

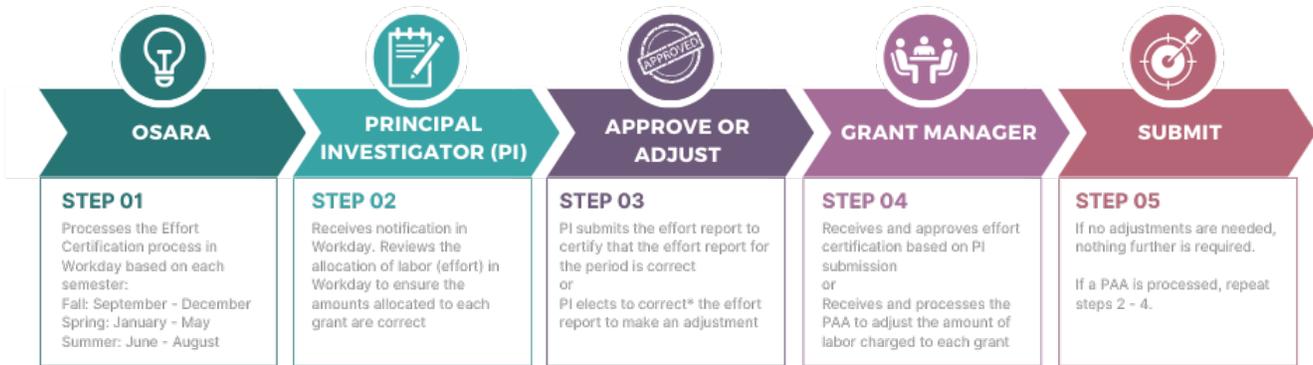
Effort Certification for the PI

Principal Investigator

Purpose: This job aid provides step-by-step instructions for the Principal Investigator on how to confirm effort or adjust effort for the purposes of effort certification.

Effort Certification is performed on a semester basis. The AU Office of Sponsored Awards and Research Administration (OSARA) initiates the effort certification process within Workday ten days after the close of the previous semester period. All PI's who charge at least one dollar \$1 to a federal award during an effort certification period are required to certify effort for that period. PI's who are required to certify effort will receive a notification in their Workday Task Inbox. The below steps should be followed to certify that the effort correctly reflects the PI's allocation of work performed during the period.

EFFORT CERTIFICATION OVERVIEW



*Any corrections made will create a Payroll Accounting Adjustment (PAA) to adjust the dollar amounts charged to each grant based on the new percent

To Review and Certify Effort that is accurate and does not require a change.

1	Log into Workday
2	Navigate to the Task Inbox in the top right corner. 
3	Select the Effort Certification task
4	Review the breakout of effort to ensure the proper percentage has been allocated to each grant correctly.
5	Hit Submit

To Review and Adjust Effort that has not been allocated correctly.

1	Log into Workday
2	Navigate to the Task Inbox in the top right corner. 
3	Select the Effort Certification task

Effort Certification for the PI

Principal Investigator

- 4 Review the breakout of effort to determine which percentage adjustments are needed
- 5 Hit **Change Effort**

Once you select Change Effort, a window will appear showing a breakdown of how your effort was allocated in percentage and dollar amount for each month within the reporting period. This window will allow you to adjust effort monthly and will then recalculate effort.

Total Certified Percentage Estimated 100.00%

Click here to sort

01/01/2024 - 01/31/2024 (Monthly)

Period 01/01/2024 - 01/31/2024 (Monthly)

1 Item

Grant	Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated	Order
	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] Instructor More (2)	Cost Center: CC00394 SOE Research Administration Fund: FD210 Discretionary Funds Unrestricted Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research Program: PG00876 SOE Discretionary InnovationEd	6,605.56	100.00%		6,605.56	100	
			6,605.56	100%		6,605.56	100.00%	

02/01/2024 - 02/29/2024 (Monthly)

03/01/2024 - 03/31/2024 (Monthly)

4 Items

Grant	Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated	Order
	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00394 SOE Research Administration Fund: FD210 Discretionary Funds Unrestricted Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research Program: PG00876 SOE Discretionary InnovationEd	330.28	5.00%		330.28	5	
GR00757 SOE FIXED Irvine Belson DCP P1 DCPS Partnership for Evidence 23-0297	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD320 State & Local Grants and Contracts Sponsor Restricted Grant: GR00757 SOE FIXED Irvine Belson DCP P1 DCPS Partnership for Evidence 23-0297 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	3,302.78	50.0001%		3,302.78	50.0001	
GR00309 SOE REIMB Irvine Belson DOE P1 ELI Leads (Early Literacy Inte) CP_20_0048	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD300 Federal Grants and Contracts Sponsor Restricted Grant: GR00309 SOE REIMB Irvine Belson DOE P1 ELI Leads (Early Literacy Inte) CP_20_0048 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	1,981.67	30.00%		1,981.67	30	
GR00489 SOE REIMB Parker DOE P1 Residency for Excellence in Te CP_22_0249	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD300 Federal Grants and Contracts Sponsor Restricted Grant: GR00489 SOE REIMB Parker DOE P1 Residency for Excellence in Te CP_22_0249 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	990.83	14.9999%		990.83	14.9999	
			6,605.56	100%		6,605.56	100.00%	

- 6 To correct an effort percentage, Select **"05 Effort Adjustment"** as the **Change Reason** for the effort allocated incorrectly. **Once a change reason is selected, the percentage block for that line will become open**

Effort Certification for the PI

Principal Investigator

for adjusting.

Effort Certification Lines									
Period 02/01/2024 - 02/29/2024 (Monthly)									
4 items									
Month	Grant	Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated	Order
01/31/2024		Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00394 SOE Research Administration Fund: FD210 Discretionary Funds Unrestricted Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research Program: PG00876 SOE DiscretionaryInnovationEd	330.28	5.00%		330.28		5
02/29/2024	GR00757 SOE FIXED Irvine Belson DCP P1 DCPS Partnership for Evidence- 23-0297	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD320 State and Local Grants and Contracts Sponsor Restricted Grant: GR00757 SOE FIXED Irvine Belson DCP P1 DCPS Partnership for Evidence- 23-0297 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	3,302.78	50.0001%	X 05 Effort Adjustment	3,302.78	50.0001%	
03/31/2024	GR00309 SOE REIMB Irvine Belson DOE P1 ELI Leads (Early Literacy Inte CP_20_0048	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD300 Federal Grants and Contracts Sponsor Restricted Grant: GR00309 SOE REIMB Irvine Belson DOE P1 ELI Leads (Early Literacy Inte CP_20_0048 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	1,981.67	30.00%		1,981.67		30
	GR00489 SOE REIMB Parker DOE P1 Residency for Excellence in Te CP_22_0249	Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00403 SOE General Academics & Research Fund: FD300 Federal Grants and Contracts Sponsor Restricted Grant: GR00489 SOE REIMB Parker DOE P1 Residency for Excellence in Te CP_22_0249 Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research	990.83	14.9999%		990.83	14.9999%	
				6,605.56	100%		6,605.56	100.00%	

7 Enter the percent of effort that should have been allocated to this grant.

8 Correct any other percentages for any other lines, grants, or months.

To add a grant that is not listed, ensure you are under the correct month and hit the plus sign.

Effort Certification Lines									
Period 01/01/2024 - 01/31/2024 (Monthly)									
1 item									
Month	Grant	Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated	Order
01/01/2024 - 01/31/2024 (Monthly)		Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00394 SOE Research Administration Fund: FD210 Discretionary Funds Unrestricted Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research Program: PG00876 SOE DiscretionaryInnovationEd						

Click here to sort

01/01/2024 - 01/31/2024 (Monthly)

02/01/2024 - 02/29/2024 (Monthly)

03/01/2024 - 03/31/2024 (Monthly)

+

Add Row

A new line will be added to the workspace. The worktags for this line will default to the PI's home operating account.

Effort Certification Lines									
Period 01/01/2024 - 01/31/2024 (Monthly)									
2 items									
Month	Grant	Payroll	Worktags	Original Amount	Original Percent	Change Reason	Certified Amount Estimated	Certified Percent Estimated	Order
01/01/2024 - 01/31/2024 (Monthly)		Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	Cost Center: CC00394 SOE Research Administration Fund: FD210 Discretionary Funds Unrestricted Location: Spring Valley Campus > Spring Valley Building NACUBO Function: FN02 Research Program: PG00876 SOE DiscretionaryInnovationEd	6,605.56	100.00%		6,605.56	100	
02/01/2024 - 02/29/2024 (Monthly)		Earning: Academic Pay Employee: [REDACTED] Job Profile: [REDACTED] Pay Group: Monthly Position: [REDACTED] More (2)	X Cost Center: CC00394 SOE Research Administration X Fund: FD210 Discretionary Funds Unrestricted X Location: Spring Valley Campus > Spring Valley Building X NACUBO Function: FN02 Research X Program: PG00876 SOE DiscretionaryInnovationEd	0.00	0.00%		0.00	0	

1 Remove the Worktags from the new line if they are incorrect and select the correct grant, program, gift, cost center, etc.

Effort Certification for the PI

Principal Investigator

1
2 Select **"05 Effort Adjustment"** as the **Change Reason**

1
3 Once all corrections are entered, Click **OK**.

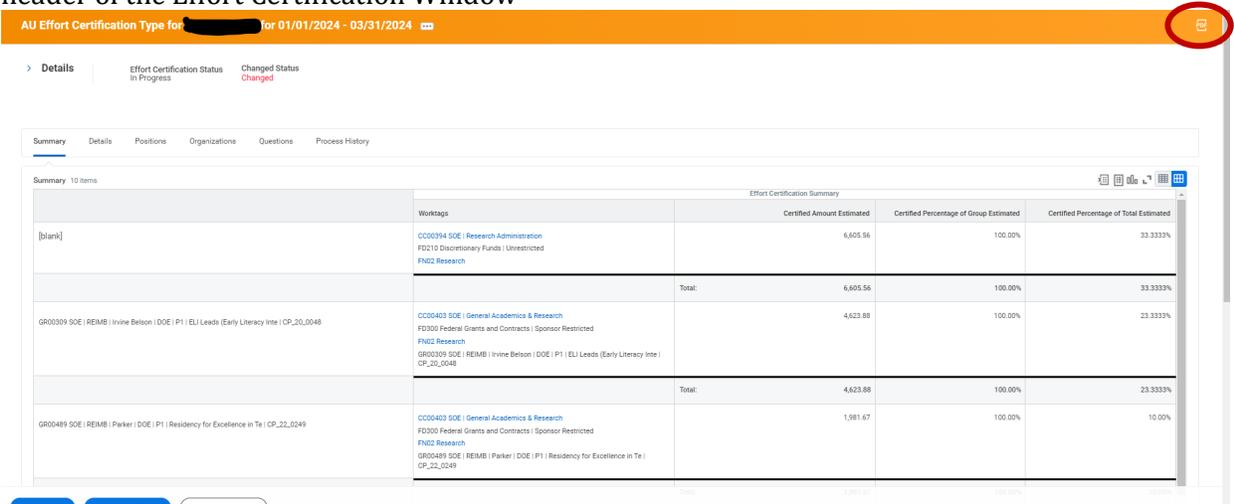
1
4

1
5 Click **OK**



Effort Certification for the PI

Principal Investigator

1 6	Review the updated allocation of effort
1 8	<p>To view your allocations in PDF (this should be done before finalizing effort) select the PDF icon in the header of the Effort Certification Window</p> 
1 7	Click Submit to certify effort