate the Pro-Forma Effort Certification Report

Prior to the OFA Effort Certification Document creation and before the deadline, generate the Pro-Forma Effort Certification Report or related report to forecast effort certification and make necessary payroll accounting adjustments. The Pro-Forma Report is used to identify PAAs that need to be created for completed pay cycles and costing allocation changes for on-going pay cycles.

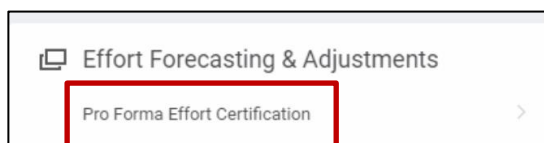
The Pro-Forma report is a task type report maintained by Workday (non-USC). If the report is not available due to adjustments or maintenance from Workday, use the Labor Distribution Detail / Payroll Register or Labor Distribution / Payroll Register Projection (for pending pay cycles, for auditing pay and costing allocations, and identifying adjustments).

**NOTE:** Departments should be made aware of schedule and deadline dates to ensure that all Payroll Accounting Adjustments (PAA) are made prior to the creation of the Effort Cert Documents

1. Select the **Effort Certification Dashboard** in the Apps area, or search for **Effort Certification Dashboard** in the search field.



2. In the **Reports > Effort Forecasting & Adjustments** area, click **Pro Forma Effort Certification** or **Labor Distribution Detail** Report.

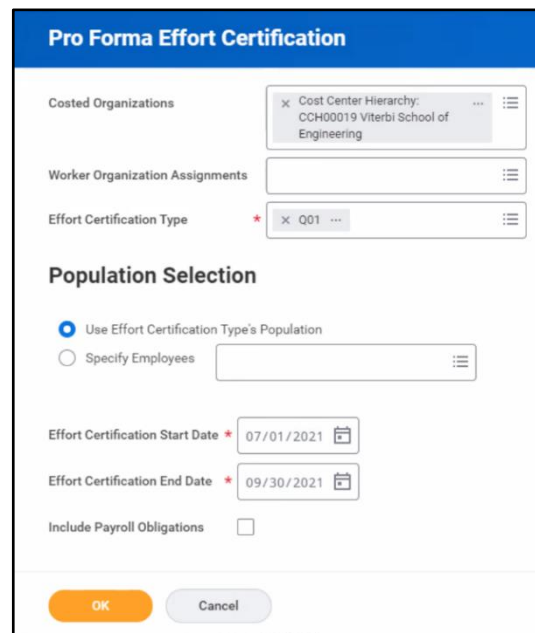


3. In the **Pro Forma Effort Certification** screen, review and select the following as appropriate:

- **Costed Organizations** - Cost Center or Cost Center Hierarchy related to document
- **Worker Organization Assignments** - Cost Center or Cost Center Hierarchy tied to the employee's Organization Assignment.
- **Effort Certification Type** - Q01, Q02, Q03 or Q04 (required)

**Note:** All fields with a red asterisk are required.

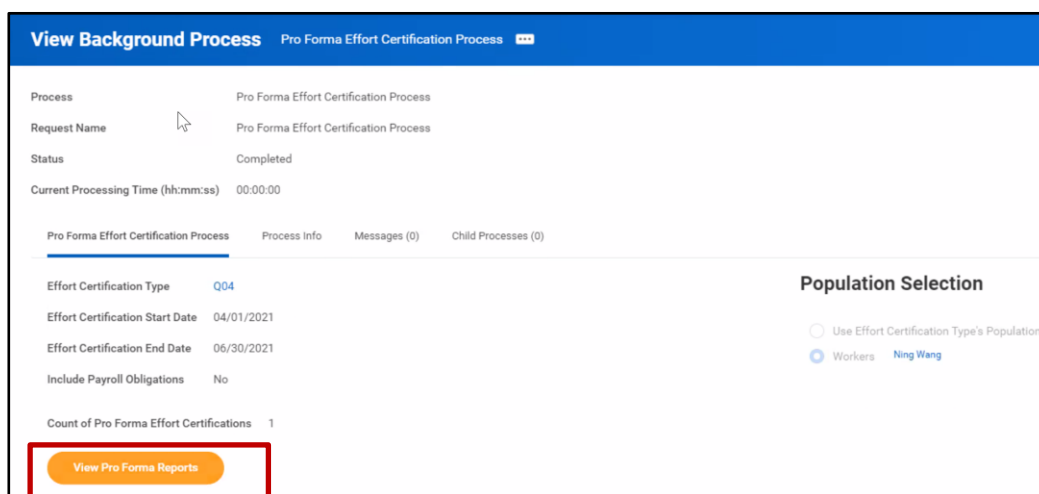
- **Population Selection** - Use Effort Certification Type's Population, or Specify Employees
- **Effort Certification Start Date** - first day of the month.
- **Effort Certification End Date** - last day of the month.



4. Click **OK**.

The **View Background Process** window will display as the batch runs. The report may take a few seconds to generate.

5. When the Background Process is complete, click **View ProForma Reports**.



- Under the **Pro Forma Effort Certification** column, click on the **Pro Forma Effort Certification** report name to open the report in a new tab.

**View Pro Forma Effort Certifications**

Effort Certification Type: Q04  
 Effort Certification Start Date: 04/01/2021  
 Effort Certification End Date: 06/30/2021  
 Include Payroll Obligations: ☐

**Population Selection**  
☐ Use Effort Certification Type's Population  
☒ Workers

Worker	Cost Center from Worker Organization Assignments	Pro Forma Effort Certification
Tommy Trojan	CA100163 CCT Centers for Creative Technologies Administration	Pro Forma Effort Certification for 04/01/2021 - 06/30/2021

OK Cancel

- Review the report to identify missing certification lines or use of incorrect grants or other PPGG, using the tab menu: **Summary, Aggregate, Details, Positions**.

**Pro Forma Effort Certification for 04/01/2021 - 06/30/2021**

Created On: 04/29/2021 11:16:00.379 AM

Summary Aggregate Details Positions

Summary 1 item

Costing Company	Workgroups	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
USC University of Southern California	GR1052673 Employee: From Multisense To Omnisense - S308215922 (Satellite) CA100165 CCT Institute for Creative Technologies (ICT) FD008 Sponsored Federal Government without Donor P0176 Sponsored Research GR1052673 Employee: From Multisense To Omnisense - S308215922 (Satellite)	100.0%	100.0%

**Pro Forma Effort Certification for 04/01/2021 - 06/30/2021**

Created On: 04/29/2021 11:16:00.379 AM

Summary Aggregate Details Positions

Aggregate 2 items

Sponsor Award Reference Number	Award Sponsor	PPGG	Fund	Ledger Type	04/01/2021 - 04/30/2021 (Monthly Payroll)	05/01/2021 - 05/31/2021 (Monthly Payroll)	06/01/2021 - 06/30/2021 (Monthly Payroll)
0001137 DO 9 SAP01000 06/29/2014	W911NF-14-D-0005-0009 US Army Research Office	GR1052673 Employee: From Multisense To Omnisense - S308215922 (Satellite)	FD008 Sponsored Federal Government without Donor	Actuals	Effort Certification Amount Estimated: 12,362.70 Effort Certification Percent Estimated: 100.0%	Effort Certification Amount Estimated: 12,362.70 Effort Certification Percent Estimated: 100.0%	Effort Certification Amount Estimated: 12,362.70 Effort Certification Percent Estimated: 100.0%
					12,362.70 100.0%	12,362.70 100.0%	12,362.70 100.0%

**Pro Forma Effort Certification for 04/01/2021 - 06/30/2021**

Created On: 04/29/2021 11:16:00.379 AM

Summary Aggregate Details Positions

Details

Click here to sort

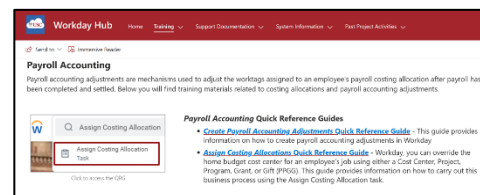
04/01/2021 - 04/30/2021 (Monthly Payroll)  
 05/01/2021 - 05/31/2021 (Monthly Payroll)  
 06/01/2021 - 06/30/2021 (Monthly Payroll)

Period: 04/01/2021 - 04/30/2021 (Monthly Payroll)

Effort Certification Lines

Grant	Costing Company	Payroll	Costing	Original Percent	Change Reason	Certified Percent Estimated
GR1052673 Employee: From Multisense To Omnisense - S308215922 (Satellite)	USC University of Southern California	Earning: Core Earnings - Amount Earned Employee: Ning Wang Job Profile: 064032 - Research Assistant Professor Pay Group: eCRL, L&T Position: P01473655 Research Assistant	Cost Center: CA100165 CCT Institute for Creative Technologies (ICT) Function: P0176 Sponsored Research Fund: FD008 Sponsored Federal Government without Donor Grant: GR1052673 Employee: From Multisense	100.0%		100.0%

8. Create **Payroll Accounting Adjustments (PAAs)**. For full details on how to make adjustments, view the [Create Payroll Accounting Adjustments Quick Reference Guide](#) on the Workday Hub.
9. Run the **Pro Forma Effort Cert Report** or Labor Distribution Report a second time. Verify PAA's made in Step 8 have processed, and will be captured on the OFA's Effort Certification document.



## Labor Distribution Detail Reports

Generate the **Labor Distribution Detail/Payroll Register Report** and **Labor Distribution / Payroll Register Projection Report** when the Pro-Forma Effort Certification Report is not available to identify required Payroll Adjustments.

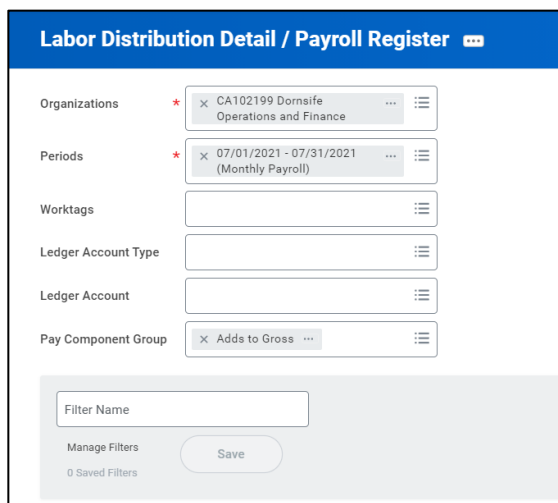
### Labor Distribution Detail / Payroll Register

Use the Labor Distribution Detail / Payroll Register Report to identify required **Payroll Adjustments** when the Pro-Forma Effort Cert report is unavailable.

1. Search for or select the **Labor Distribution Detail/Payroll Register** in the **Search** field.



2. Enter the following fields:
  - **Organization (cost center)**
  - **Period**
  - **Worktags (grant) (for a completed pay period)**



### 3. Review to identify journal lines with improper grants applied.

Make required adjustments prior to certification and generate payroll adjustments using Admin Review.

Labor Distribution Detail / Payroll Register

OrganizationsCA102199 Dornsife Operations and Finance

Pay Component Group

Adds to Gross

Periods07/01/2021 - 07/31/2021 (Monthly Payroll)

1946 Items

Employee ID	Worker	Last Name	First Name	Middle Name	USC ID	Job Profile	Job Title	Position	Position ID	Employee Type	Pay Group	Payroll Period
						064002 - Part Time Lecturer (E)	Part Time Lecturer (E)	P01579030 TOVLD - Part Time Lecturer	P01579030	Post Docs (Fixed Term)	Monthly	07/01/2021 - 07/31/2021 (Monthly Payroll)
						129319 - Development Officer I	Development Officer I	P01557945 Advancement Project Specialist	P01557945		Monthly	07/01/2021 - 07/31/2021 (Monthly Payroll)
						129319 - Development Officer I	Development Officer I	P01557945 Advancement Project Specialist	P01557945		Monthly	07/01/2021 - 07/31/2021 (Monthly Payroll)
						129319 - Development Officer I	Development Officer I	P01557945 Advancement Project Specialist	P01557945		Monthly	07/01/2021 - 07/31/2021 (Monthly Payroll)

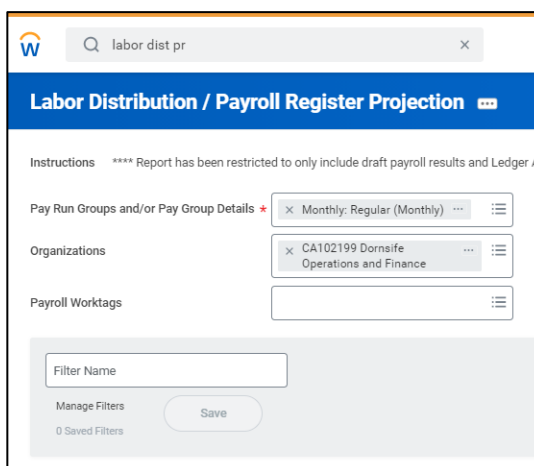
## Labor Distribution / Payroll Register Projection

Use the **Labor Distribution / Payroll Register Projection** report to identify required **Costing Allocation changes** when the Pro-Forma Effort Cert report is unavailable.

1. Search for or select the **Labor Distribution Detail/Payroll Register** in the **Search** field



2. To identify Costing Allocation changes, enter the **Organization** (cost center) and **Worktag** (grant) for a pending pay period.
3. Click **OK**.



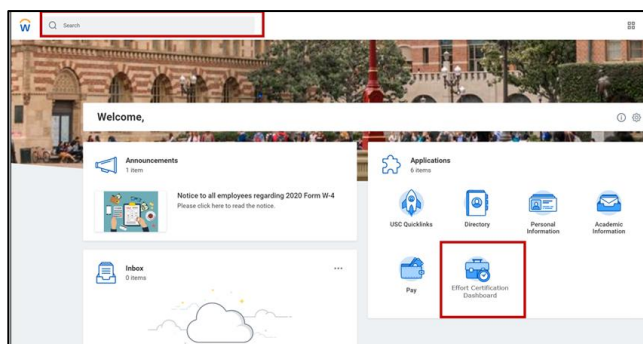
- Identify projected postings of journal lines requiring costing allocation updates (for example, requiring addition of a grant). Make updates prior to submitting for certification.

Pay Run Groups and/or Pay Group Details   Monthly: Regular (Monthly)   Organizations   CA102199 Dornsife Operations and Finance													
Employee ID	Worker	Last Name	First Name	Middle Name	USC ID	Job Profile	Job Title	Position	Employee Type	Pay Group	Period	Pay Cycle	Fiscal Year
2005619						064112 - Associate Professor-Instructional-Non-Tenure Track	Associate Professor (Teaching) of Writing		Faculty	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022
2022306						113528 - Senior Business Officer II	Executive Director of Finance		Staff	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022
2050732						063004 - Assistant Professor	Assistant Professor of Sociology		Faculty	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022
2050732						063004 - Assistant Professor	Assistant Professor of Sociology		Faculty	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022
2070026						032010 - Teaching Assistant	Teaching Assistant - PSYCH		Student	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022
2034385						032014 - Assistant Lecturer	Assistant Lecturer - FREN		Student	Monthly- Regular (Monthly)	09/01/2021 - 09/30/2021 (Monthly Payroll)	2021M009	FY 2021 - 2022

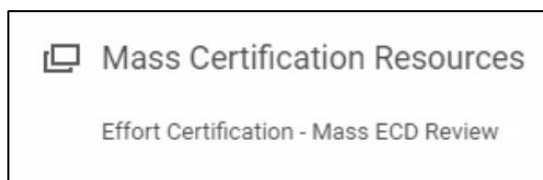
## Mass ECD Review

After the OFA runs the Effort Certification documents, review the documents in mass using the Effort Certification – Mass ECD Review report.

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



- Click on the **Effort Certification – Mass ECD Review** to review Effort Certification documents.



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

- Group Name**
- Effort Cert Event**
- Employee**
- PPGG**

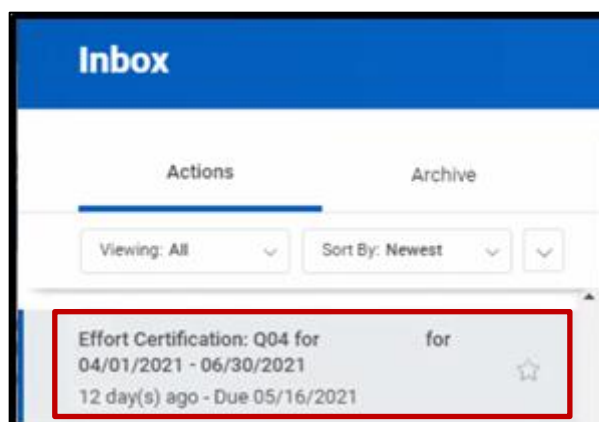


- **Effort Certification Percent (Average across Effort Cert Period)**
- **Effort Certification Amount**
- **Effort Certification Status**

Effort Certification - Mass ECD Review						
Displays all in progress effort certifications and related effort percentages (average across effort certification period) and amounts.						
0 items						
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 to the inbox ECD items, to find the worker ECDs for review and completion of **Admin Review**.
2. Click the **Inbox Link**.



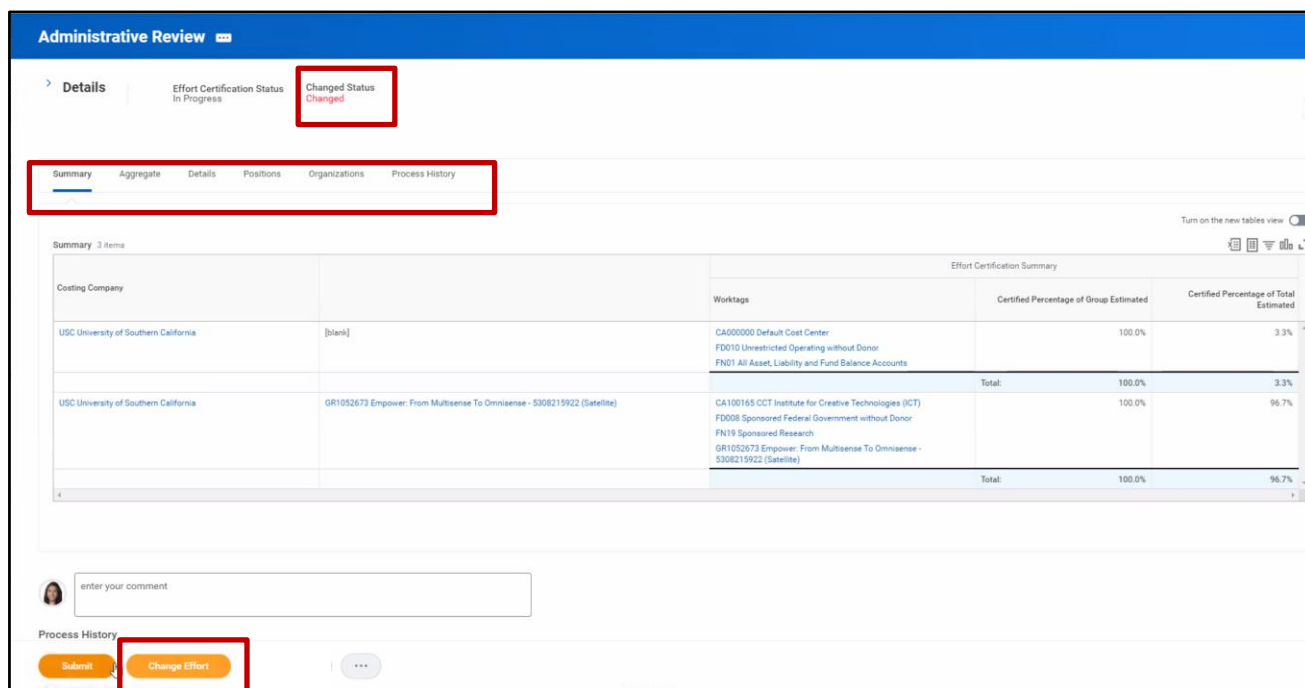
The **Administrative Review** window displays.

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

**NOTE:** From Admin Review, the documents can be adjusted, or Ad Hoc approvals can be identified. After submission of Admin Review, documents move forward for the worker(s) review.

3. Use the tab menu to review the **Summary, Aggregate, Details, Positions, Organizations** and **Process History** areas.
4. Click **Change Effort** to adjust effort manually.





**Administrative Review**

Details | Effort Certification Status: In Progress | **Changed Status: Changed**

Summary | Aggregate | Details | Positions | Organizations | Process History

Summary 3 items

Costing Company		Effort Certification Summary		
		Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
USC University of Southern California	[blank]	CA000000 Default Cost Center FD010 Unrestricted Operating without Donor FN01 All Asset, Liability and Fund Balance Accounts	100.0%	3.3%
		<b>Total</b>	<b>100.0%</b>	<b>3.3%</b>
USC University of Southern California	GR1052673 Empower: From Multisense To Omniscience - 5308219922 (Satellite)	CA100165 CCT Institute for Creative Technologies (ICT) FD008 Sponsored Federal Government without Donor FN19 Sponsored Research GR1052673 Empower: From Multisense To Omniscience - 5308219922 (Satellite)	100.0%	96.7%
		<b>Total</b>	<b>100.0%</b>	<b>96.7%</b>

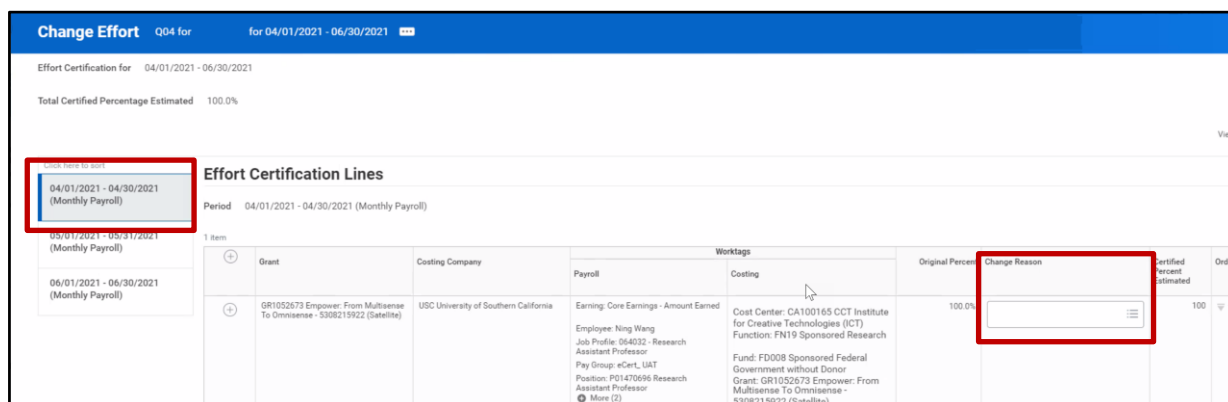
enter your comment

Process History

Submit | **Change Effort**

5. The **Change Effort** screen displays. Select a **time frame** in the left hand menu.

6. Click in the **Change Reason** field.



**Change Effort** Q04 for 04/01/2021 - 06/30/2021

Effort Certification for 04/01/2021 - 06/30/2021

Total Certified Percentage Estimated 100.0%

Link here to add

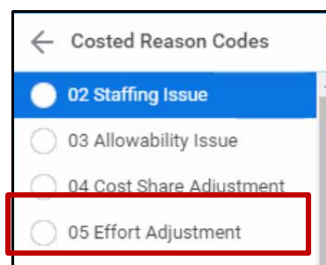
**04/01/2021 - 04/30/2021 (Monthly Payroll)**

Period 04/01/2021 - 04/30/2021 (Monthly Payroll)

**Effort Certification Lines**

Grant	Costing Company	Payroll	Costing	Original Percent	Change Reason	Certified Percent Estimated	Order
GR1052673 Empower: From Multisense To Omniscience - 5308219922 (Satellite)	USC University of Southern California	Earning: Core Earnings - Amount Earned Employee: Ning Wang Job Profile: 04432 - Research Assistant Professor Pay Group: eCert, UAT Position: P01470696 Research Assistant Professor More (2)	Cost Center: CA100165 CCT Institute for Creative Technologies (ICT) Function: FN19 Sponsored Research Fund: FD008 Sponsored Federal Government without Donor Grant: GR1052673 Empower: From Multisense To Omniscience - 5308219922 (Satellite)	100.0%	<b>Change Reason</b>	100	

7. Select the change reason using the **Reason Code** dropdown. Select **Effort Adjustment**, for example.



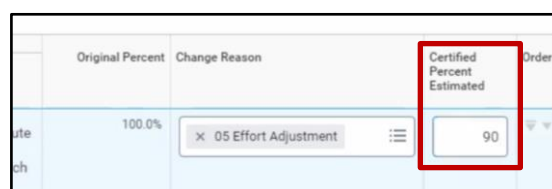
← Costed Reason Codes

- ☒ 02 Staffing Issue
- ☐ 03 Allowability Issue
- ☐ 04 Cost Share Adjustment
- ☒ 05 Effort Adjustment

## Using the Bot:

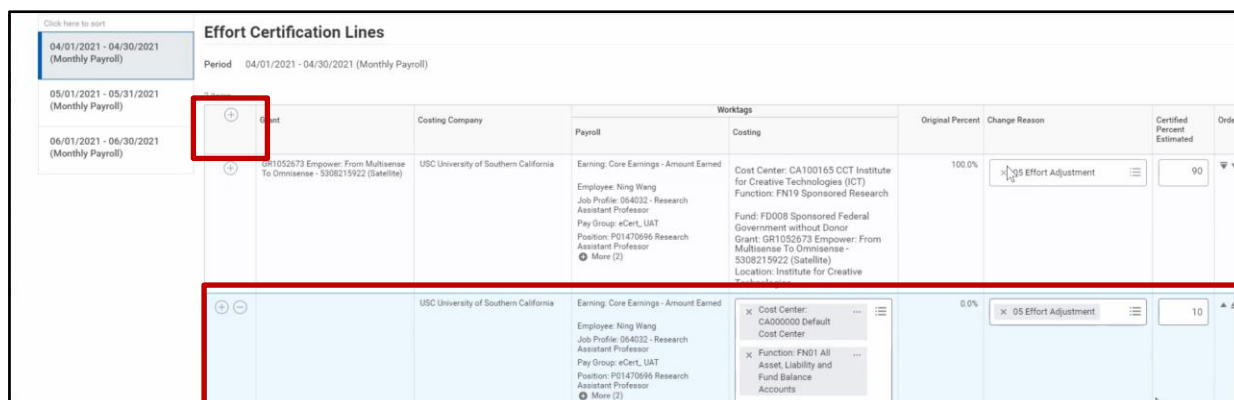
- Please reference the separate Effort Certification BOT QRG.
  - It can be located on OFA Effort Webpage:
  - <https://fbs.usc.edu/departments/financial-analysis/effort-certification/guides/>

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



Original Percent	Change Reason	Certified Percent Estimated	Order
100.0%	05 Effort Adjustment	90	

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



Click here to add

04/01/2021 - 04/30/2021 (Monthly Payroll)

Period 04/01/2021 - 04/30/2021 (Monthly Payroll)

05/01/2021 - 05/31/2021 (Monthly Payroll)

06/01/2021 - 06/30/2021 (Monthly Payroll)

Original Percent	Change Reason	Certified Percent Estimated	Order
100.0%	05 Effort Adjustment	90	
0.0%	05 Effort Adjustment	10	

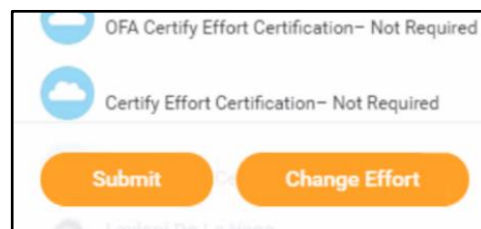
14. Click **Submit** if there are no other certifiers required. Go to **Step 15** if employee has multiple positions shared by departments.

**NOTE:** Effort Cert Reviewer must submit the document forward for certification within 14-days after creation. If no action is taken on the document, the document remains with the Reviewer, resulting in fewer days for the Certifier to review and certify.

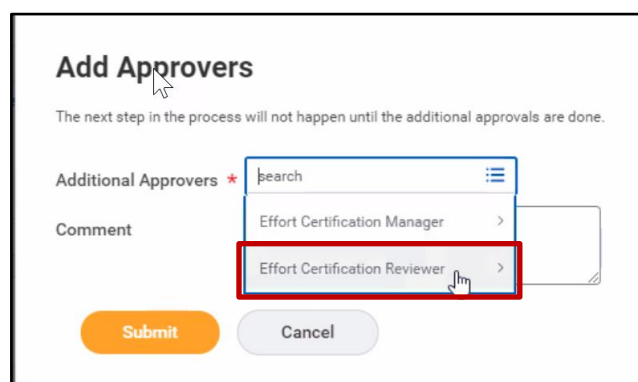
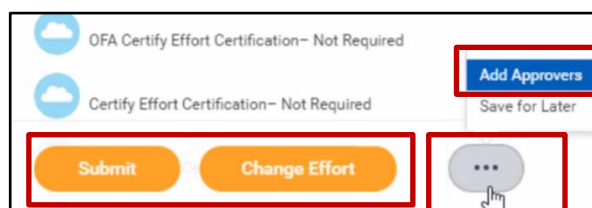
**NOTE:** If the effort certification is for an exempt faculty member who has been terminated, attach justification to document allowing OFA to certify on behalf of the employee.

**Employees with Multiple Positions in Different Departments:** Only one Effort Certification Document is created for employees with multiple positions shared across different departments. The Effort Certification Reviewer is responsible for adding additional reviewers from other departments, ensuring the document is sent for review by multiple Effort Certification Reviewers, using the following steps.

15. Click on the **More (3 dots)** button and select **Add Approvers** to add approvers from other departments. (**Effort Cert Reviewers Only**)

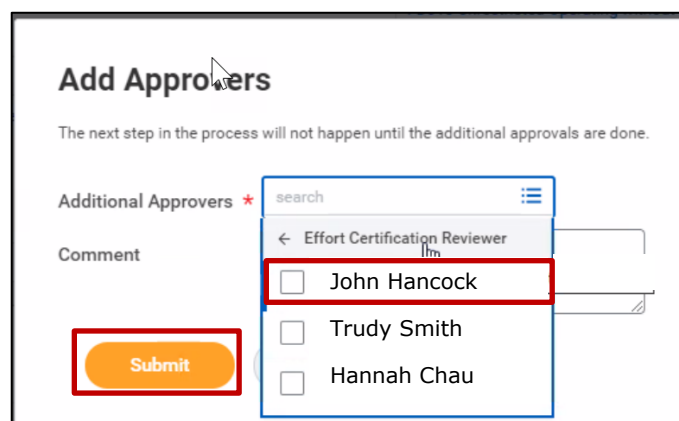


16. In the **Additional Approvers** drop down, select the title for the additional approver.



17. In the **Additional Approvers** dropdown, select the checkbox for the **Additional Approver name**. By adding the ad hoc approver, the ad approver must approve the document before it routes to the certifier.

18. Click **Submit** to send the change for review and approval by the other department's Effort Cert Reviewer.



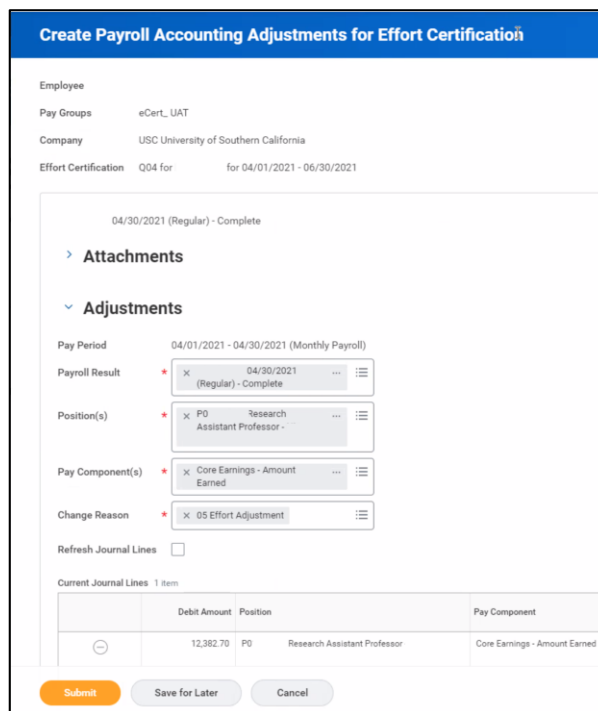
## Next Steps:

**PI or Employee as Self reviews and certifies and/or adjusts.**

## Review and Approve Payroll Accounting Adjustments

After documents are certified by PI or Employee as Self, if there is an effort adjustment made, a **Payroll Accounting Adjustment (PAA)** will automatically kick off and the resulting PAA will be received for review and approval by the Effort Cert Reviewer. The PAA will include a link and the BP Effort Certification name associated with the PAA.

Click the link and review the Effort Certification document. **Note:** For full details, view the [Create Payroll Accounting Adjustments Quick Reference Guide](#) on the Workday Hub.



**Create Payroll Accounting Adjustments for Effort Certification**

Employee: eCert\_UAT  
 Pay Groups: eCert\_UAT  
 Company: USC University of Southern California  
 Effort Certification: Q04 for 04/01/2021 - 06/30/2021

04/30/2021 (Regular) - Complete

> Attachments

▼ Adjustments

Pay Period: 04/01/2021 - 04/30/2021 (Monthly Payroll)

Payroll Result: \* X 04/30/2021 (Regular) - Complete

Position(s): \* X P0 Research Assistant Professor

Pay Component(s): \* X Core Earnings - Amount Earned

Change Reason: \* X 05 Effort Adjustment

Refresh Journal Lines: ☐

Current Journal Lines: 1 item

	Debit Amount	Position	Pay Component
⌵	12,382.70	P0 Research Assistant Professor	Core Earnings - Amount Earned

Submit Save for Later Cancel

**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](mailto:imagineworkday@usc.edu)

## OFA Standalone Effort Certification

1. OFA creates standalone ECD.
2. ECD routes to **EC Reviewer** to review/ adjust effort. **Note:** See steps for **Make Changes using Admin Review**.
3. ECD then routes to **Faculty/ PI** (Departing Faculty) to review, adjust effort and certify document (either via Workday Inbox or Effort Cert Work Area).
4. If effort changed, PAA routes to **EC Reviewer** to review/ approve.

## OFA Certify Effort Certification (Terminated Faculty)

The OFA can certify on behalf of terminated faculty (but not adjust). In these cases, OFA certifies when the departing PI or Faculty **has already left USC** without certifying the ECD for whatever reason.

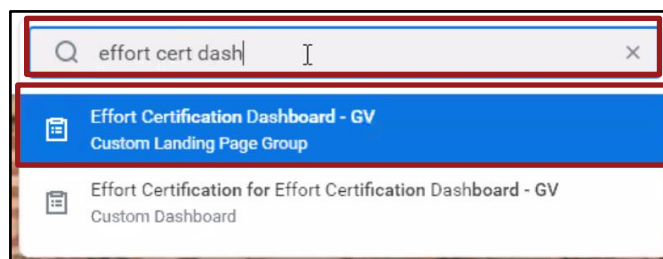
1. OFA creates ECDs for the entire University.
2. ECD routes to EC Reviewer to review/ adjust effort and attach supporting documentation allowing OFA to certify on behalf of terminated Faculty. **Note:** See steps for **Make Changes using Admin Review**.
3. ECD then routes to OFA to certify document. Workday is already set up to route the ECD to OFA without the ECR having to adhoc the document to OFA.
4. If effort changed, PAA routes to EC Reviewer to review/ approve.

## Effort Certification Dashboard and Reports

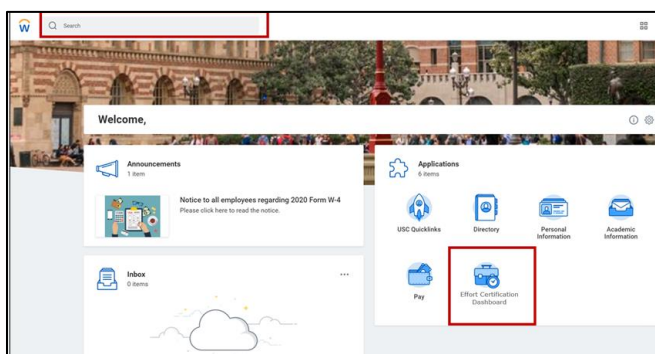
Use the **Effort Certification Dashboard** to view and generate reports related to your role as an Effort Certification Reviewer.

On the Workday **Home** screen:

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

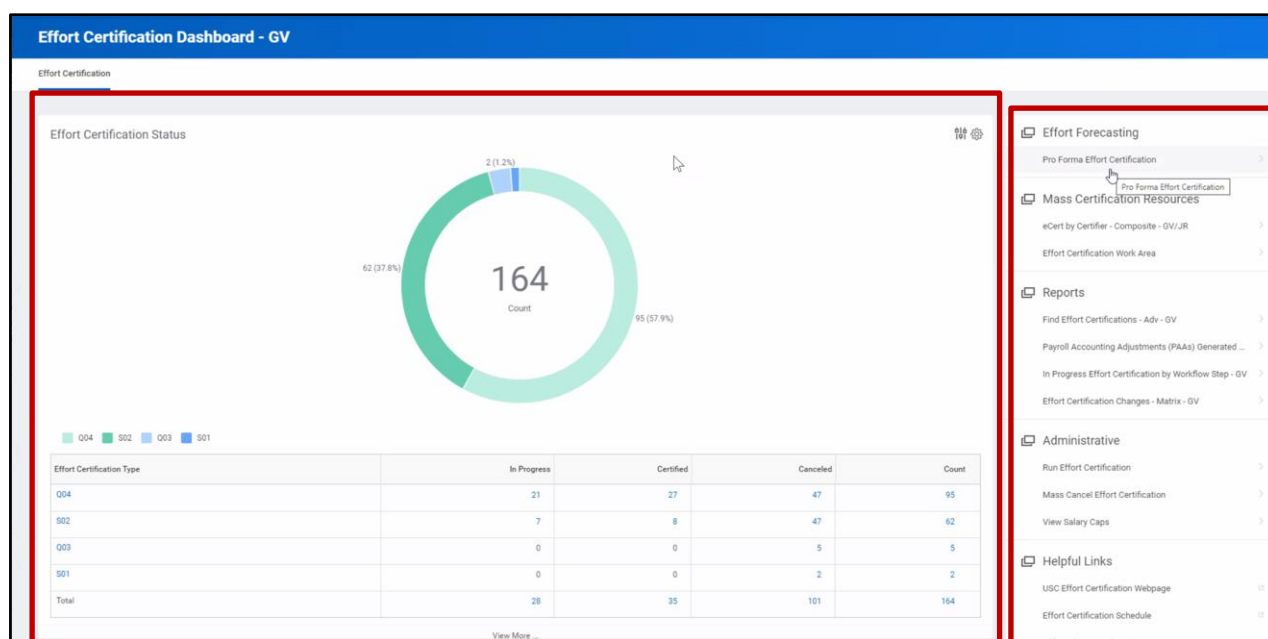


Alternatively, click on the **Effort Certification Dashboard** in the **Workday Apps** area or search using the Search menu.

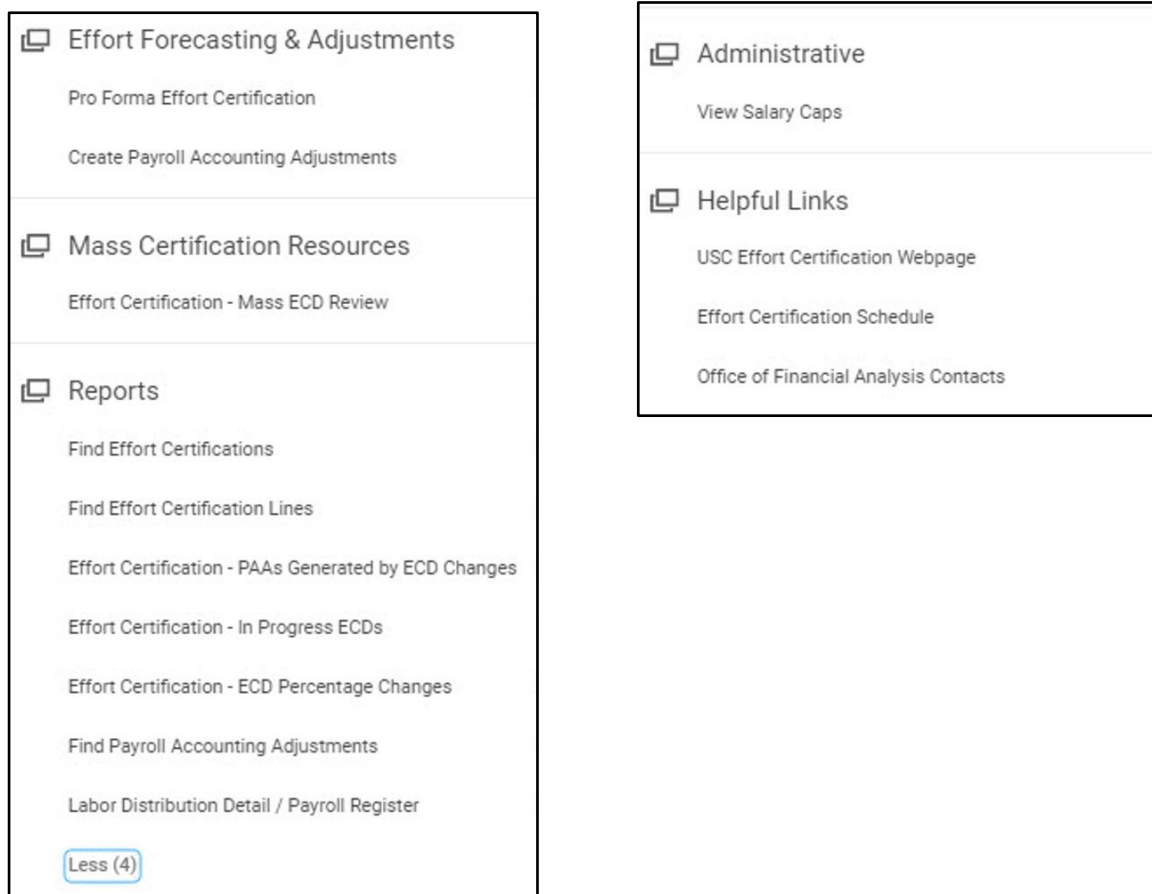


The Dashboard displays the **Effort Certification Status Report** showing the count of effort certifications in the open effort certification period by status (**In Progress**, **Certified**, **Canceled**) and **Type (Quarter: Q01 – Q04, or Semester: S01 – S03)**.

**Reports** and **Helpful Links** are listed at right.



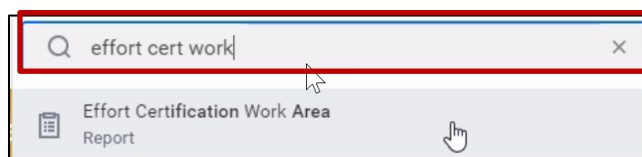
2. Click on a report to view. The list of accessible reports will vary based on User role.



## Find Effort Certification

Use **Find Effort Certification** to identify and review effort certifications by status, organization, employee or other filters.

1. Type **Effort Certification Work Area** 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**.



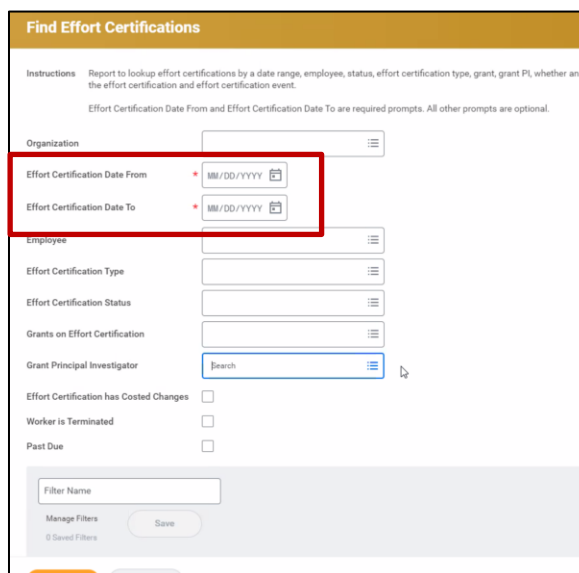
2. Type in or select the required fields:

- **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 is 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**.



**Find Effort Certifications**

Instructions: Report to lookup effort certifications by a date range, employee, status, effort certification type, grant, grant PI, whether an effort certification is active, or whether an effort certification is terminated.

Effort Certification Date From and Effort Certification Date To are required prompts. All other prompts are optional.

Organization: [Dropdown]

Effort Certification Date From: [MM/DD/YYYY] [Calendar Icon]

Effort Certification Date To: [MM/DD/YYYY] [Calendar Icon]

Employee: [Dropdown]

Effort Certification Type: [Dropdown]

Effort Certification Status: [Dropdown]

Grants on Effort Certification: [Dropdown]

Grant Principal Investigator: [Search] [Dropdown]

Effort Certification has Costed Changes: ☐

Worker is Terminated: ☐

Past Due: ☐

Filter Name: [Text Box]

Manage Filters: [Button] Save [Button]

0 Saved Filters

Matching effort certifications display.

Find Effort Certifications													
Details													
1 Item													
Effort Certification	Effort Certificat Event	Employee	Employee ID	Employee Type	Worker is Terminated	Effort Certification Workday ID	Effort Certification Status	Type	Start Date	End Date	Fiscal Year	Grants on Effort Certification	Programs on Effort Certification
802 for Employee for 05/01/2021 - 05/31/2021		Employee	0127445	Faculty	No	9c8f9ed39a5901be948aff6eba058b17	Certified	802	05/01/2021	05/31/2021	FY 2020 - 2021	GR1053069 Maturation: Knowledge in Action For Rossier - 5344004580 (Batellite)	PQ1011894 Social Work-Instruction

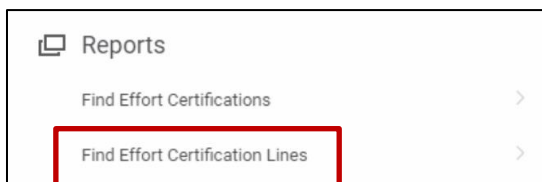
## Find Effort Certification Lines

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

1. 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**.

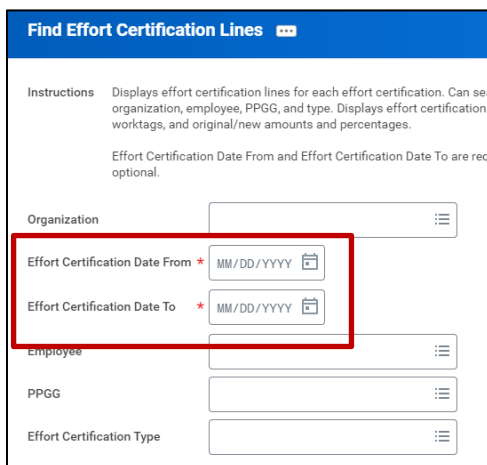


2. Type in or select the required fields:

- **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 is 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**.



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

Effort Certification	Employee	Effort Certification Line								
		Position	PPGG	Cost Center	Fund	Function	Effort Original Percent	Effort Certification Percent Estimated	Effort Original Amount	Effort Certification Amount Estimated
S02 for 04/01/2021 - 06/30/2021		P	GR1023986 Southern California Earthquake Center: Research Program In Earthquake System Science, 2017-2022 - 5348300087	CA100346 Dornsife Southern California Earthquake Center	FD008 Sponsored Federal Government without Donor	FN19 Sponsored Research	0.667	0.667	15,061.92	15,061.92
		P	PG1007881 Faculty Salary	CA100210 Dornsife Administration	FD010 Unrestricted Operating without Donor	FN18 Instruction, Departmental Research or Organized Research	1	1	22,591.75	22,591.75
		P	PG1007881 Faculty Salary	CA100210 Dornsife Administration	FD010 Unrestricted Operating without Donor	FN18 Instruction, Departmental Research or Organized Research	0.333	0.333	7,529.83	7,529.83
		P	PG1007881 Faculty Salary	CA100210 Dornsife Administration	FD010 Unrestricted Operating without Donor	FN18 Instruction, Departmental Research or Organized Research	0.667	0.667	15,061.92	15,061.92
		P	GR1023986 Southern California Earthquake Center: Research Program In Earthquake System Science, 2017-2022 - 5348300087	CA100346 Dornsife Southern California Earthquake Center	FD008 Sponsored Federal Government without Donor	FN19 Sponsored Research	0.333	0.333	7,529.83	7,529.83
S02 for Michelle Moe Rando for 04/01/21 - 06/30/2021	Michelle Moe Rando	P	PG1011894 Social Work-Instruction	CA100399 Dwork-Peck Social Work On-campus Program	FD010 Unrestricted Operating without Donor	FN18 Instruction, Departmental Research or Organized Research	1	1	22,591.75	22,591.75
		P	PG1011894 Social Work-Instruction	CA100399 Dwork-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