**SECTION**: Human Resources

**NOTE:** Any changes to process due to pandemic or remote work should be documented in procedures.

**SUBJECT**: Effort Certification Reporting

**APPLIES** **TO**: All Regular Faculty, Staff Members and Graduate Students

**NOTE: Changes for FY2022 are identified in red text**

**Effort Certification Reporting**

The objective of the Effort Certification Reporting process is to ensure that appointments reasonably reflect effort expended on the activities for the certification period reported, timeliness of certification and corrections, and to provide evidence of compliance with federal regulations.

Employees must certify effort if they:

1. Perform sponsored activities
2. Are compensated by cost sharing related to sponsored activities, or
3. Are a Medical School faculty member who holds an MD

**Effort Certification Reporting Process:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsibility** | **Reference/Comments** |
| At the beginning of the certification period, determine appropriate ShortCode(s) and percentages of effort on activities for the employee’s salary distribution for the Department Budget Earnings (DBE). Be aware that each ShortCode(s) is mapped to a Class Code that describes an activity. | [insert appropriate person/position] HR Officer, Department Manager, Employee | SPG 501.10 Policy on Effort Certification: [http://spg.umich.edu/policy/501.10](http://spg.umich.edu/policy/501.10%20%20)  My LINC Course: CFE101 Introduction to ChartFields - The Basics (Login to [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview) and search for CFE101to access course)  It is recommended to process changes proactively rather than retroactively. |
| On an on-going basis, monitor effort distribution for reasonableness and to ensure any changes are processed timely. Initiate a Department Budget Earnings correction when significant changes (i.e. 5% or more) need to be made. | [insert appropriate person/position] HR Officer, Department Manager or Grants Manager/Specialist, Employee | Administrators and Supervisors can run As Needed Effort Certification Reports.  Employees can review the Effort Certification Preview Report in [Wolverine Access](https://wolverineaccess.umich.edu/f/u24l1s13/normal/render.uP) under Employee Self Service, Employment Information. |
| If a change is required to DBE, use the PAR Launchpad. | [insert appropriate person/position] HR Officer, Department Manager | For instructions and information see: Personnel Action Request (PAR) User Resources in [My LINC](https://its.umich.edu/enterprise/administrative-systems/training/my-linc-overview)  PAR approval should be done by someone with higher level authority. |
| A targeted email from the Payroll Office in Financial Operations is sent to all individuals required to certify (regular faculty, staff members and graduate students) and their respective HRMS administrators. | Payroll Office | Faculty and Staff - Annual: Email sent on or around July 1st.  Graduate Students - Term: Emails sent approximately six weeks before certification is due. |
| Employee reads the education material and completes a mandatory quiz.  Review Effort Certification Report for accuracy. If report reasonably reflects effort percentages in relation to work performed for the time period stated, electronically sign. If report does not reasonably reflect effort, click NO to generate an email to HR administrator. Explain concerns and/or corrections and send. HR administrator must process changes and notify employee once they have been made. | Employee | Certification Timeline:  Faculty & Staff – Annual:   * April 1 through August 15 (for July 1 – June 30 effort)   Graduate Students – Term:   * March 15 – April 30 (for winter term effort) * July 15 – August 31 (for spring/summer term effort) * November 15 – December 31 (for fall term effort)   Employee should be aware certain effort should not be charged to sponsored agreements such as new proposal writing and general instructional activities. They should also be aware of their committed effort on projects. |
| Throughout the certification period, run the Effort Certification Status Reports and follow up with employees who have not certified or need to re-certify until all reports are certified. Remind employee who has not certified or who needs to recertify to do so as soon as possible. Ensure employee is aware of their responsibilities. | [insert appropriate person/position] HR Officer, Department Manager, HRMS Report Recipient | To monitor compliance, run Effort Certification Status Reports in [Wolverine Access](https://wolverineaccess.umich.edu/) > M-Pathways Human Resource Management System > Navigator > Workforce Administration > Workforce Reports.   1. Enter year or term (i.e. “2013” “1701”) in the FISCAL YEAR/TERM box. 2. Enter Org Group, Admin Dept, or Appointing Department. If you choose Appointing Department, remember that Payroll follows up based on Administrative Department. 3. Choose any combination of radio buttons: Certified, Not Certified, or Needs Recertifying. 4. Click RUN and wait for the next screen. 5. At upper left, verify that SERVER NAME is PSUNX. At lower right, make sure that TYPE is Web and FORMAT is CSV. 6. Click OK at lower left. 7. The output will be pushed to your email inbox.   Open the email and click DOWNLOAD. The output will appear in Excel® format. |
| As-Needed-Effort-Certification Reports should be created on an ad-hoc basis for special circumstances, including:   * Employee terminates employment during the current effort certification period. * A change was made to an employee’s effort and the employee has left the university. * Employee begins a Reduction in Force (RIF). * Employee begins a Leave of Absence (LOA).   Verify that the employee certified prior periods online as appropriate. If prior periods need certification and the employee’s termination date is in the past, create As Needed Effort Certification Reports for those periods also. If the employee is still active, ask the employee to certify prior periods online as soon as possible. | [insert appropriate person/position] HR Officer, Department Manager | Run As Needed Effort Certification Reports  Effort Certification Reporting procedures:  <http://finance.umich.edu/finops/payroll/faculty/effort>  Use the Termination Checklist available on HR’s web site under Managers Toolkit:  <https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20140-termination-employment> |
| Review As-Needed Effort Certification report for accuracy. If report reasonably reflects effort percentages in relation to work performed for the time period stated, sign. If report does not reasonably reflect effort, discuss and document changes with manager. | Employee |  |
| Send signed report and a note with your name, phone, and reason for As Needed Report to:  UM-Dearborn:  UM-Dearborn HRAA, 1050 Administration Bldg 1491.  ALL OTHER UNITS:  Payroll Office  G395 Wolverine Tower – Low Rise  3003 S State St 1287 | [insert appropriate person/position] HR Officer, Department Manager |  |
| Review sponsored effort for accurate effort and distribution per the Project Investigator. | [insert appropriate person/position] | NOTE: Total Picture Effort by Project Director Report can be found under the Mgmt Reports tab of M-Reports (go to [Wolverine Access](https://wolverineaccess.umich.edu/collection/all/faculty-staff-wolverine-access) > M-Reports).  Applicable M-Pathways reports can be found under [Wolverine Access](https://wolverineaccess.umich.edu/collection/all/faculty-staff-wolverine-access) > M-Pathways Human Resource Management System > Navigator > Workforce Administration > Workforce Reports > Effort Certification Status |

Other related information:

* Effort Reporting Procedures – As-Needed Effort Certification Process: <http://finance.umich.edu/finops/payroll/faculty/effort/adhoc_certification>

Key Contacts:

* Effort Reporting email: [effort.reporting.payroll@umich.edu](mailto:effort.reporting.payroll@umich.edu)
* Finance Effort Reporting website: <http://finance.umich.edu/finops/payroll/faculty/effort/erplans>
* Employment resources for departments can be found on the Recruiting and Employment Services website at <http://hr.umich.edu/empserv/>.
* For IT related questions, contact UM ITS at [4help@umich.edu](mailto:4help@umich.edu) or 734-764-HELP.
* Contact your HR Unit Liaison [insert name] with questions related to Wolverine Access or Business Objects access.
* Contact HR Officer [insert HR Office or equivalent name] for any concerns.
* Contact Dean’s Office HR Manager [insert HR Office or equivalent name] for any concerns.
* Contact unit Financial Manager [insert HR Office or equivalent name] for any concerns.

Related Standard Practice Guides or other Regulations:

* Federal regulations including information on effort reporting, Title 2 in the Code of Federal Regulations, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: <https://www.ecfr.gov/cgi-bin/text-idx?SID=e73c0dc8f3a1495ded9ed85928797aee&mc=true&node=pt2.1.200&rgn=div5>
  + [§200.430   Compensation—personal services.](https://www.ecfr.gov/cgi-bin/text-idx?SID=e73c0dc8f3a1495ded9ed85928797aee&mc=true&node=pt2.1.200&rgn=div5#se2.1.200_1430) (Under Subpart E – Cost Principles)
* SPG 501.10 – Policy on Effort Certification: <http://spg.umich.edu/policy/501.10>
* SPG 501.09 – Policy on Retroactive Salary Distribution Changes <http://spg.umich.edu/policy/501.09>

Record of Revisions:

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| --- | --- | --- | --- |
| **Date of Issue** | **Description of Change** | **Page(s) Affected** | **Approved By** |
| 6/27/2007 | Original template created | All | [insert name] |
| 11/20/2008 | Updated with SPG revisions and corrected links | All |  |
| 3/18/2010 | Minor updates (including new FinOps website links) | All |  |
| 1/19/2011 | Minor updates for FY2011 Certification | 1-2 |  |
| 1/5/2012 | Minor updated for FY2012 Certification | 2 |  |
| 1/10/2013 | A number of revisions made for FY2013 Certification including clarification of 1) employee responsibilities, 2) which reports should be created/run for which activity, 3) submittal form instructions, 4) certification period and timelines 5) how to run Effort Certification Status Report, etc. | All |  |
| 1/29/2014 | A number of clarifications made including 1) employee responsibilities, 2) which reports should be created/run for which activity, 3) submittal form instructions, 4) certification period and timelines 5) how to run Effort Certification Status Report, etc. | All |  |
| 1/15/15 | Par Launchpad, new management report | 2,4 |  |
| 1/18/16 | Updated link; Navigation to M-Pathways effort certification reports | 3,4 |  |
| 11/2016 | Updated Link and Changed Cost Reimbursement to Payroll Office | 2/3 |  |
| 11/2017 | Added clarifying language, Updated links, Updated address to send in As Needed reports | 3-5 |  |
| 10/2018 | New description of who is required to certify – per updated SPG 501.10  Updated links | 1, 3, 4, & 5 |  |
| 11/2019 | Updated comments; Updated links, Added Key Contacts | 2-4; 5 |  |
| 12/2020 | Removed M-Reports link, added Wolverine Access with path to M-Reports | 4 |  |
| 12/2021 | No changes |  |  |

Document Owner: [insert name], [insert title]

Administrative Owner: [insert name], [insert title]