

Stockton University

Guide to Online Effort Reporting and Certification

Contents

Introduction to Effort Reporting	2
General Information about the Effort Reporting System	4
Step 1: Log in to Stockton goPortal	5
Step 2: Enter Secure Area.....	6
Step 3: Enter your Znumber and Pin.....	7
Step 4: Select the “Employee” tab	8
Step 5: Enter the Effort Certification Module	9
Step 6: Find your Effort Report.....	10
Step 7: View your Effort Report – General Information.....	11
Step 8: View your Effort Report – Pay Period Summary.....	12
Step 9: Certify Your Effort	14
What Happens After I Certify my Report?.....	16
Appendix	17
Requesting Changes	18
Reviewing or Certifying an Employee’s Report	19
Reviewing the Routing Queue	21
Adding Comments to Your Effort Report	23
Questions?.....	26

Introduction to Effort Reporting

Effort Basics

Effort comprises one's professional workload at Stockton University for which an employee is compensated. This includes instruction, research (including scholarly and artistic endeavors), other sponsored activities (such as training and public programs), service to the University, administration, and even competitive proposal preparation.

For the purpose of effort certification, effort totals 100%, regardless of the number of hours worked.

Effort Reporting

The effort certification process is Stockton's means of providing assurance to sponsors that:

Salaries charged to sponsored projects are reasonable in relation to the work performed; and that faculty and staff have met the effort committed to a project when the proposal was initially sent to a funder. Once a sponsor agrees to fund the project, the commitment of effort becomes a condition of the award.

Our Obligation to the Federal Government

Definitions

Pass-through funding: Awards from non-federal sponsors such as the State of New Jersey or a non-profit or a private company where the funding originates with the federal government.

Committed cost sharing: The effort or other resources reported to the sponsor at the proposal stage that will be supported by the University or another non-federal source.

Uncommitted cost sharing: The effort or other resources utilized on the project at the cost of the University or another non-federal source, but were not specified to the sponsor at the proposal stage.

Effort reporting is required by the U.S. government's OMB Circular A-21 (Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions), which requires certification of effort spent by all employees whose salaries are charged directly or indirectly (via pass-through funding) to federal awards, as well as for reporting committed cost sharing (but not uncommitted cost sharing).

Therefore, effort reporting is important because it is required by federal regulation. Failure to certify effort correctly and in a timely manner could:

- Jeopardize Stockton's federal funding;
- Result in sponsor disallowances if Stockton cannot document that an employee required to certify effort is devoting the required amount of effort to the appropriate project; or
- Subject the institution to fines if it is found that effort reports have been erroneously certified.

Individuals Required to Certify Effort

An effort report is required for any employee whose salary or any portion of salary is charged to a federally sponsored award, including federal flow-through funds, and for any employees with a cost sharing commitment associated with a federal or federal flow-through award. If effort was committed on a sponsored project charged to a federal or federal flow-through project, the report must be certified.

However, Stockton has opted to have all employees dedicating effort to a sponsored project certify effort, as more non-federal sponsors are beginning to ask for such documentation.

It is the preference that individuals certify their own effort, because it is the individual who is in the best position to determine the amount of effort they have devoted to a particular project or projects. However, in cases where the individual is unavailable to certify, the Project Director/Project Investigator (PD/PI) or other project staff who has firsthand knowledge of the individual's effort devoted to a particular project can certify on the individual's behalf.

How the Effort Report is Generated

When an individual has committed effort to an externally sponsored project, whether or not the sponsor is compensating Stockton for that effort, the University must show evidence of that commitment by generating an effort report. Generating an effort report is accomplished by redirecting payroll charges according to the effort outlined in the proposal or award contract to draw salary from the project fund set up for the project or from the project match fund (if effort is not paid by sponsor). This change happens "behind the scenes" and does not affect when or how much someone gets paid. The only exception to this rule is when a faculty member receives summer compensation in addition to their contracted salary; this compensation should occur during the pay periods in summer when a faculty member is working on the project.

The effort report generated is based on plan-confirmation, meaning that the system asks each employee to certify effort based on what was originally committed in the proposal plan or award contract. If actual effort after-the-fact is significantly different from what was originally committed, alert the Office of Research and Sponsored Programs, as a salary reallocation may be necessary to correct the effort report.

NOTE: It is a time consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will vary significantly (10% or more) during a reporting period, you should inform the Office of Research and Sponsored Programs, about the variance in advance of the pay period or effort reporting period.

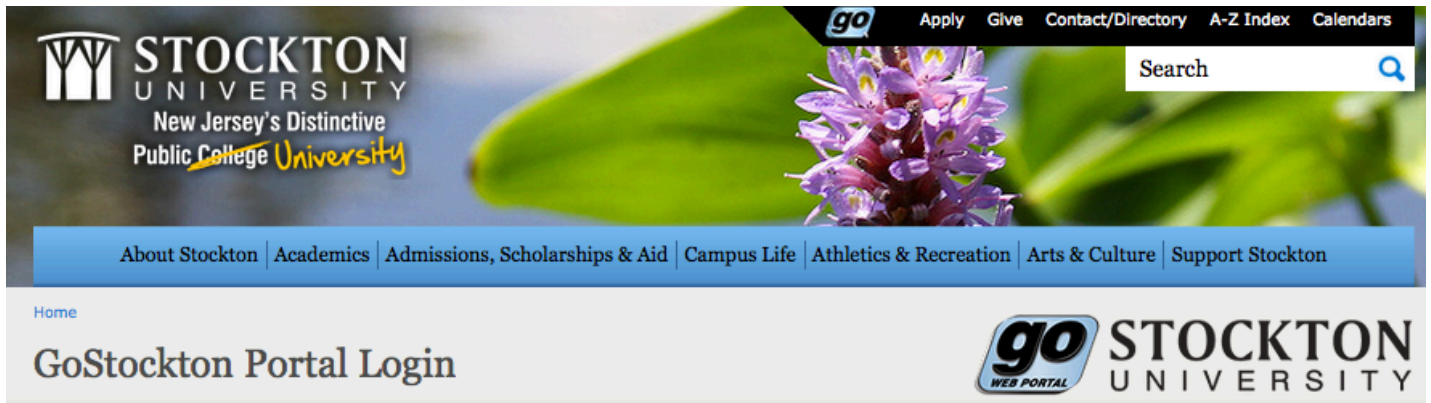
General Information about the Effort Reporting System

- The Effort Certification software uses Adobe Flex to create the reports and Adobe Flash® to display them. Therefore, to complete your report, you need to have the latest version of Adobe Flash® Player installed on your computer. If you do not have Adobe Flash® Player installed on your computer, please visit this Web page to download it: <http://www.adobe.com/products/flashplayer.html>
- Currently, because of the Adobe Flash® Player requirement, the Effort Certification module does not work on some devices such as iPads, iPhones, and other computers/devices that do not support Flash®. Please make arrangements to use a computer with Flash® capability to complete your report.
- Stockton's policy regarding Effort Reporting and Certification provides detailed information about the purpose of Effort Certification and Stockton's procedure regarding Effort Reporting and Certification governs when and how often effort reports must be completed. Before completing your report, be sure you have reviewed and understand the policy and procedure in their entirety. All Stockton operating policies and procedures may be accessed on this Web page: <http://inraweb.stockton.edu/eyos/page.cfm?siteID=192&pageID=1>

Step 1: Log in to Stockton goPortal

You may use any computer to login to the goPortal. The goPortal login page is located at:
https://intraweb.stockton.edu/eyos/gologin/content/docs/loginbypass/prod_login.html

Then, click on "Self Service Web Services for Students and Employees."



STOCKTON UNIVERSITY
New Jersey's Distinctive Public College University

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Home

GoStockton Portal Login

go STOCKTON UNIVERSITY

goStockton Secure Login

User Name :

Password :

Unauthorized use of this system is **PROHIBITED**. These computing systems are accessible only to authorized students and employees who agree to abide by the terms and conditions of the [Stockton University Acceptable Use Standards](#). By logging onto this system you are acknowledging that you will abide by the University's standards of use.

[Overview](#) [First Time Login?](#) [Mobile Password?](#) [Forgot Password?](#)


The goStockton Portal is your center for Stockton information, announcements, and technology resources. The information in the portal is tailored to your role at Stockton. You can also tailor the portal environment to meet your needs. Watch the video to learn more.

[View Instructional Overview Video](#)

Have you run the Browser Check?

Online resources at Stockton have specific configuration requirements. You should check your browser any time you update your computer or install new software.

[Run the Browser Check](#)



You may also use the links below for individual access to the following services:

Employee Email	Login Details
Self-Service Web Services for Students and Employees	Login Details
Blackboard	Login Details
Stockton WP Blog	Login Details
INB Banner	Login Details
Workflow	Login Details




Additional Support:

Password Recovery	What's This?
Browser Check	What's This?
Blackboard Support	What's This?
Contact the Help Desk	What's This?
Security Information	What's This?
Student Technology Training	What's This?
Employee Technology Training	What's This?
System Maintenance Schedule	What's This?

Step 2: Click on “Enter Secure Area”



STOCKTON
UNIVERSITY

 Enter Secure Area (provides access to registration / tuition payment and other college information systems.)

[Prospective Students](#)

[Apply for Admission or Non-Degree Status](#)

[General Financial Aid](#)

[Campus Directory](#)

[Class Schedule \(View Only\)](#)

[Course Catalog](#)

[Stockton Home Page](#)

[GoStockton Portal Login](#)

RELEASE: 8.5.2


Step 3: Enter your Z number and Pin

If you do not remember this information, call the Computer Services Help Desk at ext. 4309 to obtain it.



[HELP](#) [EXIT](#)

User Login

 Please enter in CAPS your user Identification Number (Z number) and your Personal Identification Number (PIN). When finished, click Login.

If you have forgotten your PIN and previously set a challenge question, enter your Z number and click the Forgot PIN button. The system will prompt you with your challenge question.

[CLICK HERE IF YOU FORGOT YOUR ZNUMBER](#)

When you are finished, please Exit and close your browser to protect your privacy.

Unauthorized use of this system is PROHIBITED. These computing systems are accessible only to authorized students and employees who agree to abide by the terms and conditions of the [Stockton University Acceptable Use Standards](#) By logging onto this system you are acknowledging that you will abide by the College's standards of use.

User ID:

PIN:

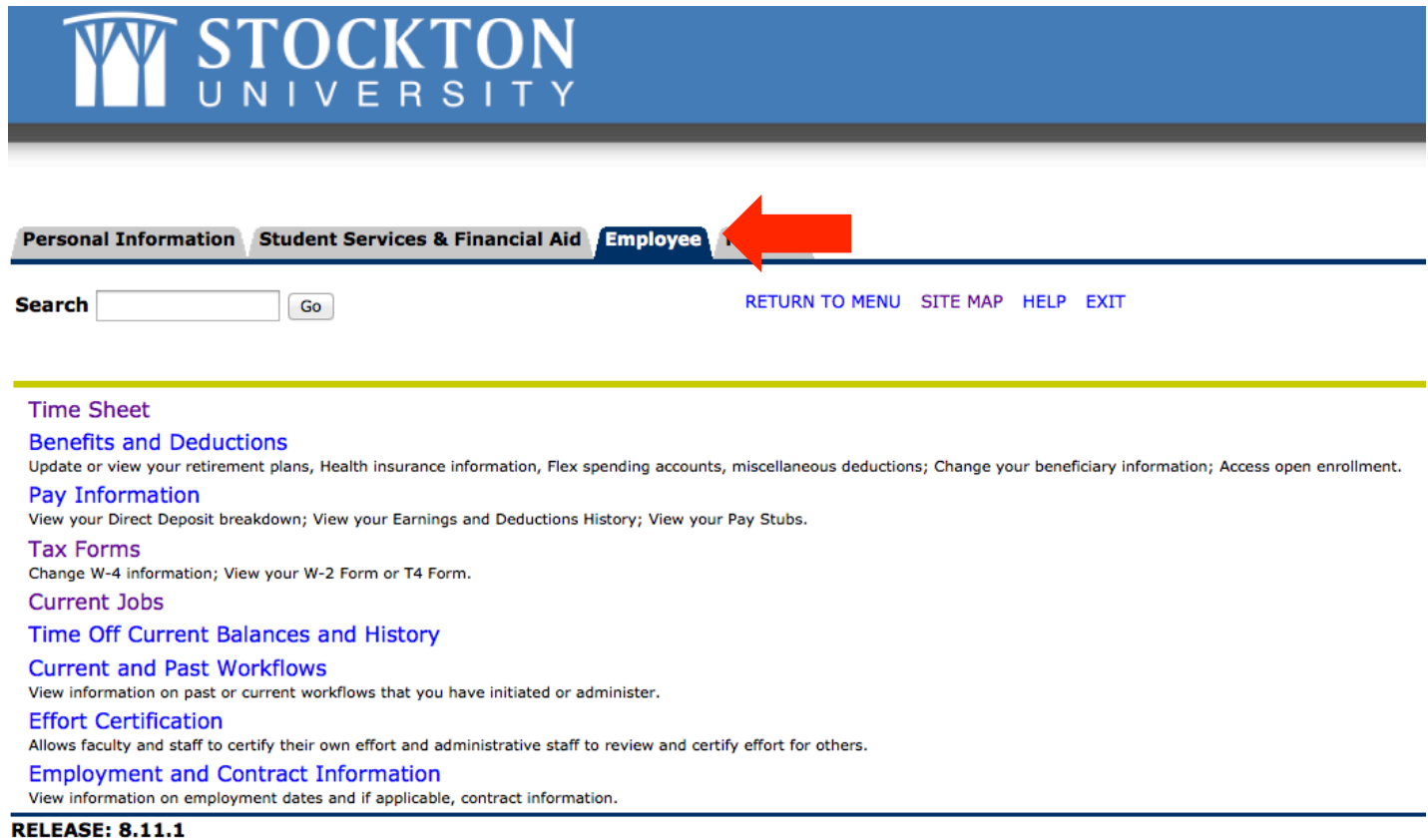
Login

[Forgot PIN?](#)

RELEASE: 8.5.2

Step 4: Select the “Employee” Tab

After you have logged into the Stockton GoPortal, click on the “Employee” tab (as shown below).



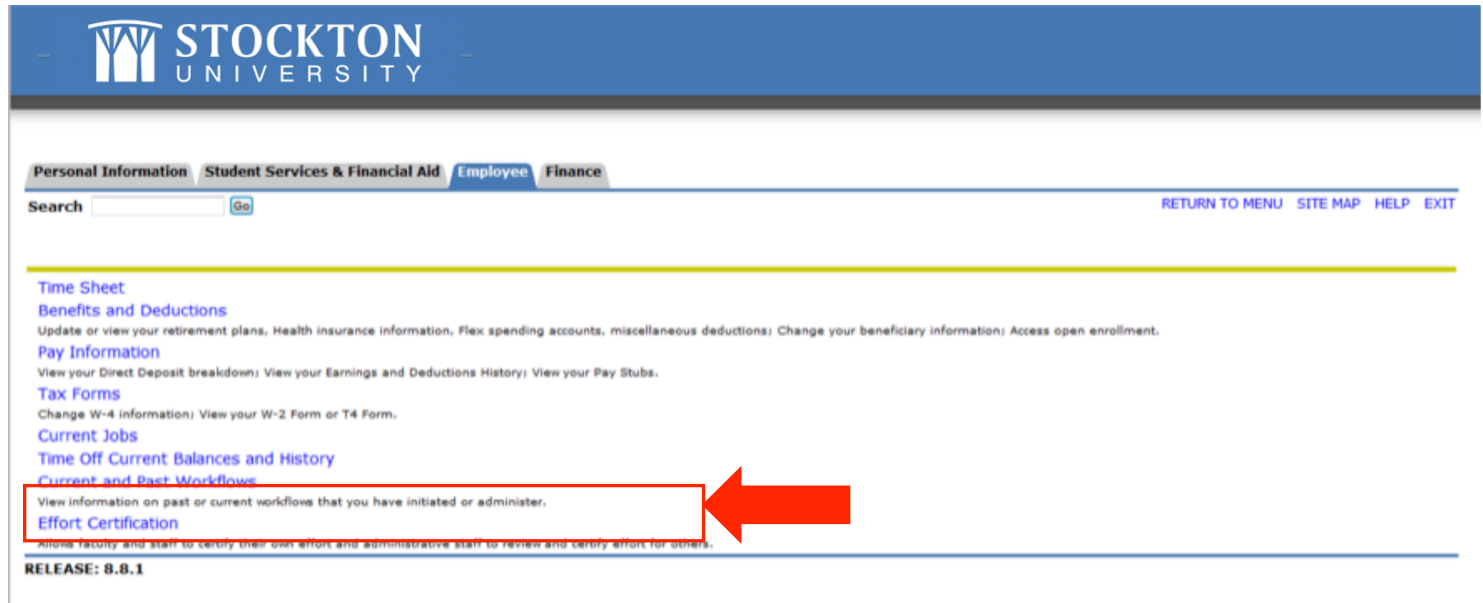
The screenshot shows the Stockton University GoPortal interface. At the top is the Stockton University logo and name. Below that is a navigation bar with three tabs: "Personal Information", "Student Services & Financial Aid", and "Employee". A red arrow points to the "Employee" tab. Below the navigation bar is a search bar with a "Go" button and a "RETURN TO MENU SITE MAP HELP EXIT" link. A yellow horizontal line separates the navigation from the main content area. The main content area lists several links and their descriptions:

- [Time Sheet](#)
- [Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
- [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.
- [Current Jobs](#)
- [Time Off Current Balances and History](#)
- [Current and Past Workflows](#)
View information on past or current workflows that you have initiated or administer.
- [Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
- [Employment and Contract Information](#)
View information on employment dates and if applicable, contract information.

RELEASE: 8.11.1

Step 5: Enter the Effort Certification Module

Under the Employee tab, click on the “Effort Certification” link to access the Effort Certification system.



The screenshot displays the Stockton University website's employee portal. At the top left is the Stockton University logo. Below it are navigation tabs for "Personal Information", "Student Services & Financial Aid", "Employee", and "Finance". A search bar is located below the tabs. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area lists several menu items: "Time Sheet", "Benefits and Deductions", "Pay Information", "Tax Forms", "Current Jobs", "Time Off Current Balances and History", and "Current and Past Workflows". The "Current and Past Workflows" item is expanded to show "Effort Certification" and "View information on past or current workflows that you have initiated or administer." The "Effort Certification" link is highlighted with a red rectangular box, and a large red arrow points to it from the right. At the bottom left of the page, the text "RELEASE: 8.8.1" is visible.

STOCKTON UNIVERSITY

Personal Information Student Services & Financial Aid **Employee** Finance

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Time Sheet](#)
[Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.
[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
[Tax Forms](#)
Change W-4 information; View your W-2 Form or T4 Form.
[Current Jobs](#)
[Time Off Current Balances and History](#)
[Current and Past Workflows](#)
View information on past or current workflows that you have initiated or administer.
[Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

RELEASE: 8.8.1

Step 6: Find your Effort Report

1. After you have selected the “Effort Certification” hyperlink, you should see a new screen that looks like this:

The screenshot displays the 'Certify My Effort' web application interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' button and a 'Help' icon. Below the tabs is a navigation bar with 'Certify My Effort' and 'Proxy or Superuser' options. The main content area features a table with the following data:

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
1	2013SPR	Spring 2013	June 06, 2013	June 30, 2013	Awaiting Certification	Unlocked	

The first row of the table is highlighted with a red border. The interface also includes a sidebar on the left with 'Open Items' and a footer with 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.6.1.3)'.

2. To view your report, double click on the row for the appropriate reporting period. For example, the reporting period shown in the image above is spring 2013.

Note: The dates listed under the “Start Date” and “End Date” column do not refer to the Report Period (e.g., Spring 2013). These dates actually refer to the certification period; these are the dates during which you can certify your effort report.

In the screen shot shown on this page, the Reporting Period is spring 2013, which encompasses the dates 1/1/2013-5/17/2013. However, the “Start Date” and “End Date,” June 6, 2013 and June 30, 2013 respectively, actually refers to the period of time in which you have to certify the report for spring 2013.

Step 7: View your Effort Report – General Information

After you have double clicked on one of the elements in the appropriate reporting period, you should see a screen that looks like this (a guide to the numbered items is included below):

The screenshot displays the Effort Report interface for Brittany Jillson. The interface is divided into several sections:

- 1**: The "Sponsored" section shows the assigned award and fund number where the employee's labor charges appear, the effort category, the charge type and percent of effort expended on the funded project.
- 2**: The "Non Sponsored" section shows any other accounts from which the employee has been paid. This may include general institutional funds for instruction and/or other restricted or non-restricted accounts. This section can also include effort that the employee spent on a funded project, but that was funded by the College (cost-share or match).
- 3**: The "Effort Report Overview" section shows the reporting period name (Spring 2013), the dates of review, and a statement on the status of your report.
- 4**: The "Funding Chart" is a simple visual representation showing the percent of effort allocated to different funding sources in a pie chart format.

1. The "Sponsored" section shows the assigned award and fund number where the employee's labor charges appear, the effort category, the charge type and percent of effort expended on the funded project.
2. The "Non Sponsored" section shows any other accounts from which the employee has been paid. This may include general institutional funds for instruction and/or other restricted or non-restricted accounts. This section can also include effort that the employee spent on a funded project, but that was funded by the College (cost-share or match).
3. The "Effort Report Overview" section shows the reporting period name (Spring 2013), the dates of review, and a statement on the status of your report.

Note: If the status of the report says anything other than "Awaiting Certification-Unlocked," please contact the Office of Research and Sponsored Programs immediately at 609-652-4844 or grants@stockton.edu.

4. The "Funding Chart" is a simple visual representation showing the percent of effort allocated to different funding sources in a pie chart format.

Step 8: View your Effort Report – Pay Period Summary

To view more details in your effort report, click on the “Pay Period Summary” located in the left-hand navigation:

The screenshot shows the Banner Effort Certification interface for user Brittany Jillson. The left-hand navigation menu has 'Pay Period Summary' highlighted with a red box and a red arrow pointing to it. The main content area displays a summary of effort by fund type:

Sponsored					
Fund	Effort Category	Grant	Charge Type	Effort	
213118 Re-Enrolling Adult Learners	OTHSPONS Other Sponsored Project	213118 Re-Enrolling Adult Learners	Direct	63.88	
Total					Sponsored Activity 63.88%
Non Sponsored					
Fund	Organization	Effort Category	Charge Type	Effort	
110005 College Operating Unrestrict	210015 Academic Advising		Direct	36.12	
Total					Non Sponsored Activity 36.12%
Total					100.00%

On the right side, there is an 'Effort Report Overview' panel showing report status (2013SPR Spring 2013, Jun 06, 2013 - Jun 30, 2013) and a 'Funding Chart' pie chart showing 63.88% sponsored and 36.12% non-sponsored activity.

After you click on the Pay Period Summary, you should see a screen that looks like this:

The screenshot shows the Banner Effort Certification interface for user Brittany Jillson, displaying the 'Pay Period Summary' view. The main content area shows detailed effort data for three bi-weekly periods in 2013:

Bi-Weekly 3 2013 January 12, 2013 - January 25, 2013						
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	73.7862	6.8654	
210015 Academic Advising		110005 College Operating U		26.2138	2.439	
Bi-Weekly 4 2013 January 26, 2013 - February 08, 2013						
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	62.86	5.8487	
210015 Academic Advising		110005 College Operating U		37.14	3.4556	
Bi-Weekly 5 2013 February 09, 2013 - February 22, 2013						
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
210015 Academic Advising		110005 College Operating U		37.14	3.4556	
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	62.86	5.8487	

The right side of the screen shows the 'Effort Report Overview' panel with the same funding chart as the previous screenshot.

(Note: This is only a partial screen print.)

To view the summary for each pay period, click on the hyperlink titled “Bi-Weekly...” for the specific pay period(s) you want to review:

The screenshot shows the Banner Effort Certification interface for user Brittany Jillson. The main area displays three bi-weekly periods:

- Bi-Weekly 3 2013** (January 12, 2013 - January 25, 2013):

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	73.7862	6.8654
210015 Academic Advising		110005 College Operating U		26.2138	2.439
- Bi-Weekly 4 2013** (January 26, 2013 - February 08, 2013):

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	62.86	5.8487
210015 Academic Advising		110005 College Operating U		37.14	3.4556
- Bi-Weekly 5 2013** (February 09, 2013 - February 22, 2013):

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
210015 Academic Advising		110005 College Operating U		37.14	3.4556
210015 Academic Advising	213118 Re-Enrolling Adult Le	213118 Re-Enrolling Adult Le	OTHSPONS Other Sponsore	62.86	5.8487

A red arrow points to the "Bi-Weekly 4 2013" link. The right sidebar shows an "Effort Report Overview" with a "Funding Chart" pie chart and a "Proxy or Superuser" section.

A screen will appear that looks like the screen shot below.

On this screen, you can review the fund, organization, account, and program codes, as well as the percent allocation for each account from which you were paid for the selected pay period.

The screenshot shows the "Pay Period Bi-Weekly 4 2013" summary screen. It contains a table with the following data:

Sequence	Position an	Effective D	Earning Co	Shift	COA	Index	Fund	Organizati	Account	Program	Activity	Location	Percent
0	000979 - 0	November	REG Reg P	1	1		213118 Re-	210015 Ac	612210 St	50	Student		62.86
0	000979 - 0	November	REG Reg P	1	1		110005 Co	210015 Ac	611210 St	10	Instruc		37.14

A red arrow points to the "Close" button in the bottom right corner of the window.

Once you have reviewed the information for each pay period, simply choose the “Close” button to return to the Pay Period Summary screen.

Step 9: Certify Your Effort

If you approve the percent allocations and the “Effort Category” descriptions, you can certify your effort as instructed below. **However, if the percent allocations and “Effort Category” descriptions are incorrect, please see the section on Requesting Changes in the appendix.**

To complete your certification process:

1. Return to the “Effort Report” screen by clicking on the link in the left-hand navigation
2. To confirm that you have reviewed and approve your effort, click on the “Certify” button at the bottom of the page.

Note: Do not choose the “Certify” button if you have not reviewed your effort as stated in Steps 5 and 6 or if you do not agree with the percent allocations or effort categories.

The screenshot displays the Banner Effort Certification interface for user Brittany Jillson. The main area shows two tables of effort data:

Sponsored				
Fund	Effort Category	Grant	Charge Type	Effort
213118 Re-Enrolling Adult Learners	OTHSPONS Other Sponsored Project	213118 Re-Enrolling Adult Learners	Direct	63.88

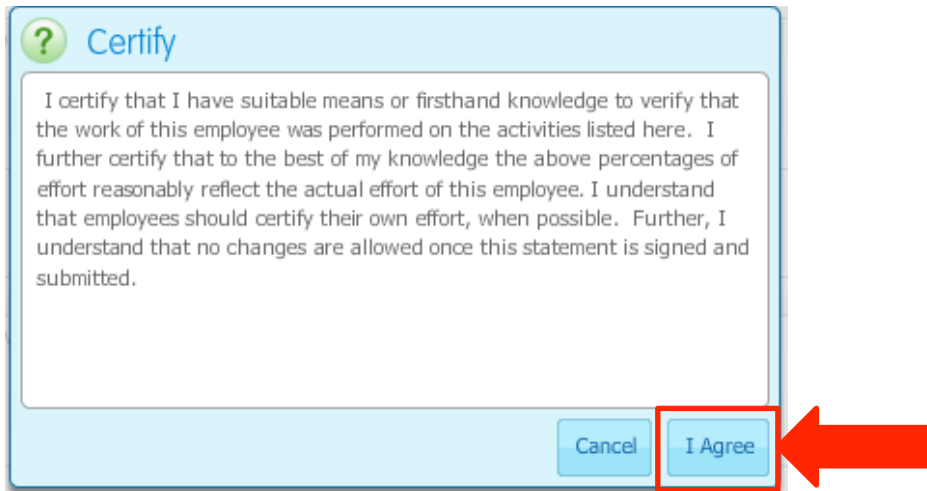
Non Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
110005 College Operating Unrestricted	210015 Academic Advising		Direct	36.12

Summary: Total Sponsored Activity 63.88%, Total Non Sponsored Activity 36.12%, Total 100.00%.

The 'Certify' button at the bottom is highlighted with a red box and a red arrow points to it.

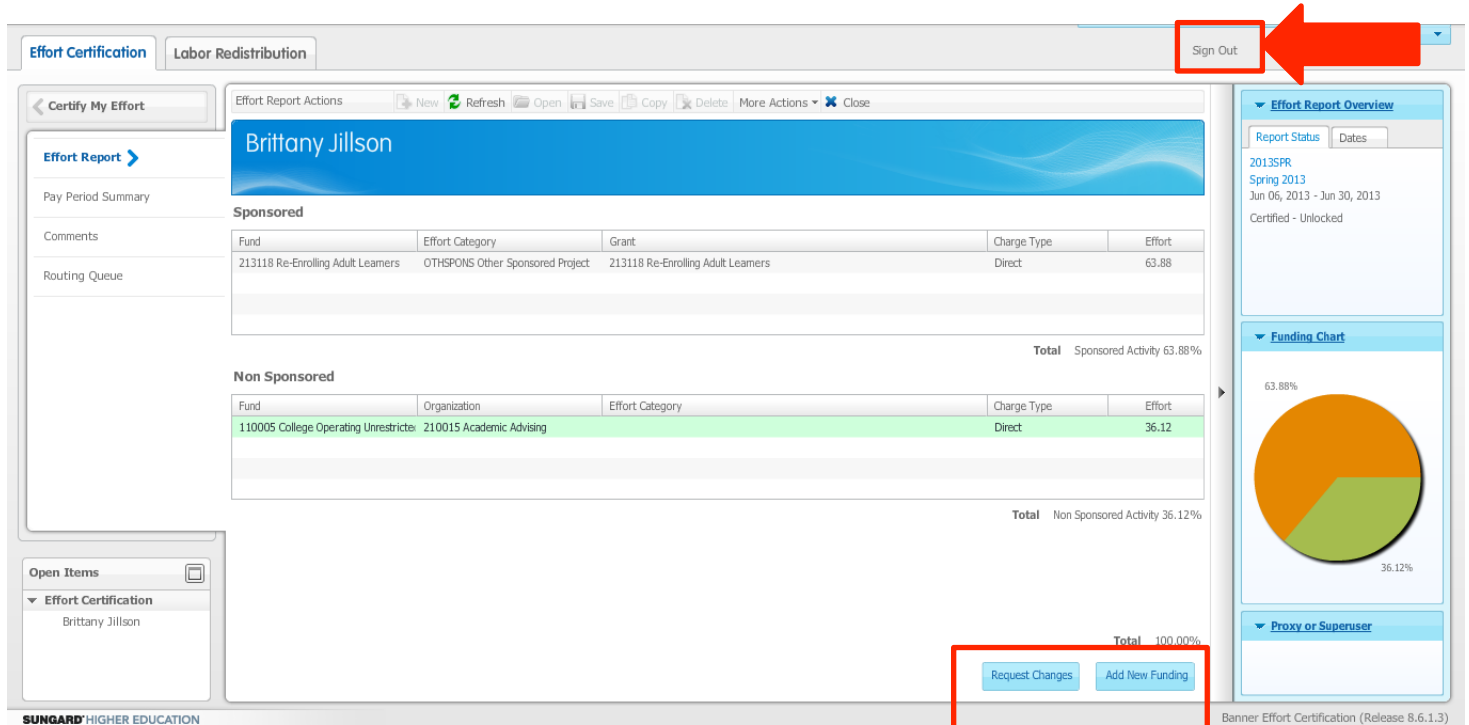
NOTE: If the “Certify” button does not appear on your screen, contact the Office of Research and Sponsored Programs. The absence of the “Certify” button can mean the Office of Research and Sponsored Programs needs to review the report or it could mean that a salary reallocation is in process.

Once you click on the “Certify” button, a smaller window will appear with a certification statement, as shown below. If you agree with the statement, click on the “I Agree” button to complete the certification of the report.



Once you click on “I Agree,” the Certify button disappears from the effort report screen.

You have completed your certification of the effort report and can exit the system by clicking on “Sign Out” at the top of the screen.



What Happens After I Certify my Report?

After an employee certifies an effort report, the report is routed to the Project Director for Post-Review. The Project Director should be familiar with the employee's work on the funded project, so this step serves to verify that the Project Director agrees with the employee's certification.

For the step-by-step instructions for Project Directors completing the Post-Review, visit the Appendix section entitled ["Reviewing or Certifying an Employee's Report."](#)

Once the Project Director completes the Post-Reviewer function, the effort report is locked from further changes. This locked report becomes the official record that may be reported to sponsors, if required.

Appendix

On the following pages, you will find guidance on the following topics:

- Requesting Changes
- Reviewing or Certifying an Employee's Report
- Reviewing the Routing Queue
- Adding Comments to an Effort Report

Requesting Changes

If your report is incorrect, please follow these instructions:

1. To request changes, click on the “Request Changes” button at the bottom of the Effort Reporting screen (see screen print below). This will cause your default e-mail application to open a new mail message.
If your default e-mail application does not open, open a new e-mail message manually.
2. Enter grants@stockton.edu in the “To” line of the message and copy Christy.santiago@stockton.edu in the “CC” line. If you are not the Project Director/Principal Investigator (PD/PI) on the project, you should also send a copy of the e-mail message to the PD/PI.
3. Indicate which percentages, effort categories, and/or other data are incorrect and provide the corrections in your message. When recalculating the percent effort (if it is incorrect)*, make sure your combined effort equals 100%. You cannot report effort in excess of 100%.
4. Send the e-mail message to grants@stockton.edu, and you will receive a response within 3-5 business days.

The screenshot displays the Banner Effort Certification interface for user Brittany Jillson. The main area shows two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table has one row with Fund 213118, Effort Category OTHSPONS Other Sponsored Project, Grant 213118 Re-Enrolling Adult Learners, Charge Type Direct, and Effort 63.88. The 'Non Sponsored' table has one row with Fund 110005, Organization 210015 Academic Advising, Charge Type Direct, and Effort 36.12. A 'Request Changes' button is highlighted with a red box and a red arrow pointing to it. The interface also includes a 'Funding Chart' showing a pie chart with 63.88% (orange) and 36.12% (green). The total effort is 100.00%.

Fund	Effort Category	Grant	Charge Type	Effort
213118 Re-Enrolling Adult Learners	OTHSPONS Other Sponsored Project	213118 Re-Enrolling Adult Learners	Direct	63.88

Fund	Organization	Effort Category	Charge Type	Effort
110005 College Operating Unrestricts	210015 Academic Advising		Direct	36.12

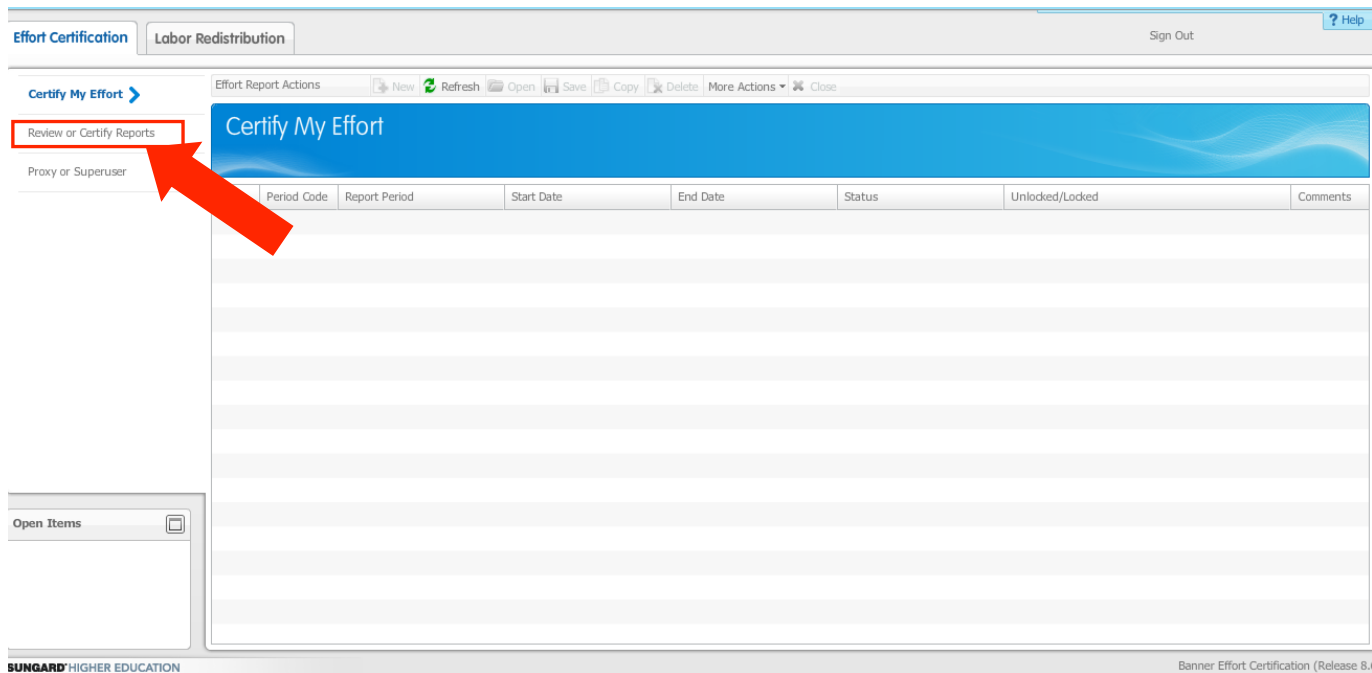
***NOTE:** It is a time consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will vary significantly (10% or more) during a reporting period, you should inform the Office of Research and Sponsored Programs, about the variance in advance of the pay period or effort-reporting period.

Reviewing or Certifying an Employee's Report

If you are required to review or certify an employee's report, you will follow similar instructions to those provided above. However, getting to your employee's report follows a different process than finding your own.

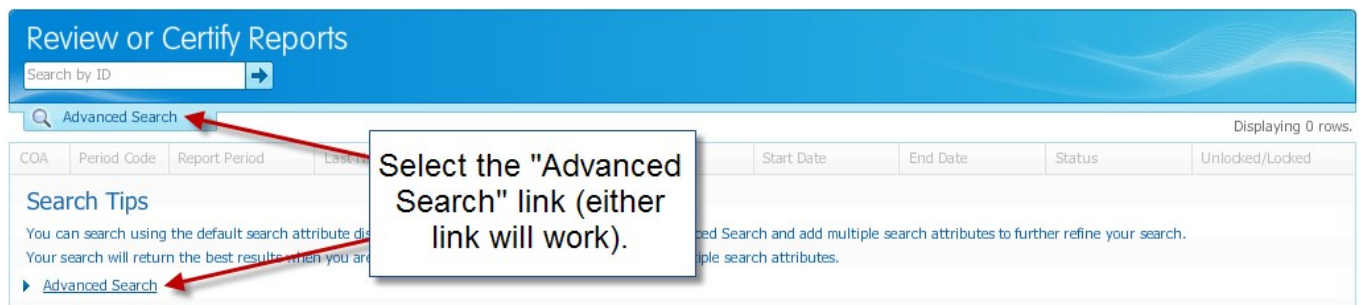
After following Steps 1-3 in the main portion of this guide, you should be on the "Certify my Effort" screen as shown below.

On the left-hand navigation pane, click the "Review or Certify Reports" link.



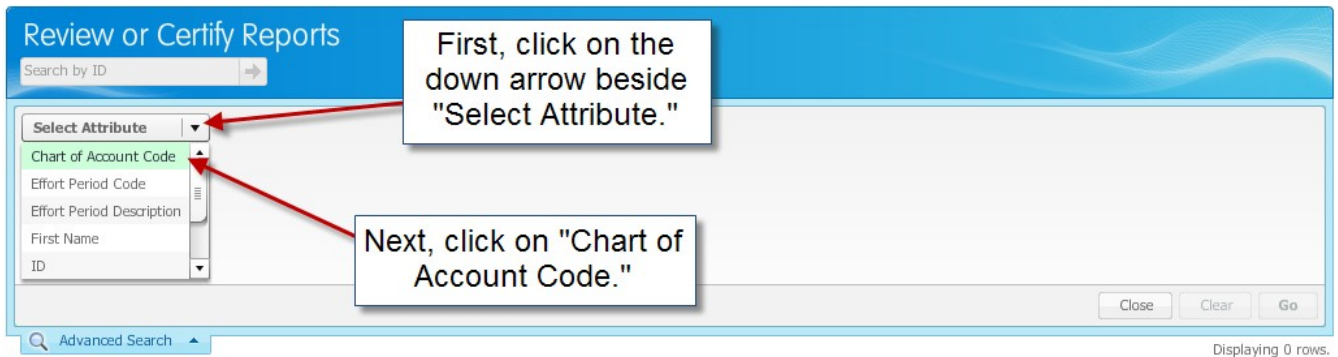
You should enter a new screen titled "Review or Certify Reports." At this point, you have several options to search for the reports you should certify, such as searching by ID number (Z#), effort report period, or name. If you have several employee effort reports to view, the easiest option is to search by "Chart of Account Code." To do this, follow these instructions:

1. Under "Review or Certify Reports," select the "Advanced Search" link:

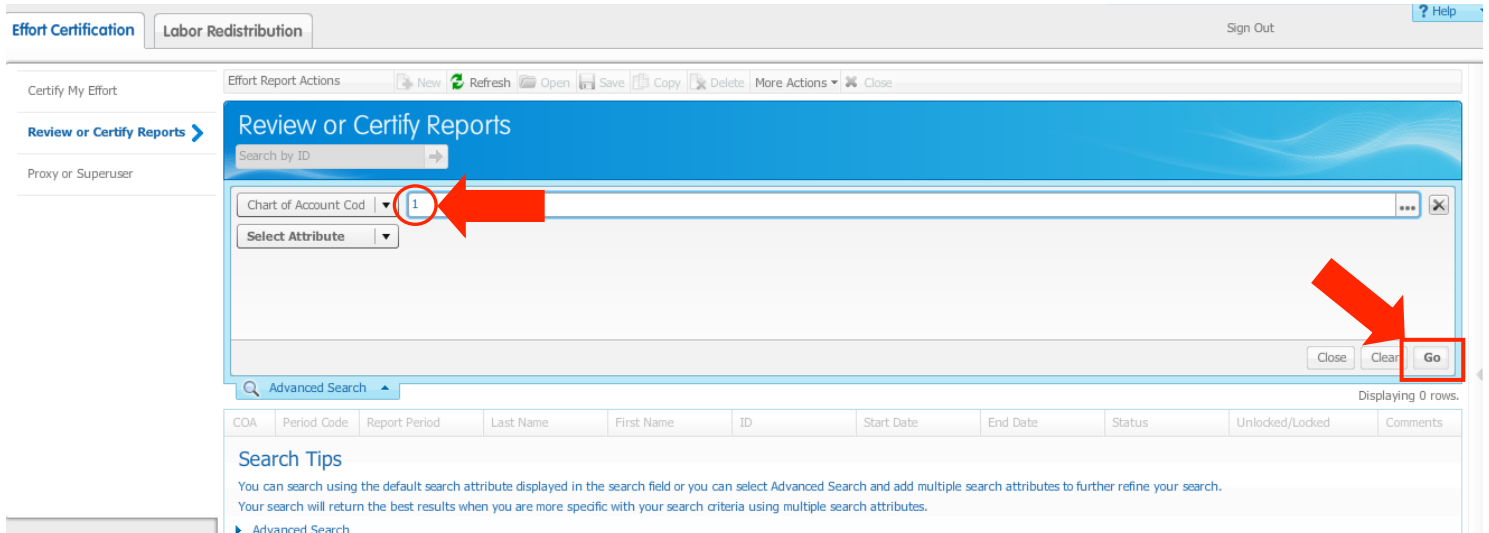


2. This will open a new subsection with a drop down menu titled "Select Attribute." Click on the down arrow

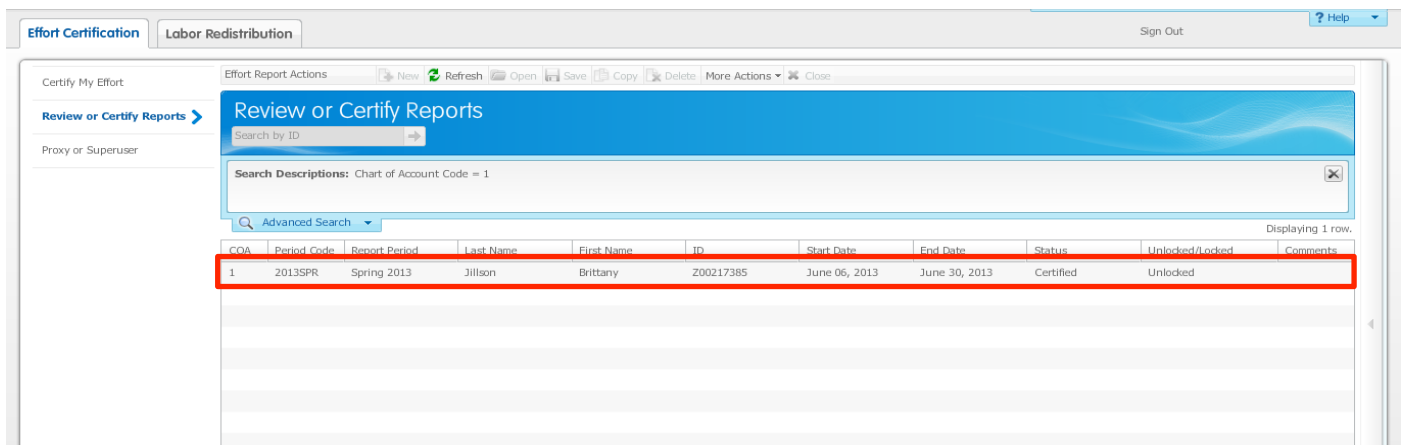
beside Select Attribute and choose "Chart of Account Code."



3. After you have chosen Chart of Account Code, a new line will appear. Enter the number 1 in the Chart of Account Code line and then click on the "Go" button:



4. You should see a list of one or more effort reports for you to review or certify (see the list below). Follow Steps 4-7 of the main guide to review or certify the appropriate effort reports. The "Certify" button will be replaced by a "Review" button if you are a PD/PI acting as Post-Reviewer.



Reviewing the Routing Queue

Like many other applications in Banner Self-Service, you can view the routing queue for your effort report. This allows you to see who, if anyone, has reviewed your effort report and on what date(s) it was reviewed.

After you have followed Steps 1-4 of this guide, click on the “Routing Queue” link in the left hand navigation:

The screenshot displays the Banner Self-Service interface for Effort Certification. The user is logged in as Brittany Jillson. The left-hand navigation menu is open, and the "Routing Queue" link is highlighted with a red box and a red arrow. The main content area shows the routing queue for the user's effort report, including a table of sponsored activity and a section for non-sponsored activity. The right-hand side of the interface contains an "Effort Report Overview" panel with report status and dates, a "Funding Chart" pie chart, and a "Proxy or Superuser" section.

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Brittany Jillson

Routing Queue

Fund	Effort Category	Grant	Charge Type	Effort
213118 Re-Enrolling Adult Learners	OTHSPONS Other Sponsored Project	213118 Re-Enrolling Adult Learners	Direct	63.88

Total Sponsored Activity 63.88%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
110005 College Operating Unrestricted	210015 Academic Advising		Direct	36.12

Total Non Sponsored Activity 36.12%

Total 100.00%

Effort Report Overview

Report Status: 2013SPR
Dates: Spring 2013
Jun 06, 2013 - Jun 30, 2013
Certified - Unlocked

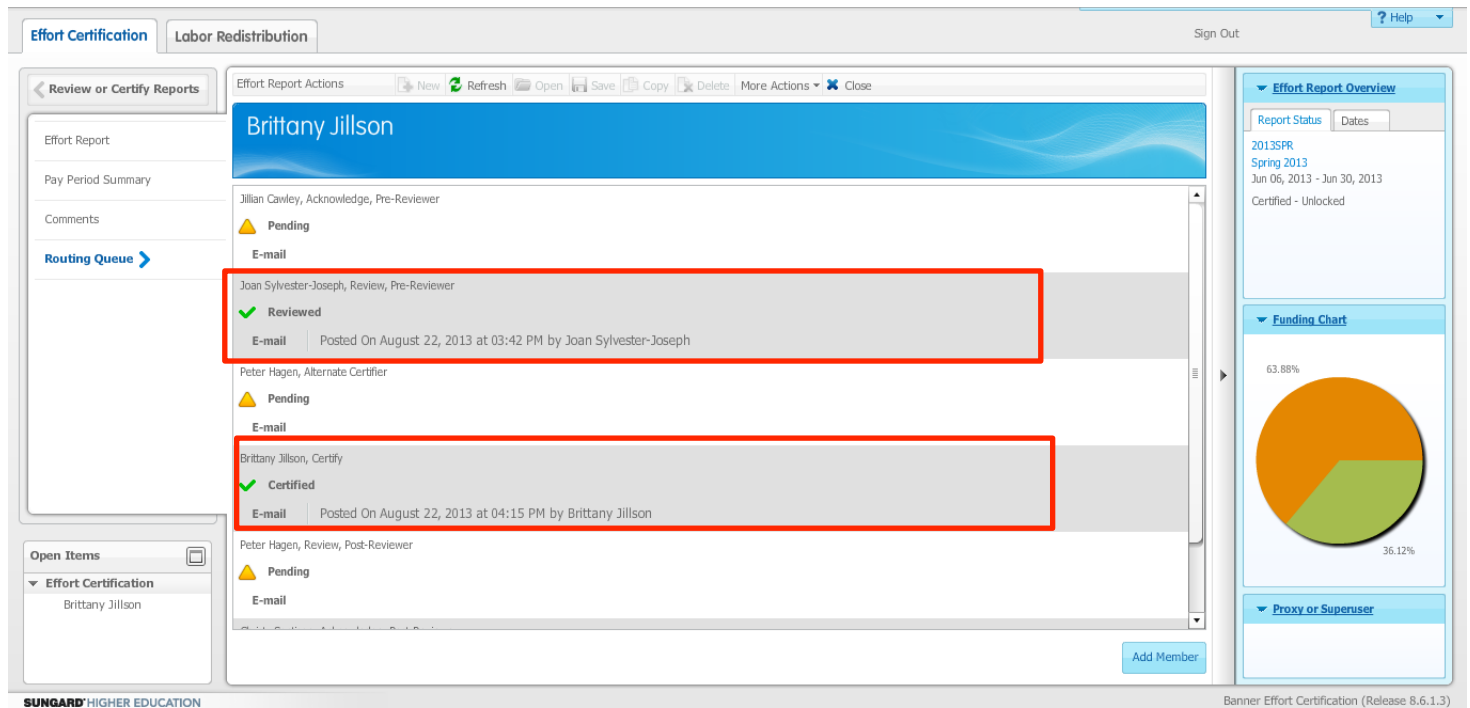
Funding Chart

63.88%
36.12%

Proxy or Superuser

Request Changes Review Add New Funding

After clicking on "Routing Queue," a new screen should appear.



As shown in the image above, when each member of the routing queue has completed his/her review/certification, a green check mark will appear. Pending reviews/certifications are indicated by a gold colored triangle.

Note: Only three (3) users in the routing queue must complete their task of reviewing or certifying the effort report in order for it to lock the report:

- Pre-Reviewer must Review;
- Employee or alternate certifier (not both) must Certify; and
- Post-Reviewer (PD/PI) must Review.

Note: The Project Director/Principal Investigator (PD/PI) has a special role in effort reporting in that the PD/PI can serve as an alternate certifier for the employee, having first-hand knowledge of their work on the project. In addition, the PD/PI reviews the certified report indicating agreement with the employee's certified report.

You will notice that there are two users with "Acknowledge" function. These are administrators that need to view or access the reports, but do not have to carry out a task in the system. The "Acknowledge" function is optional and will not prevent the report from being certified or locked.

Adding Comments to Your Effort Report

If you would like to add comments to your effort report, you may do so in the Comment section of the Effort Certification module.

Example: An employee that conducts interviews with different age groups on social media usage works on more than one funded projects that have related scopes of work. In this case, the employee may wish to distinguish between activities conducted on each project to support the effort report. In this case, the employee might make the following comment:

“During this period, I conducted and transcribed 24 interviews with college students 18-24 years of age for grant # 55555 ‘Social Media Usage on University Campus X’ and conducted 12 interviews with older adults over 65 years of age for grant #44444 ‘Social Media Usage and Older Adults.’”

This comment would support an effort report showing that the employee exerted more effort on the study related to college students than the study on older adults, as conducting and transcribing double the amount of interviews would undoubtedly take more time if the length of the interviews is the same.

After you have followed Steps 1-4 of the main guide, click on the “Comments” link in the left hand navigation:

The screenshot displays the 'Effort Certification' module interface for 'Brittany Jillson'. The left-hand navigation menu is visible, with the 'Comments' link highlighted by a red box and a red arrow pointing to it. The main content area shows a summary of effort reports, including a table for 'Sponsored' activity and a table for 'Non Sponsored' activity. The 'Sponsored' table lists a grant for '213118 Re-Enrolling Adult Learners' with an effort of 64.48. The 'Non Sponsored' table lists '110005 College Operating Unrestrict' with an effort of 35.52. The total effort is 100.00%. At the bottom right, there are buttons for 'Request Changes' and 'Add New Funding'.

Fund	Organization	Effort Category	Charge Type	Effort
213118	Re-Enrolling Adult Learners	OTHSPONS Other Sponsored Project	Direct	64.48

Fund	Organization	Effort Category	Charge Type	Effort
110005	College Operating Unrestrict	210015 Academic Advising	Direct	35.52

Once the Comments screen appears, click on the “Add Comment” button at the bottom of the screen.

Effort Certification Labor Redistribution Sign Out

Review or Certify Reports

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Brittany Jillson

Effort Report

Pay Period Summary

Comments >

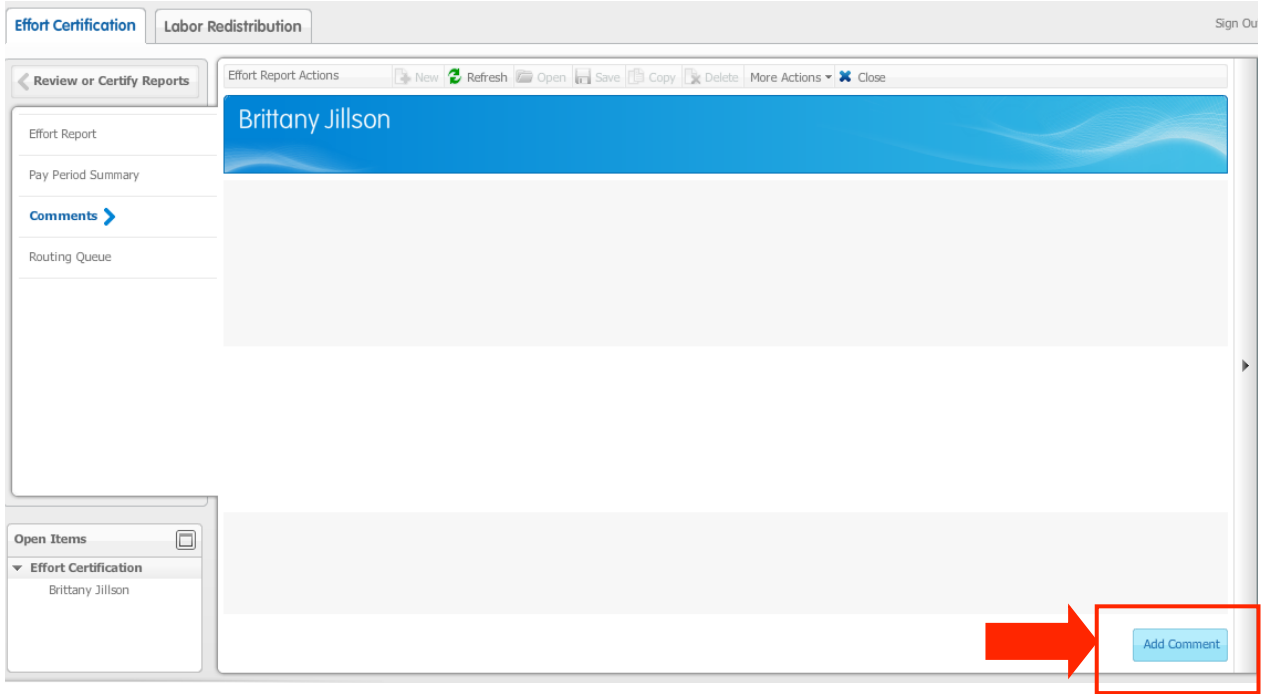
Routing Queue

Open Items

Effort Certification

Brittany Jillson

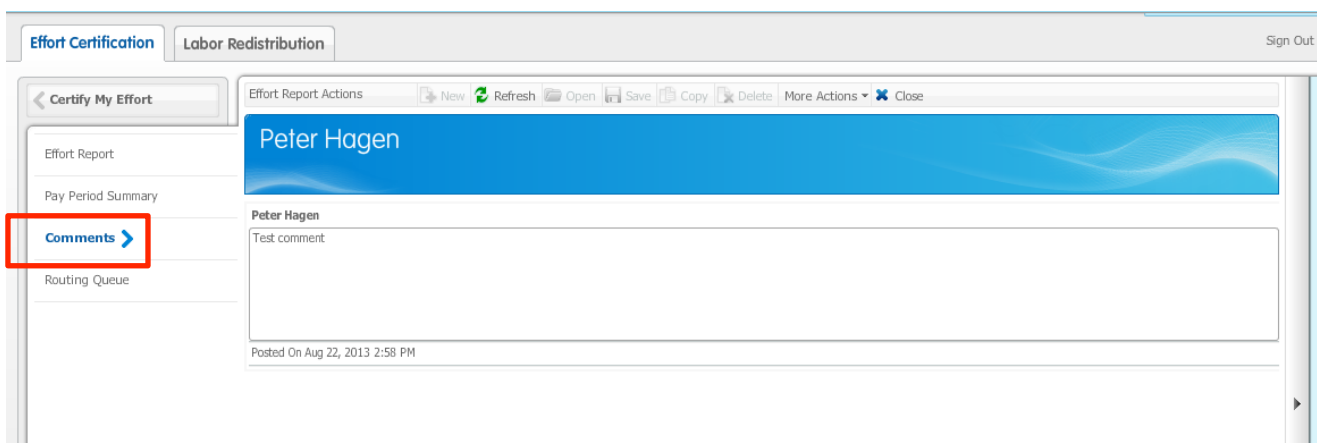
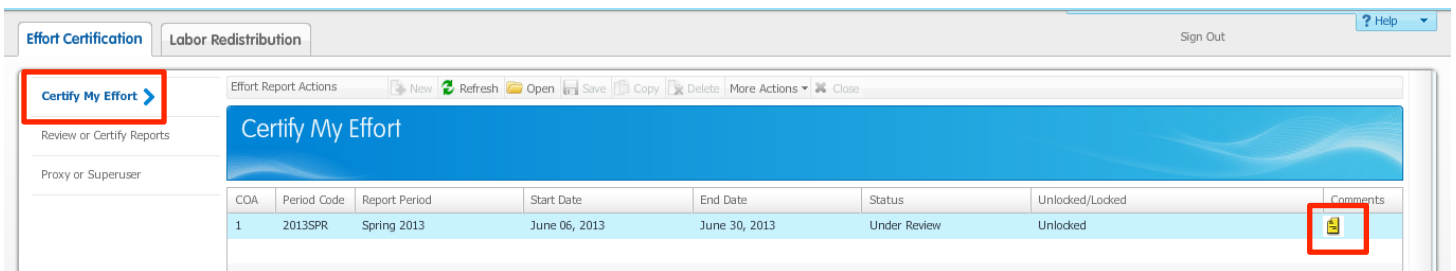
Add Comment



When the “Add Comment” box pops up, simply type your comment in the box provided and then click on the “Save” button to save your comment.



Once the comment is saved, anyone in the routing queue (employee, Post-Reviewer, and administrators) can view the comment when they open the effort report for that particular period and click on the “Comments” section. You will know a comment is present if you see a gold note icon under the comments column on the main report screen.



Questions?

If you have any questions or concerns about the online Effort Reporting System, please contact the Office of Research and Sponsored Programs at your earliest convenience.

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