Effort Certification User Manual

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Data Standards adapted from *General Person Data Standards*, Document Number GP001, by New Mexico State University's Institutional Analysis Department.

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Revisions

Version 1.2 of this manual updated the following pages...

Pg 1: added earn codes SAB & SAP; effective SPR2014 will be included in effort calculations

What is Effort Certification?

Effort reporting is the process where an individual certifies that the salaries charged to sponsored projects are reasonable in relation to the actual work performed. The Federal guidelines 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21), require educational institutions that receive federal money to follow prescribed principles in determining the costs incurred for such work. NMSU supports the effort reporting requirements outlined in 2 CFR Part 220 (OMB Circular A-21) through an online effort certification process. The certification process is administered twice a year through the Banner Electronic Effort Certification application.

Business Rules

The following business rules will be followed in the Electronic Effort Certification Process.

Effort will only be certified for:

- Employees being paid on grants and/or contracts.
- Regular payroll based on the following earn codes:
 - o REG Regular Staff Earnings
 - RGA Regular Academic Earnings
 - RGG Graduate Student Earnings
 - RGO Temporary Staff Other
 - RGT Temporary Staff Earnings
 - RSF Regular Student Flat Rate
 - ASR Adjustment Special Rate
 - DFA Deferred Amount
 - SAB Sabbatical ½ Year Full Pay
 - SAP Sabbatical Full Year 60% Pay
- Salaried Employees based on the following employee classes:
 - A1 Faculty FT Reg Academic
 - A2 Faculty PT Reg Academic
 - A3 Faculty FT Temp Academic
 - A4 Faculty PT Temp Academic
 - AD Faculty FT Reg Deferred Pay
 - B1 Faculty Reg FT Annual
 - o B2 Faculty Reg PT Annual
 - B3 Faculty FT Temp Annual
 - o B4 Faculty PT Temp Annual
 - B5 Faculty FT Federal Annual
 - C1 Faculty FT Other
 - C2 Faculty PT Other
 - E1 Staff FT Reg Exempt
 - E2 Staff PT Reg Exempt
 - E3 Staff FT Temp Exempt (as of FALL2013 no longer included; changed to timesheet employee)
 - E4 Staff PT Temp Exempt (as of FALL2013 no longer included; changed to timesheet employee)

- E5 Staff FT Federal Exempt
- SG Graduate Assistant (RA/TA)
- PSL Employees will not certify effort but will enter time sheets in the Web Time System.
- Percentage of Effort charged to each fund for an employee should be verified.
 - Variances of 5% or more need to be corrected.
 - Corrections to Effort can only be made via the Electronic Labor Redistribution process or through the Payroll Department; effort reports cannot be modified in the Banner Electronic Effort Certification process.
- Effort certification will occur twice a year and will cover 6 months of effort.
- A Pre-Review period of one month will be utilized to allow the appropriate personnel to review and process Electronic Labor Redistribution transactions.
- The Pre-Review period will be followed by the Certification period of one month.
- Employees that meet the Effort Certification criteria will need to certify their effort, with the exception of Graduate Students. Graduate Students will be certified by the Fund Managers for the funds on which they are being paid.
- Once effort has been certified, the payroll records will be locked and Electronic Labor Redistributions cannot be processed.
- On the Fly queue members cannot be added to the Effort Certification queue.

Roles & Responsibilities

<u>Pre-Reviewer</u>: an individual responsible for reviewing effort reports and requesting changes prior to the certification process. Usually this role is held by the fund's Research Administrators and/or Department Heads. Timely action by the pre-reviewers is critical to the effort certification process.

<u>Acknowledger</u>: an individual responsible for reviewing and acknowledging effort reports. Usually this role is held by the fund's Principal Investigator and Fund Manager.

<u>Certifier</u>: any regular employee who charges a percentage of their time to grants and/or contracts. Effort reports for graduate students will be certified by the Fund Manager.

NMSU SPA - Electronic Effort Reporting - Role Matrix June, 2012

	Pr	e-Review	Certification	Stage
	Review	Acknowledge	Certify	Action
Res Administrator	х			
Department Head	x			
PI		х		Individual
Employee on restricted funding			x	
PI/Co-PI for graduate student			x	

Refer to **Appendix A** for instructions on identifying Principal Investigators, Pre-Reviewers, and Fund Managers using Banner forms.

Certification Timeline

Effort Certification occurs twice a year and covers 6 months of effort.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
		Spring Report Pe	riod								
							Spring Pre-	-Review			
								S	oring		
								Cert	ification		
								Fall Report Pe	riod		
	Fall Pre-Review										
		Fall Certification									

Email Notifications

Pre-Reviewers will be notified via email the 1st day of the pre-review period, every Tuesday thereafter, and every day during the last week of the pre-review period.

Acknowledgers will be notified via email the 1st day of the pre-review period only (PI's and Fund Managers).

Certifiers will be notified via email the 1st day of the certification period, every Tuesday thereafter, and every day during the last week of the certification period.

Process Flow



Logging on to Banner Self-Service

Banner Self-Service provides access to the Electronic Effort Certification.

 Type <u>https://my.nmsu.edu</u> in the address bar of your web browser and press enter. The myNMSU page will appear.

			Sign In 🔍 ? 🔺
Welcome Help			
myNMSU	Registration and Schedule Information		
Through myNMSG; students, faculty, and staff can access registration, grades, Baner self Service email, time and leave reporting, online learning, phonebook, and much more. Login Login: Password: LOGN Forgot Username?	To improve sustainability, starting spring 2012 NMSU will no longer print Learn more: Registration and Schedule Information. Useful Links and Contact Information Banner and Coonos and NMSU Barner (198) and ERF Systems Cognos Reporting ININ Password Resets and account Unlock call 575-646-4433 Academic Calendar ECT Help Desk Information about myHMSU and Email	a paper version of the Course Schedule. Frequently Requested Help Password Resets Email: Settings, Devices and Troubleshooting Connecting your Device to the NMSU Network: PC Maintenance For Staff For Students Virus: - Software, Removal and Information Student Network. Information	
Forgot Password? New User? Create an account NEED ASSISTANCE? Contact the ICT Help Deak by phone at (375) 646-1840 or via email at help@nnsu.edu.			

2. Enter User Name and Password.

The **myNMSU** home webpage will be displayed.

	$ \longrightarrow $		
	(3)		
	I.edu		Hi, Menu 🔻 Fonts 🔻 Sign Out 🔍 🥎 🛆
QuickLaunch Navigation	me Employee Workflow		
Edit Preferences	My Notifications		What's New?
EaunchPad	My Messages Hosterations		
	There are no Alerts for you		MyNMSU was upgraded to a newer version to support modern web browsers and mobile content.
	Showing 0 to 0 of 0 results.	∥4 First 4 Previous Next ⊯ Last ⊯	New launcher menu on the left designed to give direct access to functions with two clicks or less. This menu is also mobile enabled
Self Service			TURGOND must are shown of ready time mana in a
	1		
	Check out the My Messages tool above. Configure preferences to		
Reset Password	receive messages via email and		
NMSU Phonebook	Click here to configure your byt messaging		
😕 Banner Self Service	details		
E-Bill/Make a Payment	MyNMSU Mobile is Coming Soon		
Digital Measures	and the second		
R Student Resources			
Legal Disclaimer Privacy Policy License Terms		CampusEAI Consortium © 2011	In Partnership With 🔥 CAMPUSEAI

3. Click on the **Employee** Tab.

Employee tab information will be displayed.

			Hi, Menu 🔻 Fonts 🔻 Sign Out 🔍 🔗 🛦
📄 💼 🙀 🏖 🛛 Home Em	nployee Workflow		
♥▼ QuickLaunch Navigation	mployee Links	nner Self Service	▼ NMSU News
Edt Preferences	Time Sheet	anner Self Service Personal Information Lipdete difference and Physical Information Information Improvement Inter Struct Leave Report Leave Report Inter Struct Information Informatio Information Information Informatio Info	♦ NMSU News (2)28(12)2:20 PH Curren news from the New Nexco State University News Center. ■ INISU Apricultural Science Center at Farmington to host field day (a) 62(12)12:20:20 AH Jane Moorman FARMINGTON, ILM. – Which alfalfo hybrid will have the best yield in the Four Corners region? Which grape variety can survive the harsh winter temperature? What ornamental plants will grow with Iteld on ovaber? Faculty members from New Mexico State University's Agricultural Science Center at Farmington have the answers to
 Reset Password NAISU Phonebook Banner Self Senkce Self-Benkce Olgital Measures Student Resources 			IMMSU'S Coulture observes 130th anniversary of Morrill Act MMSU'S county officials, employees MMSU offers annual onion field day for New Mexico producers July 18
Legal Disclaimer Privacy Policy License Terms		CampusEAI Consortium © 2011	In Partnership Web

4. Click on the **Employee** link.

The Employee list options will be displayed.

New Mexico State University	
Personal Information Student Employee Finance Search 6	DETLIGN TO MEAN LISTE MAD LIST DEVIT
Employee	
Time Sheet Leave Report Request Time Off Benefits and Deductions	
Retirement, health, miscillaneous and benefit statement. Pay Information Direct deposit allocation, aerings and deductions history, or pay stubs. Tax Forms W4 and W2 information. John Summary	
Leave Balances Tutton Walver - Employee/Spouse Tutton Walver - Dependents Update Preferred First Name	
Effort Certification and Labor Redistribution Direct Deposit (Employee view) RELEASE: 8.6.1	

5. Click on the **Effort Certification and Labor Redistribution** link. The following screen will be displayed.

Effort Certification Labor	Redistribution						Sign Out
Certify My Effort	Effort Report Actions	🕞 New 💈 Refresh ն Open	Save 🖪 Copy 🗽 Delete More Actions	▼ ¥ Close			
Review or Certify Reports	Certify My	Effort					
Denni er Dunen en							
	COA Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
	N SPR2011	JANUARY - JUNE 2011	September 16, 2011	October 15, 2011	Under Review	Unlocked	
(6)	N SPR2012	JANUARY - JUNE 2012	September 16, 2012	October 15, 2012	Under Review	Unlocked	
	N FALL2011	JULY - DECEMBER 2011	February 01, 2012	February 29, 2012	Under Review	Unlocked	
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			(/)	(0		
			\sim		\sim		
							4
Open Items							

- 6. Depending on your role and payroll allocations, you may/may not see data on the first screen **Certify My Effort**. This screen shows your own time needing to be certified, if applicable.
- 7. The **Start Date** and **End Date** are the certification period dates.
- 8. The **Status** and **Unlocked/Locked** columns tell you the state the effort report is in.

- a. Under Review/Unlocked this state is active when a report is waiting pre-review or certification. The payroll allocations can be adjusted with an electronic labor redistribution if necessary.
- b. Awaiting Update/Unlocked this state is active after an electronic labor redistribution has been completed but the effort report has not been updated or reviewed.
- c. Completed/Locked this state is active after the employee has certified the effort. No changes to payroll allocation for the effort period can be made.

Search for Employees to Review/Acknowledge

As a <u>pre-reviewer or acknowledger</u>, complete the following steps during the pre-review period to locate individuals who charge time to your grant/contract. The search procedure is not required when certifying your own effort.

Effort Certification Labor	or B					Sign Out
Certify My Effort		🖿 Open 📊 Save 🏥 Copy 🗽 Delete 🛛 Mor	e Actions 🕶 😹 Close			
Review or Certify Reports	Certify My Effort					
Proxy or Superuser						
	COA Period Gode Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
						4
Open Items	1					
SUNGARD'HIGHER EDUCATION						Banner Effort Certification (Release 8.5)

1. Click **Review or Certify Reports** from the left menu.

Employee effort reports can be found by entering their Aggie ID (Banner ID) or using additional search parameters to search by:

• Last and First Name: search criteria must include both names or at least the first three characters of each followed by an asterisk (*).

• Effort Period Code: search for all employees for an effort period. Use of this search attribution also requires the attribute Chart of Accounts="n".

Effort Certification Labor R	distribution			Sign Out
Certify My Effort	Effort Report Actions 🕞 New 💈 💿 🖬 Se	ve 🚯 Copy 🕃 Delete More Actions 🛪 🕷 Close		
Review or Certify Reports	Review or Certify R 2			
Proxy or Superuser	Search by ID			
	COA Period Code Report Period Last Name			Displaying 0 rows.
	Search Tips You can sarch using the default search attribute displayed in the Your search will return the best results when you are more specific Advanced Search	earch field or you can select Advanced Search and add n with your search criteria using multiple search attributes	ultiple search attributes to further refine your search.	
				4
Open Items				
SUNGARD'HIGHER EDUCATION				Banner Effort Certification (Release 8.5)

• Note: This is the search option displayed in the instructions that follow.

2. Click Advanced Search.

Effort Certification Labor R	edistribution							Sign Out	?Help 👻
Certify My Effort	Effort Report Actions 🛛 🕞 New 💈 Refr	resh 🖾 Open 📊 Save 🏥	Copy	V X Close					
Review or Cartify Reports	Review or Certify Rep Search by ID	3							
	Select Attribute								
	First Name ID 🔻								
								Close	Clear Go
	Q Advanced Search 🔺								Displaying 0 rows.
	COA Period Code Report Period	Last Name	First Name		Start Date	End Date	Status	Unlocked/Locked	Comments
	Search Tips			5					
	You can search using the default search attril Your search will return the best results when	bute displayed in the search fi you are more spedific with you	eld or you can select Advanced Ir search criteria using multiple	Search and add multiple so search attributes.	earch attributes to further refine you	r search.			
	Advanced Search								•
Open Items									
SUNGARD'HIGHER EDUCATION								Banner Eff	ort Certification (Release 8.5)

3. Click Select Attribute and Select Chart of Account from drop-down list.

ort Certification Labo	r Redistribution							Sign Out	? Неф
Certify My Effort	Effort Report Actions 🛛 🚯 New 💈 Re	fresh Save (3	Copy 🕞 Delete More Actions	- X Close					
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Yoxy or Superuser	Search by ID								
\bigcap	Chart of Account Code								🗶
(5)	Select Attribute								
\smile									
	Q Advanced Search 🔺							Close	Clear Go
	COA Period Code Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
n Items									

- 4. Enter "N" in the Chart of Accounts attribute field (N=NMSU)
- 5. Click Select Attribute again and select Effort Period Code from drop down list

Effort Certification Labor R	edistribution	Sign Out
Certify My Effort	Effort Report Actions 🕼 Herr 🖏 Refresh 🛍 Open 🔄 Size 🗇 Opy 🗽 Delete More Actions - 🕷 Close	
Review or Certify Reports	Review or Certify Reports	
6	Chart of Account Code (•) N Effort Period Code (•) Select Attribute (•)	6
	COA Period Code Report Period Last Name First Name ID Start Date End Date Status	Close Clear Go g 0 rove.
	Section 11ps You can search using the default search attribute displayed in the search field or you can select. Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search oriteria using multiple search attributes. Advanced Search	
Open Items		
SUNGARD'HIGHER EDUCATION		Banner Effort Cettification (Release 8.5)

- 6. Enter the **effort period code** in the attribute field.
 - a. The Selector Button is can be used to view a list of values available for selection.
 - b. For the period of January June, the effort period code is "**SPRyyyy**" where "yyyy" is the Year being reviewed.
 - c. For the period of July December, the effort period code is "**FALLyyyy**" where "yyyy" is the Year being reviewed.
- 7. Click **Go** to perform the search.

Certification Labo	r Redistrib	ution								Sign Out	?⊦			
/ My Effort	Effort F	eport Actions	🕞 New 💈 Refresh	🧀 Open 📊 Save 🏥	Copy 🕞 Delete More Actions	• 34 Close								
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w or Certify Reports	Re	view or i	cerniy Reports											
or Superuser	Sean	:h by ID	→											
	Sear	ch Description	: Chart of Account Code = N	I, Effort Period Code = SI	PR2011						6			
	L Q	Advanced Search.												
	COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments			
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	First Name	800xxxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 201	Last Name	FirstName	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	1~1	Last Name	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
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	N	SPR2011	$\lambda \circ \lambda$	Last Name	First Name	800xxxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUART JOINE 2011	Last Name	FirstName	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	FirstName	800x0000x	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	Last Name	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
ms 🔲	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxxx	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				
	N	SPR2011	JANUARY - JUNE 2011	LastName	First Name	800xxxxx008	September 16, 2011	October 15, 2011	Under Review	Unlocked				

The search results will be displayed showing a list of employees to be reviewed.* The **Start Date** and **End Date** are the Certification dates – these dates are <u>not</u> the pre-review dates. The **Status** column shows the status of the record. Only records in the **Under Review** status need to be reviewed. Once a record has been reviewed and certified by the employee, the **Unlocked/Locked** column will change to "Locked". Once locked, the labor record cannot be modified.

*Names & ID numbers have been removed to protect the privacy of the employees used in the creation of the user manual.

8. Double-click on the name of the employee to review.

The Effort Report

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v or Certify Reports	15 Be Merr 2	Refresh 🦾 Open 🔚 Save 🖪 Copy 🚦	g Delete More Actions - 🗶 Close	-		\sim	▼ Effort Report Overview
eport			>~			10	Report Status Dates
id Summary	Sponsored			9)			Sep 16, 2011 - Oct 15, 2011
5	Fund	Organization	Effort Category	\smile	Charge Type	Effort	CINES NEW CONCERNS
	605373 T STATE OPS SMITH LEVER 3BBC FY11	311263 TURFGRASS SL	PUBSVC Public Service		Direct	19	
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	(3				8	5.396 195 10.75%
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ertification ame LastName				6	Request Changest	Total 100.00%	

The Effort Certification window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right. The numbers on the window above correspond to the descriptions in the following table.

#	ltem	Description
1	Tabs (also known as Modules)	The main tabs at the top of the workspace allow you to access different types of information. The Effort Certification tab allows you to access the Effort Certification module.
2	Links	The left navigation pane contains a series of navigational links.
3	Main Workspace	This is the main workspace window. A summary of the report period allocations between Sponsored and Non-Sponsored and the various funds charged can be viewed.
4	Right Sidebar	Contains an Effort Report Overview showing the report status and dates for review & certification; a funding chart; and role of the user if logged in as a proxy or superuser.
5	Help	Contains system help for the current open view.
6	Buttons	Context-specific buttons can appear below the main workspace window if applicable.
7	Scroll bars	If more information is available than can be displayed in the workspace window, horizontal and/or vertical scroll bars are available.
8	Expansion Bar	The arrow on the expansion bar feature allows you to open or close the sidebar when you would like to view the main workspace window in a larger view.
9	Close Button	The close button closes the current effort report and returns the user to the Search Results page.
10	Sign Out	The sign out button is used to log out of the system. Failure to sign out properly may result in all effort reports being locked from other users.

Reviewing the Effort Report

Effort reports are based on actual payroll. The system will take into account Electronic Labor Redistributions prior to and during the Electronic Effort Certification process. The percentage of effort is determined by taking the six month payroll and averaging this payroll by funding types. The prereviewer will need to work with their principal investigators and/or fund managers to determine if the reported percentages are correct.

Owner The floor of the f	Effort Certification Labor R	Redistribution					Sign Out	elp 🔻
Open Refer The Space Case State	Review or Certify Reports	Effort Report Actions	Refresh 🖾 Open 🔚 Save 📳 Copy 🖪	Delete More Actions - 🗙 Close			▼ Effort Report Overview	
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- 1. Review the summary effort report. Variances of 5% or greater need to be corrected on an Electronic Labor Redistribution.
- 2. To view the allocations by pay period, click on the **Pay Period Summary** link in the left navigation pane.

Effort Certification Labor Re	distribution					Sign	Out ? Hep 🔻
Review or Certify Reports	Effort Report Actions	w 😴 Refresh 🖾 Open 📊 Save 🗎 Co	py 🖹 Delete More Actions 🕶 🕱 Close	2			▼ Effort Report Overview
Effort Report	First Name Last Name						Report Status Dates SPR2011 JANUARY - JUNE 2011
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Comments	Semi-Monthly Current 1 2011	Grant	Sund	Effort Turna	Paumil Decempt	Effort Devied Dercent	Under Review - Unlocked
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	311263 TUREGRASS SI	(30) 011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18,9999	1 5833	
	Semi-Monthly Current 2 2011	January 16, 2011 - January 31, 2011					
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Per	
	311221 CROP MARKETING		110045 CES		56.0001	4.6667	
	311239 TURFGRASS HATCH	GR0003434 HATCH FED APPROP FY 11	605424 T HATCH BUDGET CONTROL	RESEARCH Research	2.9999	0.25 3	✓ Funding Chart
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	301400 PLANT AND ENVIRONMENT	AL	111441 AES STATION CONTROL 2		22.0001	1.8333	
	Semi-Monthly Current 3 2011	February 01, 2011 - February 15, 2011					•
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	301400 PLANT AND ENVIRONMENT	AL	111441 AES STATION CONTROL 2		22.0001	1.8333	5.25%
	311239 TURFGRASS HATCH	GR0003434 HATCH FED APPROP FY 11	605424 T HATCH BUDGET CONTROL	RESEARCH Research	2.9999	0.25	19%
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	311221 CROP MARKETING		110045 CES		56.0001	4.6667 👻	50.75%
	Semi-Monthly Current 4 2011	February 16, 2011 - February 28, 2011					22%
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	311239 TURFGRASS HATCH	GR0003434 HATCH FED APPROP FY 11	605424 T HATCH BUDGET CONTROL	RESEARCH Research	2.9999	0.25	
L	311221 CROP MARKETING		110045 CES		56.0001	4.6667	
	301400 PLANT AND ENVIRONMENT	AL	111441 AES STATION CONTROL 2		22.0001	1.8333 •	
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	311200 EXTENSI PLANT SCIENCES	GR0001060 KB-05-24 NTEP	650276 T KB-05-24 NTEP COST SHAR	PUBSVC Public Service	7	0.5833	
	311221 CROP MARKETING		110045 CES		49	4.0833	
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
SUNGARD HIGHER EDUCATION							Banner Effort Certification (Release 8.5)

The Pay Period Summary shows the allocations made during each pay period of the reporting period.

- 3. Use the **Scroll Bar** to view all the pay periods.
- 4. Click on the **Pay Period Link** to view additional details about the pay period allocations including **Position** number, **Earn Code**, **Shift**, **Index** number, and **FOAPAL** details.
 - a. <u>Note</u>: in accordance with Federal guidelines 2 CFR Part 220 (OMB Circular A-21), only percentages are reported on effort reports. Cognos report "HR-LD-278B Labor Expense Detail".

Pay Pe	riod Se	emi-Mo	onthly	Currer	nt 1 201	n							8
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	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18,9999	1.5833	
	Semi-Monthly Current 2 2011	January 16, 2011 - January 31, 2011					
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	311221 CROP MARKETING		110045 CES		56.0001	4.6667	
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	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	301400 PLANT AND ENVIRONMENTAL	L	111441 AES STATION CONTROL 2		22.0001	1.8333	
	Semi-Monthly Current 3 2011	February 01, 2011 - February 15, 2011				•	
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	301400 PLANT AND ENVIRONMENTAL	L	111441 AES STATION CONTROL 2		22.0001	1.8333	5.25%
	311239 TURFGRASS HATCH	GR0003434 HATCH FED APPROP FY 11	605424 T HATCH BUDGET CONTROL	RESEARCH Research	2.9999	0.25	19%
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	311221 CROP MARKETING		110045 CES		56.0001	4.6667	50.75%
	Semi-Monthly Current 4 2011	February 16, 2011 - February 28, 2011					22%
	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
	311239 TURFGRASS HATCH	GR0003434 HATCH FED APPROP FY 11	605424 T HATCH BUDGET CONTROL	RESEARCH Research	2.9999	0.25	
	311221 CROP MARKETING		110045 CES		56.0001	4.6667	
	301400 PLANT AND ENVIRONMENTAL	L	111441 AES STATION CONTROL 2		22.0001	1.8333 🔹	
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Effort Certification First Name Last Name	Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	
	311200 EXTENSN PLANT SCIENCES	GR0001060 KB-05-24 NTEP	650276 T KB-05-24 NTEP COST SHAR	PUBSVC Public Service	7	0.5833	
	311221 CROP MARKETING		110045 CES		49	4.0833	
	311263 TURFGRASS SL	GR0003426 2011-41100-03100	605373 T STATE OPS SMITH LEVER 3	PUBSVC Public Service	18.9999	1.5833	
SUNGARD HIGHER EDUCATION							Banner Effort Certification (Release 8.5)

5. Click the **Effort Report** link in the left navigation pane to return to the effort report summary page.

Effort Certification Labor R	edistribution					Sign Out	? Help 💌
Review or Certify Reports	Effort Report Actions	Refresh 🖾 Open 📊 Save 📳 Copy 🖪	c Delete More Actions 👻 🗮 Close				▼ Effort Report Overview
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Comments	Fund	Organization	Effort Category		Charge Type	Effort	Under Keview - Uniockeu
	605373 T STATE OPS SMITH LEVER 3B&C FY11	311263 TURFGRASS SL	PUBSVC Public Service		Direct	19 *	
Routing Queue	605424 T HATCH BUDGET CONTROL	311239 TURFGRASS HATCH	RESEARCH Research		Direct	3	
	650276 T KB-05-24 NTEP COST SHARE	311200 EXTENSI PLANT SCIENCES	PUBSVC Public Service		Cost Share	5.25 -	
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	Fund	Organization	Effort Category		Charge Type	Effort	
	110045 CES	311221 CROP MARKETING			Direct	50.75	
	111441 AES STATION CONTROL 2	301400 PLANT AND ENVIRONMENTAL SCIE	ICES		Direct	22	▼ Funding Chart
					Tetal Non Spor	somd Activity 72.75%	5.296
Open Items Effort Certification First Name Last Name				6	Changes Review	Total 100.00%	Proxy or Superuser

6. During your review, if you have identified changes that need to be made, an Electronic Labor Redistribution needs to be initiated. The **Request Changes** button opens a mail message that can be sent to the appropriate ELR initiator. However, this button does not populate any information besides the email subject line. Once this option has been selected, the report is no longer accessible to individuals in the routing queue until the record has been changed via an Electronic Labor Redistribution or the requester releases the record with the **Clear Changes** button (this button will appear after the request changes button has been selected even if the email is not sent).

Certify Hy Effort	Effort Report Actions	inne 📽 Refresh 🔠 Conn 🚋 Sann	Cory Di Dricht More Actions • 🗙 Cose			- Effort Report Overview
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	130003 FACILITY SALARIES HADE	303000 ENTOPOLOGY PLANT PATH AN	t.	Desct	6 A P	10
	130024 AES STATION CONTROL	303125 ADAPTIVE INTEGRATED PEST	к.	Direct	20	
	110604 NHDA FEE ACCOUNTS	180955 NMOA NURSERY INSPECTION		Direct	30 .	
	7			Tetal NorSp	orsonel Activity 75.00%	35
ipen Itoms						
Effort Cartification						

7. The Add New Funding button is <u>not</u> used at NMSU.

Effort Certification Labor F	Redistribution			Sign	Out ? Help 👻						
Review or Certify Reports	Effort Report Actions	Refresh 🕼 Open 📊 Save 📑 Copy 📑	Delete More Actions - 🗙 Close		▼ Effort Report Overview						
Effort Report	First Name Last Name	First Name Last Name									
Pay Period Summary	Sponsored				Sep 16, 2012 - Oct 15, 2012						
Comments	Fund	Organization	Effort Category	Charge Type Effort	Printing real car childred						
	600060 DE BACA COUNTY	310500 ADMIN PRGM DE BAGA CTY	PUBSVC Public Service	Direct 26	Update Report						
Routing Queue	606062 STATE OPS SMITH LEVER 3B&C FY12	310504 USDA DEBACA FED	PUBSVC Public Service	Direct 33.3							
	Non Sponsored			Total Sponsored Activity 59.30%							
	Fund	Organization	Effort Category	Charge Type Effort							
	110045 CES	310501 DEBACA STATE		Direct 40.7							
				Total Non Sponsored Activity 40.70%							
					•						

- 8. Following the completion of any necessary Electronic Labor Redistributions, the **Report Status** will be "Awaiting Refresh Unlocked".
- 9. Click the **Update Report** button to update the redistribution and review new percentages.

Effort Certification Labor R	Redistribution			Sign O	? Help 🔻
Review or Certify Reports	Effort Report Actions	Refresh 🦾 Open 📊 Save 📳 Copy	Delete More Actions - 🗶 Close		▼ Effort Report Overview
Effort Report	FirstName LastName				Report Status Dates SPR2011
Pay Period Summary	Sponsored				Sep 16, 2011 - Oct 15, 2011 Under Review - Unlocked
Comments	Fund	Organization	Effort Category	Charge Type Effort	
	605373 T STATE OPS SMITH LEVER 3B&C FY11	311263 TURFGRASS SL	PUBSVC Public Service	Direct 19	
Routing Queue	605424 T HATCH BUDGET CONTROL	311239 TURFGRASS HATCH	RESEARCH Research	Direct 3	
	650276 T KB-05-24 NTEP COST SHARE	311200 EXTENSN PLANT SCIENCES	PUBSVC Public Service	Cost Share 5.25 v	
				Total Sponsored Activity 27.25%	
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	110045 CES	311221 CROP MARKETING		Direct 50.75	
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				total no. godoved w.uniy / 2.2.5%	5.396
Open Items				Total 100.00%s Repeat Charges Return Add New Funding	➤ Proxy or Suparaser

- 10. Once satisfied that the effort report is complete and accurate, click the button to complete the effort report. The name of this button will vary depending on your role.
 - a. Review available to pre-reviewers
 - b. Acknowledge available to acknowledgers
 - c. Certify available to certifiers
 - i. Certifiers will receive a pop-up certification statement and must click **I Agree** button.





Comments are not required for the effort certification process. Appendix B contains instructions for adding comments if necessary.

Effort Certification Labor	Redistribution			Sign	Qut
Review or Certify Reports	Effort Report Actions	Refresh 🦾 Open 🔚 Save 📳 Copy [Delete More Actions - 🗙 Close		▼ Effort Report Overview
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	650276 T KB-05-24 NTEP COST SHARE	311200 EXTENSN PLANT SCIENCES	PUBSVC Public Service	Cost Share 5.25 •	
				Total Sponsored Activity 27.25%	
	Non Sponsored				
	Fund	Organization	Effort Category	Charge Type Effort	
	110045 CES	311221 CROP MARKETING		Direct 50.75	
	111441 AES STATION CONTROL 2	301400 PLANT AND ENVIRONMENTAL SC	IENCES	Direct 22	▼ Funding Chart
					5.7%
Open Items				III Total 100.00% Request Charge Add New Fundage	Pracy or Supervisor

- 11. After the effort report is complete, the Review/Acknowledge/Certify button will disappear and
- 12. The report status will change
 - a. to "Awaiting Certification Unlocked" if completed by pre-reviewer or acknowledger
 - b. to "Completed Locked" if completed by certifier
- 13. Click the **Close** button to close the effort report (pre-reviewers/acknowledgers).
- 14. Click Sign Out.

Appendix A: Helpful Cognos Reports

The following Cognos Reports may be helpful to you in completing the Effort Certification process.

<u>EEC Effort Report</u> – Summary of Effort for the selected Employee and Effort Certification Period; similar to the Effort Report in the Electronic Effort Certification system.

<u>EEC Pay Period Summary Report</u> – Summary of Effort by pay period for the selected Employee and Effort Certification Period; similar to the Pay Period Summary page in the Electronic Effort Certification system.

<u>EEC Tracking Report</u> – Report to monitor the progress of the Effort Certification process. The report will give a list of Effort Certification reports along with the state and status of each report.

<u>EEC Effort Certification Required</u> – List of Effort Certification Reports which require Pre-Review approval or Certification by the individual receiving the report. Report will be emailed to the Pre Reviewers every Tuesday of the first 3 weeks of the pre review period and every day of the final week. Report will be emailed to the Certifiers every Tuesday of the first 3 weeks of the certification period and every day of the final week (note: this report is not viewable in Cognos but only available via email).

<u>HR-LD-287B Labor Expense Detail</u> – Displays detail payroll labor and fringe expense in addition to each pay period dollar amount.

Appendix B: Identifying Roles using Banner Forms

Not sure who the Fund Manager or Principal Investigator is for the funds on your effort report? The following Banner forms can be used to identify individuals with responsibility for restricted funds. For access to these reports, you will need appropriate Banner security access or may need to seek assistance from your Research Center for this information.

FRAGRNT

Using Banner form FRAGRNT, you can find the name and email address for a grant's Principal (primary) Investigator, Fiscal Monitor, EEC Pre-Reviewer, and/or Contract Administrator/Manager.

File Calls Callers Disels from Descrit Overs Tests Lists
Grant: GR0003209 1 20892 • 2 ant Text Exists
Main Grant Agency Location Cost Code Personnel Billing User Defined Data Effort Reporting
D: B000 xxxxx V let name, first name Indicator: V Primary Investigator Chart of Accounts: N Organization: AGRICULTURE AND HOME ECON COLLEG Salutation: Title: Address Type: Address Sequence Number: V Phone Type: Phone Seque Number: V Fhone Type: E-mail: E
Enter Principal Investigator Indicator ; LIST is available

- 1. Open form FRAGRNT and enter the **Grant number**. Click the **Next Block** icon.
- 2. Click on the **Personnel** tab.
- 3. The **Primary (Principal) Investigator** name, id, and email will be displayed.
- 4. Use the **scroll bar** on the right to view other personnel assigned.
 - a. Indicator 001: Principal Investigator
 - b. Indicator 002: Fiscal Monitor
 - c. Indicator 003: EEC Pre-Reviewer (Department Head)
 - d. Indicator 004: EEC Administrator (Research Administrator)

FTMFUND

Using Banner form FTMFUND, you can find the name of the Fund Manager for a grant.

Gracle Fusion Middleware Forms Services: Open > FTMFUND [Q]						
Eile Edit Options Block item Becord Query Tools Help						
	└ <u>└</u> �� @ @ I @ I @ I @ I @ I @ I @ I @ I @ I)				
Bund Code Maintenance FT	8.4 (UBAN)	≥====================================				
\smile						
Chart of Accounts:	Vive Status Last Activ	vity Date: 26-JAN-2010				
Grant:	GR0003209 505 2 01-20482					
Proposal:	20892 USD 010-85101-20482					
Fund:	604974 Title: TARGETING CATTLE GRAZING					
Effective Date:	01-JAN-2010 📰 Termination Date: 📰 Next Char	nge Date:				
Expenditure End Date:	Data Entry					
Fund Type:	R1 Restricted Main Grant Requ	ires Effort Certification				
Predecessor Fund:	R03209 VSDA 2010-85101-20482 BAILEY Fund Requi	res Effort Allocation				
Financial Manager:	8000 xxxxxx Value I last name, first name					
Unbilled AR Account:	113403 AR UNB BAN FED					
Revenue Account:	541200 FEDERAL GRANTS					
Bank:						
Cash Receipt Bank Code:	71 WELLS FARGO GENERAL					
Capitalization Fund Indicator:	Cap Different or No Cap					
Capitalization Equity Account:	946110					
Capitalization Fund:	189000					
Multiple Fund Balance Indicator:	Fund Type					
Restriction Indicator:	Permanently Restricted					
Defaults: Organization	Program Activity	Location				
l						
Chart of Accounts; Press LIST for valid values. Press Edit for Navigate To.						
	LISTOLARIA" CORCE					

- 1. Open form FTMFUND and click the **Enter Query** 🔛 button.
- 2. Enter the Grant number in the **Grant** field or the Fund number in the **Fund** field.
- 3. Click the **Execute Query** button to populate data.
- 4. The Fund Manager is listed in the **Financial Manager** field.

Appendix C: Adding Comments

Adding comments is not required when reviewing an employee's effort report. However, if deemed appropriate, comments can be added using the following steps.

Certification Labor H	Redistribution			Sign C	ut ? Hel
iew or Certify Reports	Effort Report Actions	Refresh 🖾 Open 🔚 Save 🟥 Copy	👷 Delete More Actions 🕶 🗱 Close		▼ Effort Report Overview
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	110045 CES	311221 CROP MARKETING		Direct 50.75	
	111441 AES STATION CONTROL 2	301400 PLANT AND ENVIRONMENTAL SCI	ENCES	Direct 22	Funding Chart
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tems					▼ Proxy or Superuser
rt Certification st Name Last Name					

1. Click **Comments** in the left navigation pane.

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Pay Period Summary			JANUARY - JUNE 2011 Sep 16, 2011 - Oct 15, 2011
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2. Click the **Add Comment** button.

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- 3. Enter your comment in the space provided.
- 4. Once you start typing, the **Save** button will become active. Click **Save** to save your comments.

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5. Your comments will appear on the Comments page with a date/time stamp. Once entered, comments cannot be deleted or edited.

Appendix D: Routing Queue

The routing queue shows all the people who need to acknowledge, review, and/or certify the effort report. The following is an explanation of what you will see on the routing queue.

Effort Certification Labor Redistribution Sign Out				
Review or Certify Reports	Effort Report Actions 🕼 New 🖉 Refresh 💯 Open 🕞 Sive 🖄 Copy 🗽 Delete More Actions - 🕱 Close		▼ Effort Report Overview	
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(1)	E-mail Posted On May 31, 2012 at 12:41 PM by Beth Chorey			
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	A Pending			
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	E-mail		19%	
	Nane , Acknowledge, Pre-Reviewer		50,75%	
	E-mail		22%	
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L,	E-mail			
Open Items				
Effort Certification First Name Last Name			 Proxy or Superuser 	
	Add Member			
SUNGARD HIGHER EDUCATION			Banner Effort Certification (Release 8.5)	

- 1. Access the routing queue by clicking **Routing Queue** link from the left navigation pane.
- 2. Each person having a role in the effort certification process is listed in the routing queue. Each listing will include...
 - a. The person's name
 - b. The action required by the person Review, Acknowledge, or Certify
 - c. The role of the person if other than the employee Pre-Reviewer
 - d. The status of the person's action Pending, Reviewed
- 3. The **email** link will open a blank email to the individual.
- 4. The **Add Member** button is <u>not</u> used by NMSU.