

Certifying Effort



Introduction

Welcome to the Certifying Effort module. In this module you will learn how to use the online Effort Reporting System (ERS) to review and certify effort.

Certifying effort using ERS involves the following activities:

- Reviewing the Effort Report for accuracy.
- Editing the report if the effort shown does not reflect actual effort expended.
- Certifying the report.

EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		0%	82%	82%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.					
Add a comment:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>					
VIEW PAYROLL DETAILS				REVERT	SAVE	CERTIFY EFFORT REPORT

Step 1: Reviewing the Effort Report for Accuracy

It is the responsibility of the certifier to ensure that the total percent of effort for each sponsored project, including cost sharing, and the amount directly charged to the fund is correct.

Step 1: Reviewing the Effort Report for Accuracy (cont'd)

To ensure that the total percent of effort and amount charged to the fund is correct, review the **Original Payroll %** and **Original Cost Shared %** columns on the effort report for each sponsored project.

Edit Report View/History Comment Log						
Emp. ID: 638637770 Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.0 (02/03/2006 12:11) Status: Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005						
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50% 🔍	<input type="text" value="50"/> %	0%	<input type="text" value="0"/> %	50%	50%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25% 🔍	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7% 🔍	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		0%	82%	82%
Other Sponsored Projects	0% 🔍	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18% 🔍	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						

Report Options : Report requires multiple certifications

Step 1: Reviewing the Effort Report for Accuracy (cont'd)

If either the **Original Payroll %** or the **Original Cost Shared %** are incomplete or incorrect, the Effort Report must be edited before it can be certified.

Step 2: Editing the Effort Report

Correct incomplete or incorrect information on the Effort Report by entering new data into the appropriate field in one or both columns titled:

- Adjusted Payroll %
- Adjusted Cost Shared %

Edit Report **View/History** **Comment Log**

Emp. ID: 638637770 | Home Dept: INSTITUTE OF THE ENVIRONMENT
Version: 1.0 (02/03/2006 12:11) | Status: Open
Service Period: January 1, 2005 to March 31, 2005
Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input type="text" value="50"/> %	0%	<input type="text" value="0"/> %	50%	50%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		0%	82%	82%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						

Report Options : Report requires multiple certifications

Step 2: Editing the Effort Report

Note that Adjusted Payroll % and Adjusted Cost Sharing % already contain a percent of effort that corresponds to each sponsored project.

That is because when ERS generates the report, it pre-fills all fields in these columns with the corresponding numbers from the Original Payroll % and the Original Cost Shared % fields.

Emp. ID: 638637770 | Home Dept: INSTITUTE OF THE ENVIRONMENT
 Version: 1.0 (02/03/2006 12:11) | Status: Open
 Service Period: January 1, 2005 to March 31, 2005
 Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input type="text" value="50"/> %	0%	<input type="text" value="0"/> %	50%	50%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		0%	82%	82%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						
Report Options : <input type="checkbox"/> Report requires multiple certifications.						

Step 2: Editing the Effort Report (cont'd)

If you determine that the **Original Payroll %** of effort is incomplete or incorrect as shown, simply:

- Locate the field in the **Adjusted Payroll %** column that corresponds to the correct sponsored project;
- Position your cursor over the pre-generated percent amount;
- Type in the correct percent using whole percents;
- Repeat as necessary for each sponsored project.

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

[Return to Report List](#)

MEGOAL,INTYNEY HYRICEY | WINTER 04/05 11/12 ACADEMICS [Export Report](#) [Send Report](#) [Print Report](#) [?](#)

Edit Report | [View/History](#) | [Comment Log](#)

Emp. ID: 638637770 | **Home Dept:** INSTITUTE OF THE ENVIRONMENT
Version: 1.0 (02/03/2006 12:11) | **Status:** Open
Service Period: January 1, 2005 to March 31, 2005
Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input style="border: 1px solid red;" type="text" value="50"/> %	0%	<input type="text" value="0"/> %	50%	50%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		0%	82%	82%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%

Step 2: Editing the Effort Report (cont'd)

If you determine that the **Original Cost Sharing %** is incomplete or incorrect as shown, simply:

- Locate the field in the **Adjusted Cost Sharing %** column that corresponds to the correct sponsored project;
- Position your cursor over the pre-generated percent amount;
- Type in the correct percent;
- Repeat as necessary for each sponsored project.

Effort Reporting System
User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

[Return to Report List](#)
MEGOAL,INTYNEY HYRICEY | WINTER 04/05 11/12 ACADEMICS
Export Report | Send Report | Print Report | ?

Edit Report
View/History
Comment Log

Emp. ID: 638637770 | Home Dept: INSTITUTE OF THE ENVIRONMENT
 Version: 1.0 (02/03/2006 12:11) | Status: Open
 Service Period: January 1, 2005 to March 31, 2005
 Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input type="text" value="70"/> %	0%	<input style="border: 2px solid red;" type="text" value="0"/> %	50%	70%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	102%		0%	82%	102%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="0"/> %	18%	18%
Total Other Effort <i>not requiring certification</i>	18%	18%		0%	18%	18%

Step 2: Editing the Effort Report (cont'd)

When you replace data in the pre-filled fields, it is necessary for ERS to recalculate the total percent. You can prompt ERS to recalculate in one of two ways:

- Click on the Update Calculation button
- Click anywhere on the report

Total percent of effort must always be 100%.

Edit Report View/History Comment Log						
Emp. ID: 638637770 Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.0 (02/03/2006 12:11) Status: Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005						
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input type="text" value="70"/> %	0%	<input type="text" value="5"/> %	50%	75%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	102%		5%	82%	107%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="5"/> %	18%	13%
Total Other Effort <i>not requiring certification</i>	18%	18%		-5%	18%	13%
Grand Total	100%	120%		0%	100%	120%
UPDATE CALCULATION						

Step 2: Editing the Effort Report (cont'd)

In this example, the recalculated total percent of effort is 120%. Notice that ERS highlights this 'out-of-balance' situation in red.

ERS will not allow you to certify an Effort Report where effort is less than or greater than 100%.

Determine which percents are incorrect and make the appropriate entries to ensure that total effort is 100%.

<i>Sponsored Projects</i>	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	50%	<input type="text" value="70"/> %	0%	<input type="text" value="5"/> %	50%	75%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="25"/> %	0%	<input type="text" value="0"/> %	25%	25%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	102%		5%	82%	107%
<i>Other Sponsored Projects</i>	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
<i>Non-Sponsored Activities</i>	18%	<input type="text" value="18"/> %		- <input type="text" value="5"/> %	18%	13%
Total Other Effort <i>not requiring certification</i>	18%	18%		-5%	18%	13%
Grand Total	100%	120%		0%	100%	120%
UPDATE CALCULATION						
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.					
Add a comment:	<input type="text"/>					

Step 2: Editing the Effort Report (cont'd)

Whenever you change the pre-filled data in the **Adjusted Payroll %** field, ERS requires an explanation.

Type a brief explanation in the **Comments Box**.

ERS maintains a list of comments made over time that can be viewed by clicking on the **Comments** tab.

EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="5"/> %	0%	<input type="text" value="0"/> %	25%	5%	
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%	
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	82%	82%		5%	82%	87%	
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="5"/> %	18%	13%	
Total Other Effort <i>not requiring certification</i>	18%	18%		-5%	18%	13%	
Grand Total	100%	100%		0%	100%	100%	
UPDATE CALCULATION							
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.						
Add a comment:	<div style="border: 2px solid red; height: 80px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>						
VIEW PAYROLL DETAILS		REVERT		SAVE		CERTIFY EFFORT REPORT	

Step 2: Editing the Effort Report (cont'd)

Once all correct percentages are entered into the correct fields and you have provided an explanation for the change in the **Comment** box, you are ready to save your changes.

Step 2: Editing the Effort Report (cont'd)

To save your edited Effort Report, click on the **Save** button.

If you have already entered an explanation in the **Comment** box, ERS will save the edited Effort Report.

After the save, the report is assigned a new version number.

EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="5"/> %	0%	<input type="text" value="0"/> %	25%	5%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		5%	82%	87%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="5"/> %	18%	13%
Total Other Effort <i>not requiring certification</i>	18%	18%		-5%	18%	13%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.					
Add a comment:	<input type="text" value="Corrected percent. Transfer of expense processed."/> Comments can be up to 255 characters long. (Total characters: 49)					
VIEW PAYROLL DETAILS			REVERT		SAVE	CERTIFY EFFORT REPORT

Step 2: Editing the Effort Report (cont'd)

If you have not already entered an explanation in the **Comment** box, and you have changed the payroll %, ERS prompts you to enter a comment before the report is saved.

In this example, ERS generates an error message indicating that a comment is required.

Simply enter your explanation in the **Comment** box, and click the **Save** button again.

Step 2: Editing the Effort Report (cont'd)

The report is now saved and ready for certification.

Step 3: Certifying the Report

You are now ready to certify the Effort Report.

- Click **Certify**


EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	<input type="text" value="5"/> %	0%	<input type="text" value="0"/> %	25%	5%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	<input type="text" value="7"/> %	0%	<input type="text" value="0"/> %	7%	7%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	82%	82%		5%	82%	87%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	18%	<input type="text" value="18"/> %		- <input type="text" value="5"/> %	18%	13%
Total Other Effort <i>not requiring certification</i>	18%	18%		-5%	18%	13%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.					
Add a comment:	<input type="text"/> <small>Comments can be up to 255 characters long. (Total characters: 0)</small>					
VIEW PAYROLL DETAILS			REVERT		SAVE	
CERTIFY EFFORT REPORT						

Step 3: Certifying the Report (cont'd)

ERS responds with a prompt asking you to verify that you have first hand knowledge of the effort expended on the report that you are about to certify.

EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	5%	0%	0%	25%	5%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	7%	0%	0%	7%	7%
Total Sponsored Projects <i>requiring certification</i>					82%	87%
Other Sponsored Projects					0%	0%
Non-Sponsored Activities					18%	13%
Total Other Effort <i>not requiring certification</i>					18%	13%
Grand Total					100%	100%

CERTIFY ERS REPORT

 By clicking CERTIFY, you certify that you have first hand knowledge of the activity reflected on this report and that the certified effort distribution is a reasonable estimate of the effort expended during the period covered by this report.

If you do not wish to make this certification, click Cancel.

CANCEL **CERTIFY**

UPDATE CALCULATION

Report Options : Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Add a comment:

Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILS **REVERT** **SAVE** **CERTIFY EFFORT REPORT**

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Step 3: Certifying the Report (cont'd)

If you are ready to certify the report click **Certify** in the dialogue box.

If you are not ready to certify the report, click **Cancel**.

EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	25%	5%	0%	0%	25%	5%
USC/NIH H21993A HINDS 3/05 53.5% 4-447711/AM-57852	7%	7%	0%	0%	7%	7%
Total Sponsored Projects <i>requiring certification</i>					82%	87%
Other Sponsored Projects					0%	0%
Non-Sponsored Activities					18%	13%
Total Other Effort <i>not requiring certification</i>					18%	13%
Grand Total					100%	100%

CERTIFY ERS REPORT

 By clicking CERTIFY, you certify that you have first hand knowledge of the activity reflected on this report and that the certified effort distribution is a reasonable estimate of the effort expended during the period covered by this report.

If you do not wish to make this certification, click Cancel.

CANCEL **CERTIFY**

UPDATE CALCULATION

Report Options : Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Add a comment:

Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILS **REVERT** **SAVE** **CERTIFY EFFORT REPORT**

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Step 3: Certifying the Report (cont'd)

Return to your Report List.

If you certified the report, the Status now reads Certified.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

EFFORT REPORT LIST ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods: All Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Projects* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/06/2006 - v1.2	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/06/2006 - v2.0	Certified/AdjustReqd
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIQOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

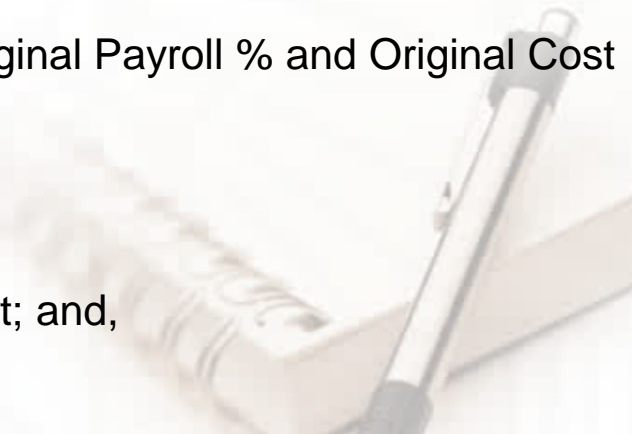
Step 3: Certifying the Report (cont'd)

If you deferred certifying the report, the Status is unchanged.

Conclusion

This concludes the Certifying Effort module.

In module you learned how to:

- Review the Effort Report for accuracy;
 - Edit the data reported for Original Payroll % and Original Cost Sharing %;
 - Enter a comment
 - Save a changed Effort Report; and,
 - Certify the Effort Report.
- 
- A silver and black ballpoint pen lies diagonally across a white notepad with a spiral binding. The notepad is resting on a light-colored surface, possibly a desk. The background is a soft-focus image of a desk with a pen and a notepad.