Effort Reporting And Certification

July 2017

INTRODUCTION TO EFFORT ADMINISTRATOR

Effort reporting is the federally-mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort performed on that project. The purpose of effort reporting is to ensure that the distribution of pay reasonably reflects the actual effort expended. Educational institutions that receive federal funding are required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administration Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) to maintain an effort reporting system.

EFFORT ADMINISTRATOR REPORTING SYSTEM

The Foundation has partnered with IT Works, a nationally recognized Grant Management Software company, to develop an online Effort Certification and Reporting System. This system, Effort Administrator (EA) was designed to streamline the certification process for our campus community while at the same time increasing compliance. The EA system collects payroll data from both University and Foundation payroll systems to facilitate the semi-annual certification process. You will receive a system-generated email when action is required and the form will be routed electronically when approvals and acknowledgement are needed.

SOURCES OF DATA IN EFFORT ADMINISTRATOR

The sources of data used in Effort Administrator include cost center, employee and labor information. This information is taken from both the Foundation's JDEdwards (Rumba/Mocha) system as well as PeopleSoft, for University payroll.

Any changes relating to effort must be made within the JDEdwards (Rumba/Mocha) system.

MANAGING THE EFFORT CERTIFICATION PROCESS

Effort must be certified on a semi-annual basis. Each PI/Project Director, department and school/college is responsible for ensuring that all of its required certifications are completed by the deadline as stated in e-mail notification.

Effort Reporting Period	Certification Period
January 1 – June 30	September 1 - TBD
July 1 – December 31	March 1 – TBD

WHO IS REQUIRED TO CERTIFY

Certification is required only for employees and PI/Project Directors who have effort and/or salary charged to a sponsored program that is federally funded.

Consistent with policy, all effort must be certified, whether or not the employee is currently a Foundation or Fresno State employee. All employees should certify their own effort prior to departure from the University. When this is not possible, it is permissible for employees to certify after their departure. In cases where the employee cannot certify, it is permissible for the PI/Project Director or the PI/Project Director's supervisor to certify for the employee using a suitable means of verification. These certifications can also be completed through the EA program but must be completed prior to the end of the certification period.

For certifications falling into these criteria, the PI/Project Director must contact their Post Award Analyst or the Effort Project Coordinator for additional instructions and access.

ACCESSING EFFORT ADMINISTRATOR

Effort Administrator is available directly through the link you will receive in your certification notification. Additionally you can access this software through the web address below:

http://effort.auxiliary.com

Access will not be available until the first day of the current Certification Period.

USING EFFORT ADMINISTRATOR TO MONITOR THE CERTIFICATION PROCESS

EA has a feature that allows PI/Project Directors to monitor the progress of the effort certifications for their sponsored projects. Please contact your Post Award Analyst or the Effort Project Coordinator for more information.

SYSTEM REQUIREMENTS

-PC including Windows XP or higher
 or
 Apple Macintosh with OS 10.4.8+(at least Tiger) Power PC or Intel-based

-One of the following web browsers:
- Internet Explorer 6 or higher
- Firefox 1.5 or higher
- Safari
- Chrome

HOW TO CERTIFTY YOUR EFFORT IN EFFORT ADMINISTRATOR

1. Using your internet browser, access Effort Administrator (EA) at http://effort.auxiliary.com
   a. You may also access this through the email sent to you

2. Log in using your EA Username and Password
   a. Your EA Username consists of your email address using only the text before the **@**
      i. Example: jcert@csufresno.edu would result in a username of "**jcert**"
   b. <u>First time users</u> EA Password will be **NEWPASS** (all caps, one word)
   c. <u>Returning users</u> EA Password will be the same as previous certifications
      *If needing to reset password, please copy and paste the temporary password sent to your e-mail using Ctrl + C to copy and Ctrl + V to paste into the password reset.

Your <u>Username</u> is your email address including *only* the text before the **@**.

Returning Users: Please click "Reset Password" if you forgot your password used on previous certifications.

First time users <u>Password</u> will be NEWPASS (all caps, one word). You will be prompted to change this the first time you access your records.

3. <u>First time users</u> will be prompted to change your password upon entering the site.
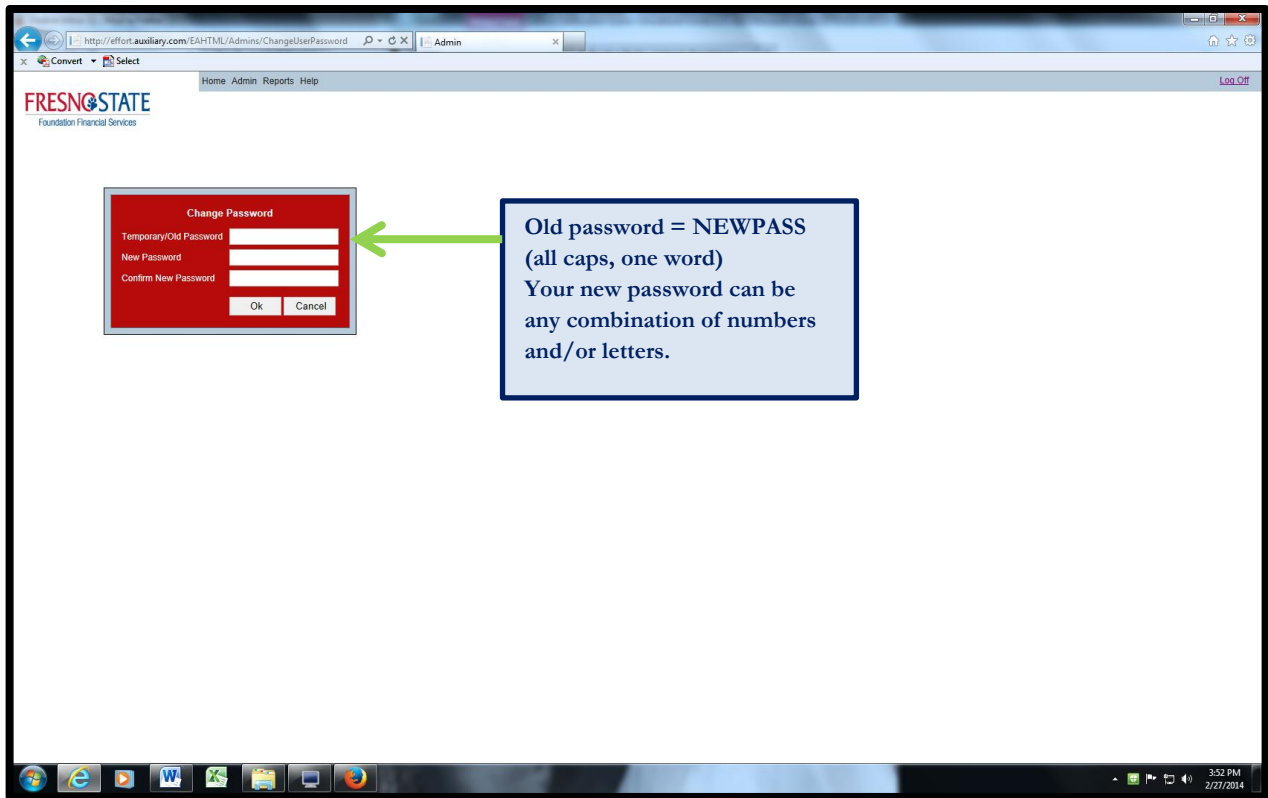
4. You will then be taken to the EA Welcome Page which provides the basic information you will be reviewing to certify.

5. By selecting your name, from the tree on the left, the screen to the right will display your effort as "Uncertified".
   a. Individual employees will have only one name in their employee tree to the left.
   b. PI/Project Directors will be able to view all employees of projects that roll up under their projects.
      i. Access to project staff is "view" only. If you, as a PI/Project Director, need to certify or adjust effort for someone other than yourself, contact your Post Award Analyst or the Effort Project Coordinator for assistance.

You will access your data by clicking on your name here.

For PI/Project Directors: Clicking on the arrow to the left of your name will expand the list to show all staff with effort under your projects.
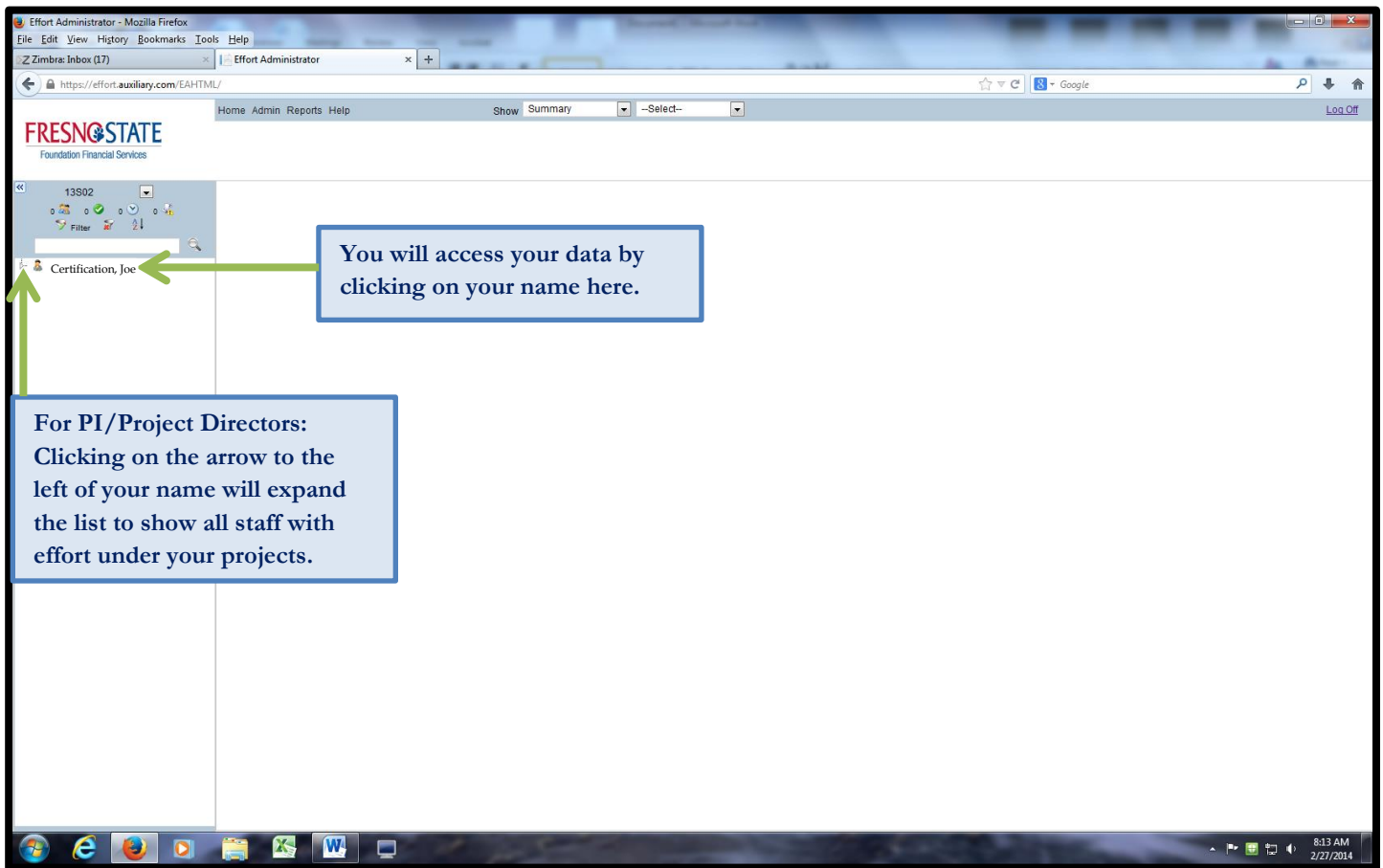
6. The Effort Administrator main page is separated into two areas: *Foundation Sponsored Programs* and *University Funds*. This data is collected from Foundation payroll and University payroll.

   a. The top half of the certification screen , as noted by the orange arrow in the example below, will reflect any data that is collected through Foundation payroll.
   b. The bottom half of the screen, as noted by the blue arrow, shows all data for University payroll.
   c. The first section, as noted by the red arrow, will reflect the cost center(s) associated to your project and salary/effort.
   d. The second section, as noted by the purple arrow, reflects percentage of effort.
   e. The third section, as noted by the green arrow, reflects the actual salary in dollars.

7. Once you have confirmed the data selected is correct, you can use the "certify" button to redirect to the certification page.
* If you find that a change needs to be made to any of your data, please contact your Post Award Analyst to review.
   a. Once here, review the certification statement and use the electronic signature to certify this effort.

Enter comments if necessary.

Check "Apply Signatures and Certify Effort" Then click ok