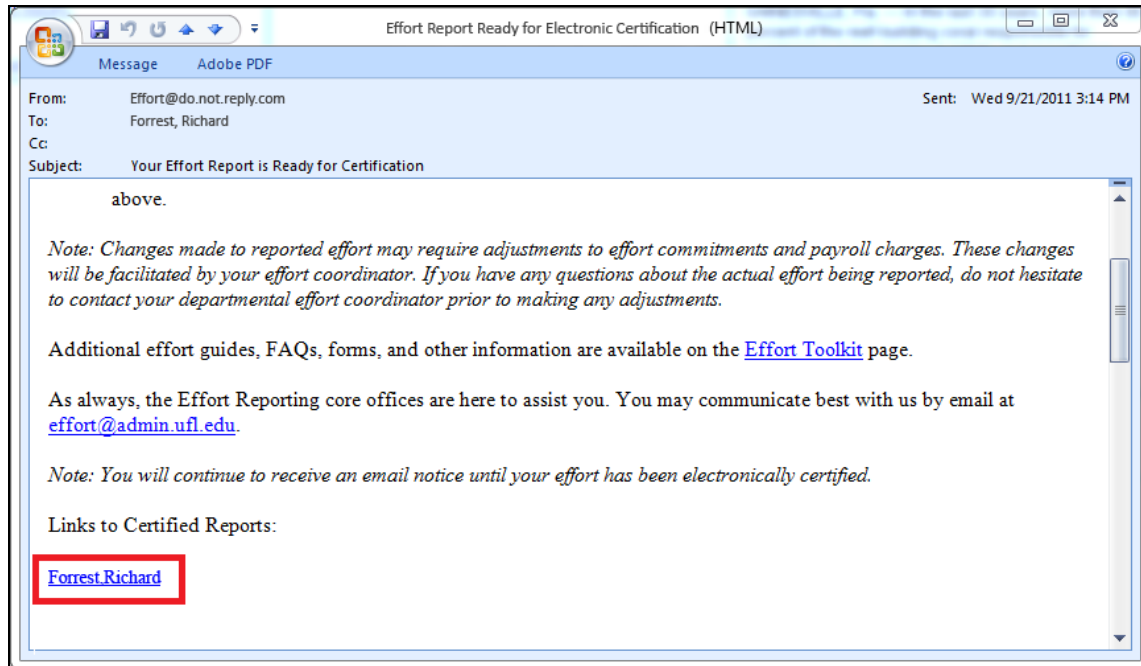


## Certifying Your Effort

When your effort certification report is ready for review, you'll receive a notification e-mail message to let you know action is required. The e-mail includes a link to the report.

1. To access your effort certification report, click the direct report link in the e-mail message.



**Figure 1: Notification E-mail Message, Direct Report Link**

2. If prompted, log into myUFL. The effort certification report is displayed.

**Tip: You can also access your certification report using the following navigation path: Main Menu > Effort Reporting > Effort Certification > Certify Effort. On the Search page, verify that the My Queue Only check box is selected and then click Search.**

3. Review the header information in the top section of the report. The **Multiple Jobs** check box displays as selected when multiple jobs are included in the report.
4. Review the header information in the Effort by Job section. The header displays important job details such as the **Appointment #**, **Description**, and **Department**.
5. Verify the correct activities for the effort period display on the form. If any activities performed during the effort period are not displayed, you can deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 11 below.

6. Review the effort allocation percentages to ensure they reflect how you actually spent your time during the effort period. If any changes to the percentage values are needed, you can update them. If you do, be sure to verify the total effort allocation equals 100% when you are finished.
7. Click the **A-21 View** button.
8. Take a moment to review the cost sharing requirements on your projects and how they were met. For each project, you can view a breakdown of:
  - Direct charged salary
  - Committed cost sharing
  - Over the salary cap details
  - Uncommitted cost sharing
9. Click **OK**.
10. Repeat steps 4 – 9 for any additional job records. If multiple jobs are displayed on the effort certification form, you can scroll down to view them.
11. Click the **Certify / Send Back Report** button.

The screenshot displays a web interface for an effort certification report. At the top, there are tabs for 'Effort Entry' and 'Approval Detail'. Below the tabs, the report details are shown: Report ID 12MONTH, ER Period 3 - Summer 11(5-13-2011 - 8-18-2011), Rept Seq 1, Status Open, Employee 78978978 Forrest, Richard. There are checkboxes for 'Multiple Jobs', 'Overload', and 'Over-the-Cap'. A table titled 'Employee-Level Totals (for ALL Jobs)' shows Gross Payroll \$31,532.55 and Contact Hours 5.0000. A red box highlights the 'Certify / Send Back Report' button. Below this, the 'Effort by Job' section shows Appointment 0 AST PROF and Department 29741600 - MD-PEDS. There are buttons for 'A-21 View', 'Add Activity', and 'Actual Effort' (Units: Percent, Entered: 100, Remaining: 0). At the bottom, the 'Enter Effort by Activity' table is visible, with one row for 'Instructional Activity' showing an Actual Effort of 32.

Activity Details	Committed%	Actual Effort (%)	Max Effort%
Instructional Activity		32	

**Figure 2: Certification Report, Certify/Send Back Report Button**

- To certify your effort as documented, click **Certify**. Optionally, you can click **Deny** to send the report back to the effort coordinator for updates. Keep in mind: to deny the report, you must enter a comment.
- Read the certification statement carefully. To indicate you agree with the statement, click the displayed check box.

The screenshot shows a web form titled "Take Action On Effort Report". At the top, it displays "Approval Path" as "CERT\_EMPLOYEE", "Certified Module - Employee", and "Current Step 3 - Employee Self Certify". Below this, there are three radio button options: "Certify", "Deny", and "Return to Previous Screen". The "Certify" option is selected. To the right of the "Certify" option is a paragraph of text: "By clicking in the checkbox below, you certify that you have reviewed the allocations of effort shown, made revisions if needed, and agree that the effort reflected here represents a reasonable estimate of how your time was actually spent during the corresponding period." Below this is another paragraph: "If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by OMB Circular A-21 Cost Principles for Educational Institutions." At the bottom of the form, there is a checkbox labeled "Check here to indicate your agreement with above:" which is currently unchecked. Below the checkbox is a text area for "Comments (required for Deny action)". At the bottom of the form, there is a table with the following data:

Appointment	Description
0	AST PROF

At the bottom of the form, there are "OK" and "Cancel" buttons.

**Figure 3: Take Action on Effort Report Page, Certification Statement**

- Click **OK**.
- Read the Conflict of Interest statement and then click the appropriate disclosure option.
- Click **OK**. Your effort certification for the semester is now complete. If any changes to the effort allocations were made, the report will be returned to the Effort Coordinator so it can be finalized and then advanced to Cost Analysis.