

**Certify Effort: Terminated Manager (No Costing Changes)**

This section will explain how to certify effort for a terminated manager without allocation changes.

1. Navigate to **Workday**
2. The effort report for a terminated manager is routed to their manager's inbox for administrative review and approval
3. The manager will find and click on the appropriate **Effort Certification** report item; a new page will display

**Inbox**

24 items



Effort Certification: UNO Effort Certification Type for [REDACTED] (Terminated) for ...  
55 minute(s) ago - Due 12/07/2021

Effort Certification: UNO Effort Certification Type for [REDACTED] (Retired) for 01/01/2021 - ...  
55 minute(s) ago - Due 12/07/2021

Effort Certification: UNO Effort Certification Type for [REDACTED] (Terminated) for 01/0...  
55 minute(s) ago - Due 12/07/2021

## Review Effort Certification

### Details (top of screen)

1. Click the arrow next to **Details** to expand the section and view the effort report details
  - a. **Effort Certification for** – The effort certification period
  - b. **Total Certified Amount Estimated** – The total amount for the certification period
  - c. **Effort Certification Status** – Will be **In Progress**
  - d. **Changed Status** – Will be **Unchanged**

NOTE: See *Help Text* next to **Details**.

Initial screen at Summary Tab will be blank. [Click the arrows next to Details](#) to expand details for the time period and attestation statement. [Click Details Tab](#). The Effort Certification lines for each pay period in the certification time period are listed below.

[View https://www.uno.edu/research/funding/forms](https://www.uno.edu/research/funding/forms) for more information.

Effort Certification Status: In Progress  
Changed Status: Unchanged

Summary   Details   Positions   Organizations   Process History

Summary 1 item Turn on the new tables view

| Effort Certification Summary |            |                            |   |   |
|------------------------------|------------|----------------------------|---|---|
|                              | Worktags   | Certified Amount Estimated | Certified Percentage of Group Estimated | Certified Percentage of Total Estimated |
| P00202                       | [REDACTED] |                            |   |   |

**Effort Certification**

UNO Effort Certification Type for [REDACTED] for 01/01/2021 - 06/30/2021

**Effort Certification for**  
01/01/2021 - 06/30/2021

**Total Certified Amount Estimated**  
32,894.64

**Total Certified Percentage Estimated**  
100.0%

## Review Effort Certification

### Summary

The **Summary** tab will be blank. See the next page for reviewing effort details.

Initial screen at Summary Tab will be blank. [Click the arrows next to Details](#) to expand details for the time period and attestation statement.

Click [Details Tab](#). The Effort Certification lines for each pay period in the certification time period are listed below.

View <https://www.uno.edu/research/funding/forms> for more information.

Effort Certification Status  
In Progress
Changed Status  
Unchanged

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Summary
Details
Positions
Organizations
Process History

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Turn on the new tables view

Summary 1 item 🔍 🗑️ 📄 🔄

| Effort Certification Summary   |          |                            |   |   |
|--|----------|----------------------------|---|---|
|  | Worktags | Certified Amount Estimated | Certified Percentage of Group Estimated | Certified Percentage of Total Estimated |
| P0020 <span style="background-color: black; color: black;">[REDACTED]</span> |          |                            |   |   |

## Details Tab

1. Click on the **Details** tab and scroll down to view the table
2. Click each pay period to view effort period details
  - a. **Grant** (column)
  - b. **Worktags** (group of columns)
    - i. **Payroll** (column)
    - ii. **Costing** (column)
  - c. **Original Amount** (column)
  - d. **Original Percent** (column)
  - e. **Change Reason** (column)
  - f. **Certified Amount Estimated** (column)
  - g. **Certified Percentage of Period Estimated** (column)

Summary **Details** Positions Organizations Process History

Click here to sort

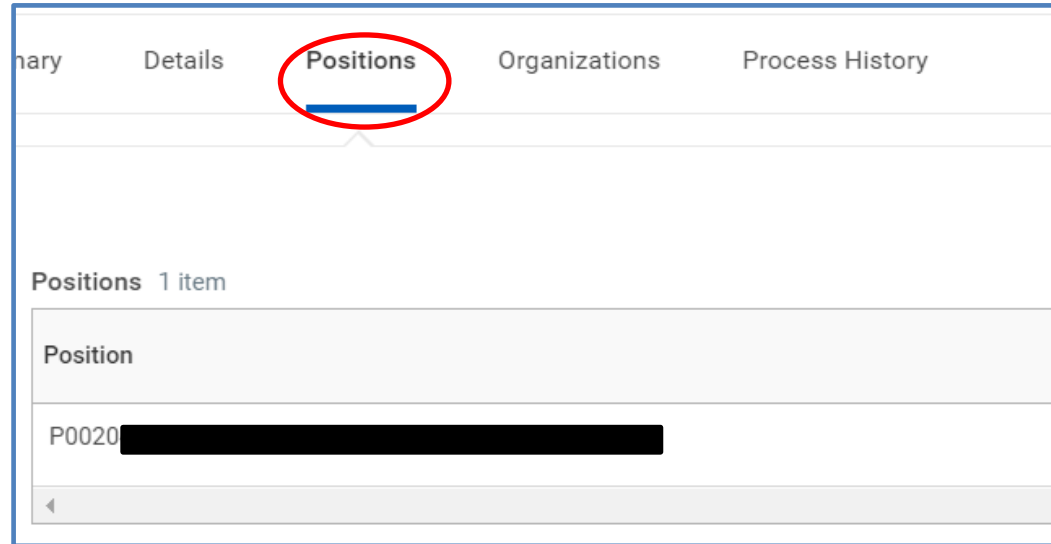
- 12/19/2020 - 01/01/2021 (Biweekly)
- 01/02/2021 - 01/15/2021 (Biweekly)
- 01/16/2021 - 01/29/2021 (Biweekly)
- 01/30/2021 - 02/12/2021 (Biweekly)

4 items

| Grant            | Worktags   |  | Original Amount | Original Percent | Change Reason | Certified Amount Estimated | Certified Percent Estimated |
|------------------|--|--|-----------------|------------------|---------------|----------------------------|-----------------------------|
|                  | Payroll  | Costing  |                 |                  |               |                            |                             |
| GR100 [REDACTED] | Earning: Annual Leave Pay<br>Employee: [REDACTED]<br>Job Profile: Specialist<br>Pay Group: UNO - Biweekly<br>Position: [REDACTED]<br>Prog Admin/Asso Dir | Bypass: Bypass<br>Cost Center: [REDACTED]<br>UNOTI Research<br>Function: FNC016 Research<br>Fund: FND024 Private Grants & Contracts<br>Grant: GR [REDACTED]<br>Location: University of New Orleans > Milneburg Hall    | 143.99          | 5.4%             |               | 143.99                     | 5.4%                        |
| GR100 [REDACTED] | Earning: Salary Pay<br>Employee: [REDACTED]<br>Job Profile: Specialist<br>Pay Group: UNO - Biweekly<br>Position: [REDACTED]<br>More (2)                  | Bypass: Bypass<br>Cost Center: [REDACTED]<br>UNOTI Research<br>Function: FNC016 Research<br>Fund: FND024 Private Grants & Contracts<br>Grant: GR100 [REDACTED]<br>Location: University of New Orleans > Milneburg Hall | 575.97          | 21.7%            |               | 575.97                     | 21.7%                       |
| <b>Total:</b>    |  |  | 2,652.79        | 100.0%           |               | 2652.79                    | 100.0%                      |

## Positions Tab

This tab displays the position number and title for the employee.



| Position         |
|------------------|
| P0020 [REDACTED] |

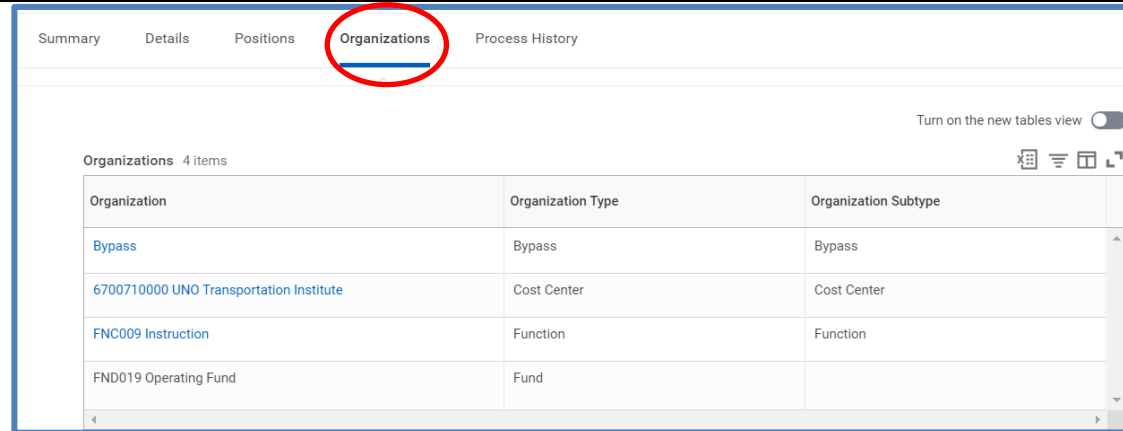
## Organizations & Process History Tabs

### Organizations (tab)

This tab will display the employee's cost center, function, and fund. These are Worktags used for payroll and costing allocations.

### Process History (tab)

This will display the historical processes the report has been through, status, and comments.

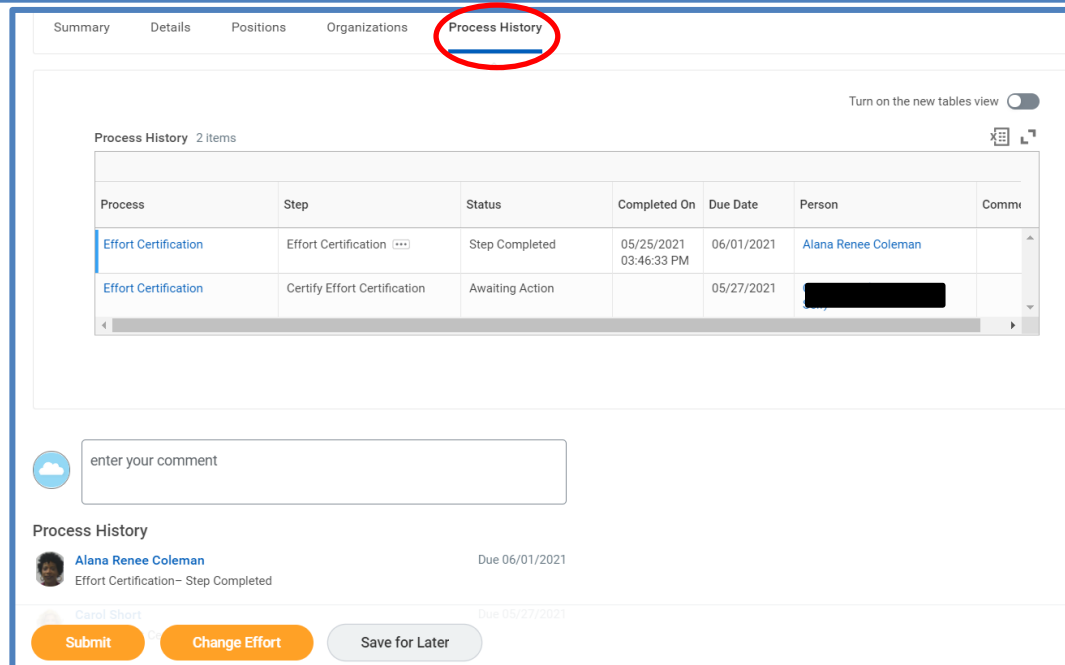


Summary Details Positions **Organizations** Process History

Turn on the new tables view

Organizations 4 items

| Organization                            | Organization Type | Organization Subtype |
|---|-------------------|----------------------|
| Bypass                                  | Bypass            | Bypass               |
| 6700710000 UNO Transportation Institute | Cost Center       | Cost Center          |
| FNC009 Instruction                      | Function          | Function             |
| FND019 Operating Fund                   | Fund              |                      |



Summary Details Positions Organizations **Process History**


Turn on the new tables view


Process History 2 items

| Process              | Step                         | Status          | Completed On           | Due Date   | Person              | Comm |
|----------------------|------------------------------|-----------------|------------------------|------------|---------------------|------|
| Effort Certification | Effort Certification         | Step Completed  | 05/25/2021 03:46:33 PM | 06/01/2021 | Alana Renee Coleman |      |
| Effort Certification | Certify Effort Certification | Awaiting Action |                        | 05/27/2021 |                     |      |

enter your comment

Process History

 **Alana Renee Coleman** Due 06/01/2021  
Effort Certification - Step Completed

 **Carol Short** Due 05/27/2021

Submit Change Effort Save for Later

## Certifying Effort Certification

**If effort on the Details tab is appropriate and no changes need to be made:**

1. **Changed Status** – Should be **Unchanged**
2. Click the arrow next to **Details** at the top of the screen to expand selection and read the **2 CFR Part 200** attestation statement certifying salary has been charged according to actual effort
3. Click **Submit**

▼ Details

Effort Certification

UNO Effort Certification Type for ██████████ (Terminated) for 01/01/2021 - 06/30/2021

Effort Certification for

01/01/2021 - 06/30/2021

Total Certified Amount Estimated

1,134.62

Total Certified Percentage Estimated

100.0%

Per 2 CFR Part 200, the university must provide reasonable assurance that salary charges are accurate, allowable, and properly allocated which is documented through the Effort Certification process. Failure to comply with this requirement could lead to disallowance of salary charges to externally funded projects. Salary charged is based on actual work performed.

The certifier is attesting that he/she has sufficient technical knowledge and/or is in a position that provides for suitable means of verification that the work was performed.

I Certify

No

Initial screen at Summary Tab will be blank. [Click the arrows next to Details](#) to expand details for the time period and attestation statement.

[Click Details Tab](#). The Effort Certification lines for each pay period in the certification time period are listed below.

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|                             |                |
|-----------------------------|----------------|
| Effort Certification Status | Changed Status |
| In Progress                 | Unchanged      |

Summary
Details
Positions
Organizations
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Viewing

☰

Submit

Change Effort

Save for Later

## Post Submission

Once submitted, you will receive a pop-up box displaying the effort certification process is completed.

NOTE: A terminated managers' effort report is routed to their manager for review and approval. If effort changes are needed, see **QRC Effort Cert: Terminated Manager Costing Changes**.

