

Effort Reporting System User Documentation Effort Certification



The Research Foundation's

EFFORT REPORTING SYSTEM

Effort Certification Module

Certifying Effort Online

Click on **Help** in the upper right corner of any screen if you require more detailed instructions and definitions of terms.

The **Effort Reporting Certification** module enables the PI to certify effort percentages for him/herself and all employees assigned to their projects. Effort may be certified from the last day of a semester to 45 days later.

After the deadline you will need to print a PAR form, sign manually and submit it to the RF Finance department. Look for this logo to print a paper form.



1.1 To Get Started

- 1) Select **Effort Reporting** from your E-Services options on the RF website, or use the link provided in the introductory email. Log on with your 3-character PI identity.

Note: You must log on to the **RF Website** with either a P.I. or grants officer's **User ID**. You cannot access this system with a **Preparer** or **Employee ID**.

- 2) Select **Certification**.
- 3) Click on the drop-down arrows to choose the semester to certify. Then click **Select**. You can view other semesters, but you can only certify for the semester that just ended.



1.2 Screen Display of Employees

- 1) **Filters.** If you have a large number of employees, you can use the Employee Name selection button and click “Show”. Or click the check box for “Show Certification Required Only” and then click “Show”.

Signed in as [Log Off](#) [RF Homepage](#)

HOME PENDING CERTIFICATION ? HELP

Effort Reporting / Certification

Certification [Print Paper PAR](#)

Semester: Fall Semester 2011

Filter

Employee Name: All

Employee	Appointments	Appointments Certified	My Appointments	Status	History
Smith, John 1234566	3	0	3	Certification Required	History

Click on Employee name to display the Effort Certification PAR screen.

2) Columns Displayed.

- a) **Employee:** Clicking on the name will display the Certification screen, where you will certify the employee’s effort.
- b) **Appointments:** This is the total number of release time appointments for the employee and may include appointments on projects that are not yours.
- c) **Appointments Certified:** This is the total number of release time appointments for the employee that have been certified, whether or not they are your projects.
- d) **My Appointments:** This is the total number of appointments for the employee on your projects. In most cases this number will be the same as the “Total Appointments” number and will only differ when the employee is on multiple projects belonging to different PIs.
- e) **Status:** This will say “Certification Required” if you need to certify. “Done” means that your portion of the certification process is complete. Note that you may need to refresh your browser if you don’t see the latest status displayed.
- f) **History:** Shows the audit trail of who certified or revoked for this employee and when.

1.3 Certification Screen

From the **Effort Certification** screen, you have the following functions:

- 1) **Certify Effort** for employees working on your projects. In order to confirm that the data from the Appointments module is correct, click on **Agree** in the **Confirm Effort %** column next to the effort percentages. Click on **Process** in the bottom left of the screen.

Employee: Smith, John | 1234566
Title: Professor
Payroll College: Hunter College

Period Released	Confirm Effort %	Effort %
9/1/2011 - 1/15/2012	Agree Disagree	14.3%
9/1/2011 - 1/15/2012	Agree Disagree	14.3%
9/1/2011 - 1/15/2012	Agree Disagree	14.3%

Sponsor Related Effort: 42.9%

Instruction: 57.1 %
Departmental Administration: 0 %
Other Institutional Activities: 0 %
University Research: 0 %

Non-Sponsor Related Effort: 57.1%
Grand Total: 100%

Back Process

You will see a pop-up window asking for confirmation of your intent. Click **Agree** to confirm.

Terms and Conditions

I, JONATHAN SMITHSON, certify based on my personal knowledge or suitable means of verification, that the effort percentages I agreed to are reasonable in relation to the work performed by the individual, whose effort I have certified.

Decline Agree

- 2) **Disagree with Effort %.** Click on **Disagree** if the effort % looks incorrect. You will be able to enter a comment that will appear on reports. Click **Save**.

Click on **Process** in the bottom left of the screen. (If you only have Disagrees, you will not see the Terms and Conditions pop-up window.) It would be helpful to the Grants Office if you email them to notify them of the issue and include the Staff Effort Reference # you can see in the project detail screen below. The system will not send an automatic email.

- 3) **View Project Detail** of employee's projects. Click on each project to display cost share and other project details for the semester. If some projects belong to other PIs, you will not be able to certify those, although you can view the detail. The percentages of effort displayed are from the Staff Effort Notice data entered in the Effort Reporting Appointment module.

	Funding Source	Effort
Project	12345-00 01 (PROJECT TO RESEARCH PROGRAMS)	0%
Cost Share - Mandatory	10285 - Special Education	14.3%
	Total	14.3%

Click here to see contact information for personnel on the project.

- 4) **Email Addresses.** From the **Project Detail** window you can click on the 'people' icon to display email links for personnel involved on the project.

Roles			
	Name	Email	Phone
Project Administrator	GARY ADMIN	Gary_Admin@rfcuny.org	212-555-8464
Principal Investigator	JOHN SMITH	JohnJSmith@college.edu	212-555-4641
Grants Officer(s)	JANE WONDERS	JWonders@college.edu	212-555-8449
	IRIS DEMENT	IKDement@college.edu	212-555-8447
	JAMES WATSON	JPJ.Watson@college.edu	212-555-8448

- 5) **Non-Sponsor Related Effort.** **Instruction** is the default option for the remainder of faculty effort. However, you may make any adjustments necessary for accurate reporting of **Instruction**, **Department Administration**, **Other Institutional Activity**, and **University Research** categories of effort. The total on the page must be 100% in order to process the certification.

Employee: Smith, John | 1234566
 Title: Professor
 Payroll College: Hunter College

	Period Released	Confirm Effort %	Effort %
12345-00 01 (PROJECT TO RESEARCH PROGAMS)	9/1/2011 - 1/15/2012	Agree Disagree	14.3%
23456-00 02 (TEACHER TRAINING INSTITUTE PROGRAM)	9/1/2011 - 1/15/2012	Agree Disagree	14.3%
34567-00 03 (HOURLY RESEARCH PROJECT PROGRAM)	9/1/2011 - 1/15/2012	Agree Disagree	14.3%
Sponsor Related Effort:			42.9%
Instruction			<input type="text" value="37.1%"/>
Departmental Administration			<input type="text" value="0%"/>
Other Institutional Activities			<input type="text" value="0%"/>
University Research			<input type="text" value="20%"/>
Non-Sponsor Related Effort:			57.1%
Grand Total:			100%

Back Process

- 6) **Revoke Certification.** If adjustments/additions need to be made to the Certification itself or the Staff Effort Notice after certification has been done, the certification must be revoked. Note that this button is only visible on a PAR that has been certified.

Employee: Smith, John | 1234566

Title: Professor

Payroll College: Hunter College

	Period Released	Confirm Effort %	Effort %
12345-00 01 (PROJECT TO RESEARCH PROGAMS)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
23456-00 02 (TEACHER TRAINING INSTITUTE PROGRAM)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
34567-00 03 (HOURLY RESEARCH PROJECT PROGRAM)	9/1/2011 - 1/15/2012	<input type="button" value="Agree"/> <input type="button" value="Disagree"/>	14.3%
Sponsor Related Effort:			42.9%
Instruction		<input type="text" value="37.1%"/>	37.1%
Departmental Administration		<input type="text" value="0%"/>	0%
Other Institutional Activities		<input type="text" value="0%"/>	0%
University Research		<input type="text" value="20%"/>	20%
Non-Sponsor Related Effort:			57.1%
Grand Total:			100%