

# Quick Reference Guide for Enhanced Effort Certification Module

As of July 1, 2017

## Effort Detail: New Superconducting Materials for Weight Loss: 10009999

Dept: 55555-SR-Sponsored Research | Principal Investigator: Doe, Jane | End Date of Current Funding: 01/31/2018

**Info Only: Perspective Options:**

- FTE or Hours (*default*)
- Amount
- Amount & FTE or Hours

FY2017  Perspective:

Current Certification Required Through: 08/31/2017  
 Current Certification Due Date: 11/15/2017

**STEP 1. Salary Pay Table:**  
No change from prior effort module. Click on top box to select all employees or click on each line item to select individual employees for review or certification.

### Effort - Salary Pay Full-time Equivalent Effort (FTE)

					Feb 2017	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<input type="checkbox"/>	<input type="checkbox"/>	Name	Emplid/Job	Fund	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Doe, Jane	9600000001	E9999	101	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Doe, Jane	9600000001	G0001	101	0.0	0.0	0.0	0.0	0.5	1.0	0.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Sample, Bill	9600011111	E9999	101	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Sample, Bill	9600011111	G0001	101	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Public, John Q	9600099999	G0001	101	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0
						2.1	2.1	2.1	2.1	2.5	3.0	0.0	0.0	0.0	0.0	0.0

**STEP 2. NEW: Hourly Wage Pay Table:**  
Click on top box to select all employees or click on each line item to select individual employees for review or certification.

### Effort - Hourly Wage Pay (casual, student, overtime, and other) Calculated as a sum of hours worked

**NOTE: No hourly wage pay data will appear below prior to 7/1/17**

					Feb 2017	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<input type="checkbox"/>	<input type="checkbox"/>	Name	Emplid/Job	Fund	Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Smith, John	9600055444	G0001	101	0.0	0.0	0.0	0.0	0.0	24.0	24.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Orange, Jessica	9600022111	G0001	101	0.0	0.0	0.0	0.0	0.0	36.0	36.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Drew, Nancy	9600778888	G0001	101	0.0	0.0	0.0	0.0	0.0	15.0	15.0	0.0	0.0	0.0	0.0
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Jordan	9600325445	G0001	101	0.0	0.0	0.0	0.0	0.0	10.0	10.0	0.0	0.0	0.0	0.0
						0.0	0.0	0.0	0.0	0.0	85.0	85.0	0.0	0.0	0.0	0.0

**STEP 3. Click Review or Certify when ready:**  
The Review button will be only be visible to Grant Reviewers and the Certify button only visible to PIs.

### Color Legend

- # :Never reviewed or certified.
- # :Reviewed. Requires Certification.
- # :Original certification changed. Requires re-certification
- # :Re-Cert Reviewed. Requires re-certification.
- # :Certified.

**Info Only: Hourly Wage Pay Table will:**

- Show data for employees paid on or after July 1, 2017
- State "no records found" if there are no hourly wage employees
- Be officially open for review and certification in October 2017.

**Info Only:** Comments are now displayed on the certification screen. Simply scroll down to view.

### Comments

Keywords: 
 Date Range:

Comment	Time Stamp	Updated By
jd -- certified for 09/16 to 01/17 for following individuals: Jane Doe, Bill Sample, John Public	04/17/2014 10:13AM	Doe, Jane
ccampell -- reviewed for 09/16 to 01/17 for following individuals: Jane Doe, Bill Sample, John Public	03/08/2017 01:03PM	Campbell, Captain