

Reassign Instructions

The *Reassign* function allows you to return the effort document to the assigned *reviewer* or *certifier* listed on the *All-Person* column. See **exhibit A**

Use the *Reassign* function if the *Save for Later* button was clicked and the effort document is now locked in your inbox or if the effort document was submitted and another reviewer needs to make adjustments to the effort document. *Note:* If the effort document is awaiting certifier approval, contact the certifier to *(Send Back)* the document to reassign it to the correct *reviewer or certifier*.

Exhibit A





Reassign Instructions

Below are **two methods** of locating the *Reassign* Function.

Method 1

Step#1 Open the Effort Certification Document (ECD) using the <u>Inbox</u>.



Step#2 Click the *Task Actions* wheel icon located in the document's upper right corner, then click the *Reassign*.





Reassign Instructions

Step#3 Click the hamburger menu to select the employee to whom the **Effort Certification Document (ECD)** is being returned. Next, enter the reason for the reassignment in the **Reassignment Reason** box and click the **OK** button.

20 day(s) ago - Due 05/30/2022 To reassign a step, you must enter a reason in the Reassignment Reason field. Business Process * Payroll Accounting Adjustment: Daniel Hackman - 08/01/2021 - 12/31/2021 My Tasks 1 item Step Business Process Subject Due Date Proposed Person Reassignment Reason Create Payroll Accounting Adjustments Payroll Accounting Adjustment: Daniel Hackman 05/30/2022 Image: Create Payroll Accounting Adjustment: Daniel Hackman 05/30/2022	Reassign This Task							
To reassign a step, you must enter a reason in the Reassignment Reason field. Business Process * Payroll Accounting Adjustment: Daniel Hackman 08/01/2021 - 12/31/2021 My Tasks 1 Item To reassignment Reason Step Business Process Subject Due Date Proposed Person Reassignment Reason Create Payroll Accounting Adjustment: Daniel Daniel Hackman Of/30/2022 Image: Create Payroll Accounting Adjustment: Daniel Adjustments Daniel Hackman V V	20 day(s) ago - Due 05/30/2022				1			
Step Business Process Subject Due Date Proposed Person Reasignment Reason Create Payroll Accounting Adjustment: Daniel Daniel Hackman 05/30/2022 Image: Control of Contr	To reassign a step, you must enter a Business Process * Payroll Acc My Tasks 1 item	reason in the Reassignment Reason field. counting Adjustment: Daniel Hackman - (08/01/2021 - 12/31/2021		Select the proposed person from the menu	2 Enter a reason	≡ ⊞ r]	
Create Payroll Accounting Adjustments Payroll Accounting Adjustment: Daniel Hackman 08/01/2021 - 12/31/2021	Step	Business Process	Subject	Due Date	Proposed Person	Reassignment Reason		
4	Create Payroll Accounting Adjustments	Payroll Accounting Adjustment: Daniel Hackman - 08/01/2021 - 12/31/2021	Daniel Hackman	05/30/2022				
	4						•	

					c,
1	Proposed Person		Reassignment Reason		
	Şearch	:=		٦	
	Effort Certification Manager (Unconstrained) Select (Effort	>			-
	Effort Certification Reviewer Certification Reviewer)	>		Þ	
	Implementers	>			
	ISSG-effortcertbot (User-based)	>			
	USC Effort Certification Administrator	>			

Step#4 once the reassignment request is finalized by the ITS Dept., the effort document will appear in the associate's inbox.





Reassign Instructions

Method 2

Step#1 *Open* the *Effort Certification Document (ECD)* using the *Find Effort Certifications* report.

Find Effort Certifications			
Instructions Primary lookup report for e certification type, grant, gra certification is past due. Re	ffort certifications. Allows user to sea nt Pl, whether an employee is termina port displays various details about th	rch effort certifications by a ted, whether an effort certif e effort certification and eff	i date range, employee, status, effort ication has been changed, or whether an effort ort certification event.
All prompts are optional.			
Effort Certification Date From	07/01/2021	Enter the eCert	
Effort Certification Date To	09/30/2021 🖬	Period Date	
Organization		:=	
Employee	× Maria Bolshakova …		Enter the employee name or 7-digit ID.
Effort Certification Type		:=	
Effort Certification Status	× In Progress × N/A	··	Select these ECD
	× Not Started		status.
Grants on Effort Certification		≔	
Grant Principal Investigator		:=	
Effort Certification Reviewer(s)		:=	
Effort Certification has Costed Changes			
Worker is Terminated			
Past Due			
Filter Name			
Manage Filters Save)		
Click OK			
ОК Cancel			



Reassign Instructions

Step#2 Click the (...) ellipsis to open the submenu, and click on the Reassign This Task.

Details																
n.															Turn off the re	ew tables view
ort Certification	Effort Certifical Event	Employee	Employee	Employee D Type	Worker is Terminated	Effort Cartification Workslay ID	Effort Certification Status	Type	Start Date	End Date	Fiscal Year	Grants on Effort Certification	Gifta en Effort Certification	Cost Canter for Primary Position	Cost Caster Hianarchy for Primary Position	Cost Center Hierarchies Worker Post
2 for Hitti Matta for 101/2021 - 12/31/2021	0	Actions		Event				1 2	× 01/2921	12/31/2023	FY 2021 - 2022	Off3033312 Role Of Hik Epoten In Katu/Hiv8 Associated Matignances - 5351205804	OF1016757 JANE ANNE NOHL HEMATOLOOY FUND	CA100553 KSOM Medicine - Hematology	COH00274 K50M Medisine	
		Business Process Favorite		lód Approvers Confernation View)0° Н	ittu Matta for 10/01/2021 - 1	2/31/2021									
		Integration (Da		Relegate Task ull Process Record	Je Hittu Ma	atta for 10/01/2021 - 12/31/2021										
	4			Receips This Task	press											
				few Definition	/2022 06:	35.01 PM										
				New Remaining Proce	94											

1 item

Effort Certification	Effort Certificati Event	Employee	Empl	oyee ID	Employee Type	Worker is Terminated	Effort
Q02 for Hittu Matta for 10/01/2021 - 12/31/2021	`• @	Actions Business Process	> <	E	vent Approvers	:: ۱ <mark>02 f</mark> or Hit	ttu Ma
	•	Favorite Integration IDs	>	Cont Dele Full Reas	firmation View gate Task Process Record ssign This Task	ər Hittu Mat gress	ta for 1
				View View View	r Definition r Remaining Proces r Security	/2022 06:3	5:01 PN

Step#3 Click the hamburger menu to select the employee to whom the *Effort Certification Document (ECD)* is being returned. Next, enter the reason for the reassignment in the *Reassignment Reason* box and click the *OK* button.



Re	Reassign Instructions									
Rea	assign This Task						e.			
20 da	y(s) ago - Due 05/30/2022				1					
To rea Busir My Ta	assign a step, you must enter a reasc ness Process * Payroll Accour asks 1 item	on in the Reassignment Reason field. ting Adjustment: Daniel Hackman - t		Select the proposed person from the menu	2 Enter a reason	╤ ⊡ . ¹				
Step		Business Process	Subject	Due Date	Proposed Person	Reassignment Reason				
Crea Adju	ate Payroll Accounting ustments	Payroll Accounting Adjustment: Daniel Hackman - 08/01/2021 - 12/31/2021	Daniel Hackman	05/30/2022						
							•			

		₹ 6	0 J
Proposed Person		Reassignment Reason	
Şearch	:=		1
Effort Certification Manager (Unconstrained) Select (Effort	>		J
Effort Certification Reviewer Certification Reviewer)	>		Þ
Implementers	>		
ISSG-effortcertbot (User-based)	>		
USC Effort Certification Administrator	>		

Step#4 once the reassignment request is finalized by the ITS Deptthe effort document will appear in the associate's inbox.

