



UNM Effort Certification Training

PRE-REVIEW STAGE

Definition of Effort

Effort is defined as the compensated time spent on a sponsored project. It is expressed as a percentage of the employees' total University related duties

- Effort must equal 100% cumulative total
- Includes research, instruction, administration, service, and clinical activity
 - Does not include any activities outside of University related work
- Cannot exceed 100% if working on multiple projects
- It is not measured on a standard 40 hour work week, but on the actual time worked.
- Tolerance threshold of +/- 5%

UNM's Effort Certification Policy is part of the UNM Faculty Handbook

- E120: Effort Reporting Policy - <https://handbook.unm.edu/e120/>



Why Do We Certify?

Effort is a mechanism to confirm salaries and wages charged to a sponsored project in relation to the work performed and committed to the agency in proposal.

- UNM is required to assure Federal and other award sponsors that the allocation of salaries charged are fair, consistent and timely with the effort performed.
 - Potential financial penalties for non-compliance
 - Expenditure disallowance – Salary is unsupported, and therefore, unallowable
 - Non-compliance on Uniform Guidance Single audit - could impact future funding

Applies to non-timesheet (5R) employees only



Effort Certification

Reports are displayed by employee

Effort Certification reports are distributed and certified semi-annually through the Effort Certification link in the UNM Employee Dashboard

- Pre-Review Stage
 - 30 calendar days after reports are generated
- Fund Financial Manager Certification Stage
 - Begins when Pre-Review stage is completed
 - Ends 60 calendar days after reports are generated
- Email notification at all stages
 - Fund Financial Manager copied on initial email for Pre-Review
 - Reminder and delinquent notifications will also be sent

ALL Pre-Reviews must be completed prior to any PI Certification



Terminology

Stages:

- Pre-Review – department personnel, identified as the Account Administrator (AA) listed in Banner for the grant, reviews the effort report prior to certification. All labor redistributions should be completed during the Pre-Review Stage.
- Certification – Fund Financial Manager(s) will certify employees effort after Pre-Review stage is complete, each Fund Financial Manager certifies respective indices.

Effort Process Flow

System generates effort certification reports twice a year. Accessible in Lobo Web at my.unm.edu employee tab .

Under Review

Pre-review stage- Email notification sent to **Pre-reviewer**, FYI to PI.
30 days to complete review process.

Pre-reviewer requests labor distribution to correct effort.

Pre-reviewer reviews report and approves. Email notification sent to Certifier.

Awaiting Certification

Certification Stage - Certifier looks at record and certifies its accuracy.
30 days to complete certification process

Certified

Certified record is locked and cannot be modified without approval. Email notification sent to PI and Pre-reviewer.

Completed

Record is Locked

Request to unlock record must be submitted to C&GA. Special exception memo requires Dean/Director approval.

Re-distribution processed after record unlocked.

Awaiting Refresh - Update

Record requires Pre-review and Re-certification.

Awaiting Refresh - Update

Labor re-distribution processed, new report generated for certification after Update process. **Back to Pre-reviewer**

Awaiting Refresh - Update

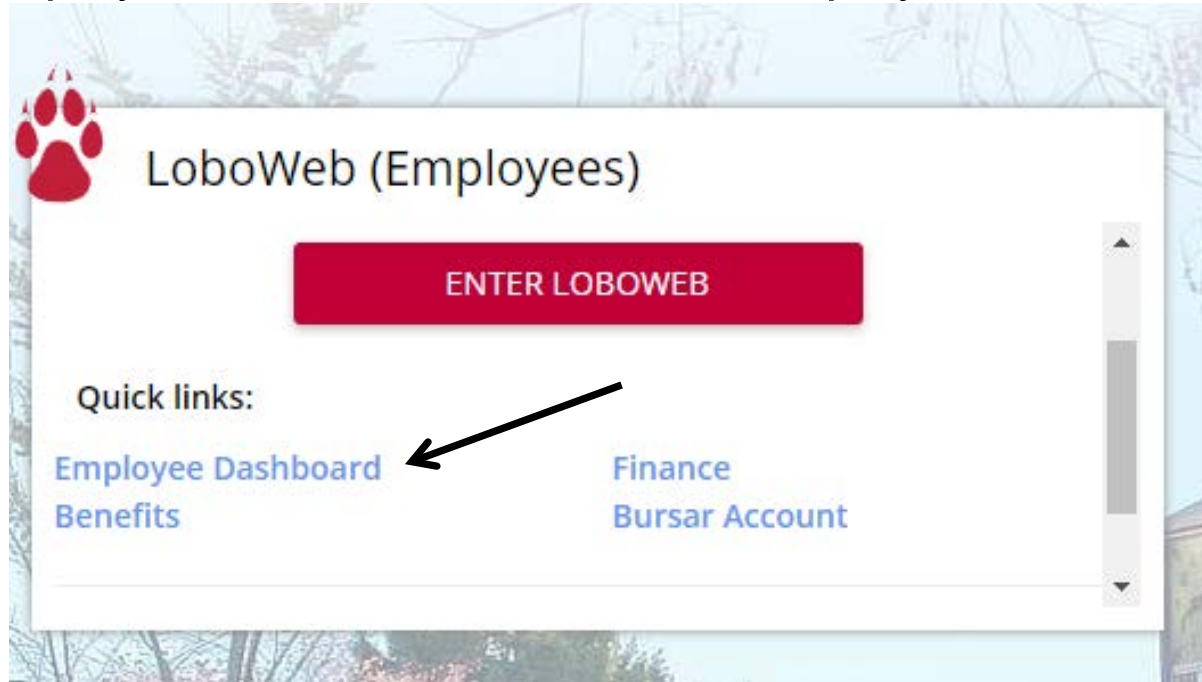
Needs correction. Notifies staff labor redistribution needed. **Back to Pre-reviewer**



Accessing Reports

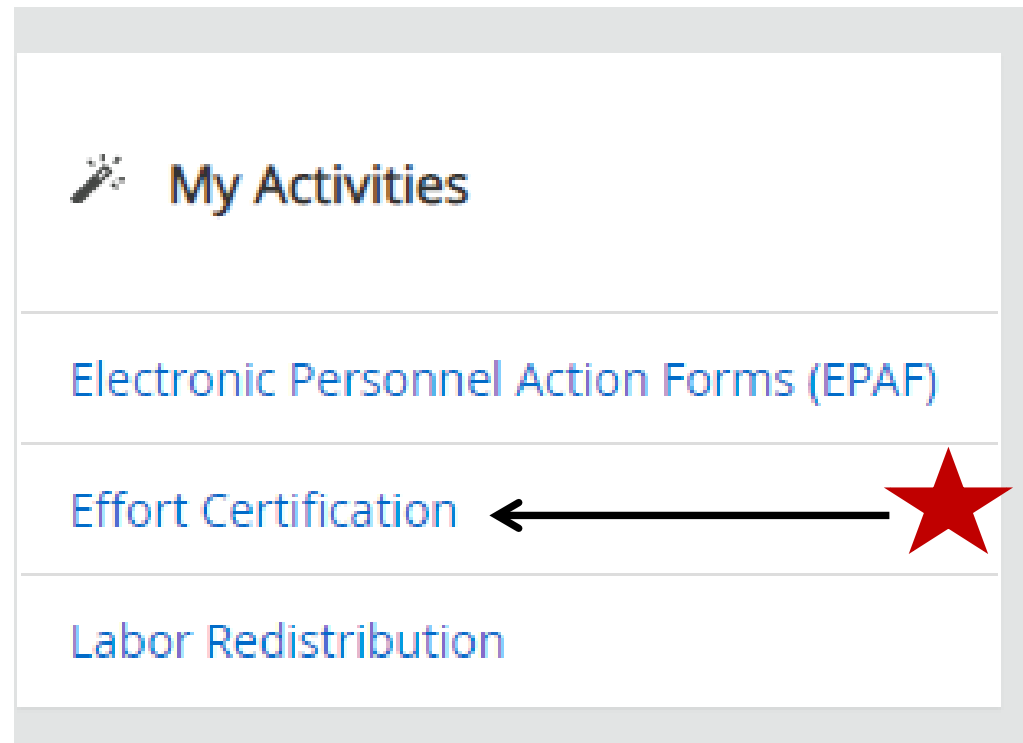
First log into MyUNM: <https://my.unm.edu/home>

Select the Employee Life tab - Click on the Employee Dashboard



Select Effort Certification

In the 'My Activities' box on the right side of the page select the Effort Certification link.



The image shows a screenshot of a web application interface. At the top, there is a header with a pencil icon and the text "My Activities". Below this header, there is a list of four menu items: "Electronic Personnel Action Forms (EPAF)", "Effort Certification", and "Labor Redistribution". The "Effort Certification" item is highlighted with a red star and a black arrow pointing to it from the right.

- My Activities
 - Electronic Personnel Action Forms (EPAF)
 - Effort Certification
 - Labor Redistribution

Selecting and Adding Proxy Access

The screenshot shows a web browser window with the URL `lobowebappi.unm.edu/EmployeeSelfService/ssb/effortReporting#/certifyMyEffort`. The page title is "Certify My Effort". The breadcrumb trail is "Employee Dashboard • Effort Certification • Certify My Effort".

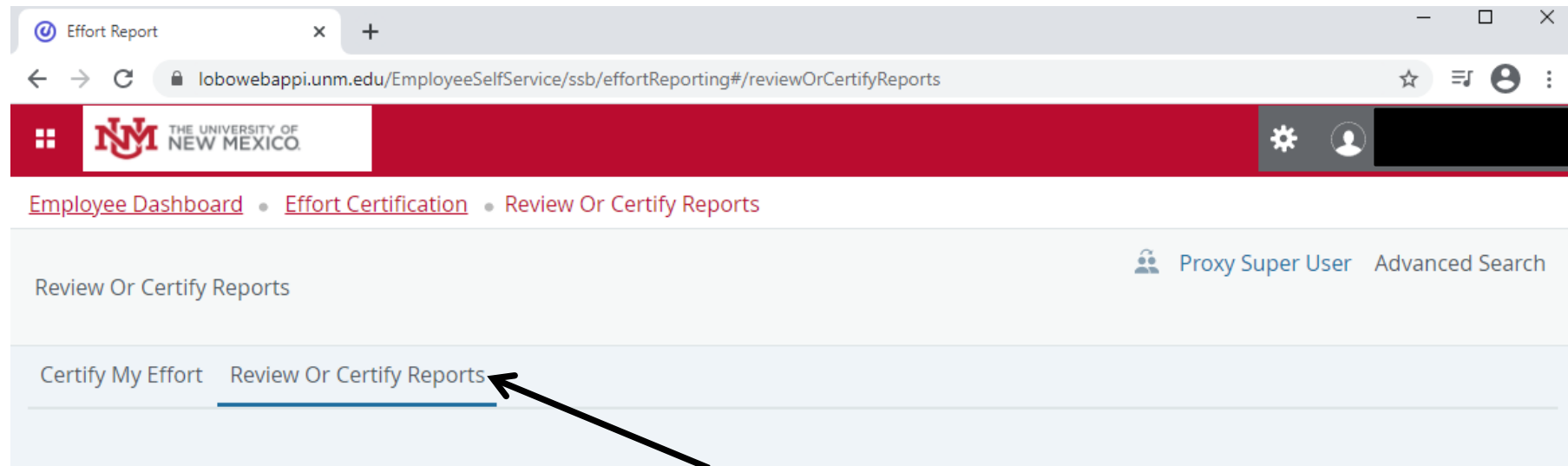
Annotations on the page include:

- A dark grey box with the text "Click on Proxy Super User" and an arrow pointing to the "Proxy Super User" link in the top right corner.
- A dark red box with the text "Act as Proxy for someone that has given you authority" and an arrow pointing to the dropdown menu in the "Act as a Proxy for" section, which currently shows "Self - Armijo, Jessica R. - [Contract Grant Accounting M]".
- A red box with the text "Add Proxy to give authority to someone to act on your behalf" and an arrow pointing to the "Add a new proxy" button in the "Existing Proxies" section.

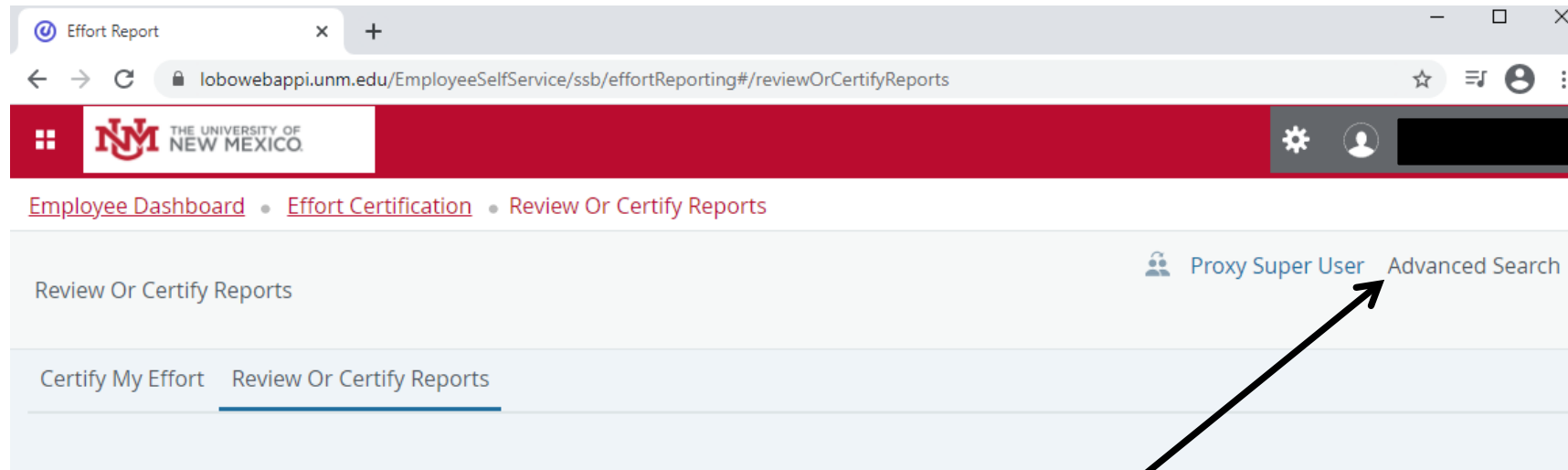
The "Existing Proxies" section contains a table with the following header: "Employee Name - [Home Organization]". To the right of the table is a "Delete proxies" button and a note: "Select single/multiple names and click on Delete Proxies to remove from list".

Select Review or Certify Reports

To view all the Effort Reports that need to be pre-reviewed select Review Or Certify Reports at the top of the page.



Click Advanced Search



Advanced Search should come up automatically but if it does not click Advance Search to view search options.

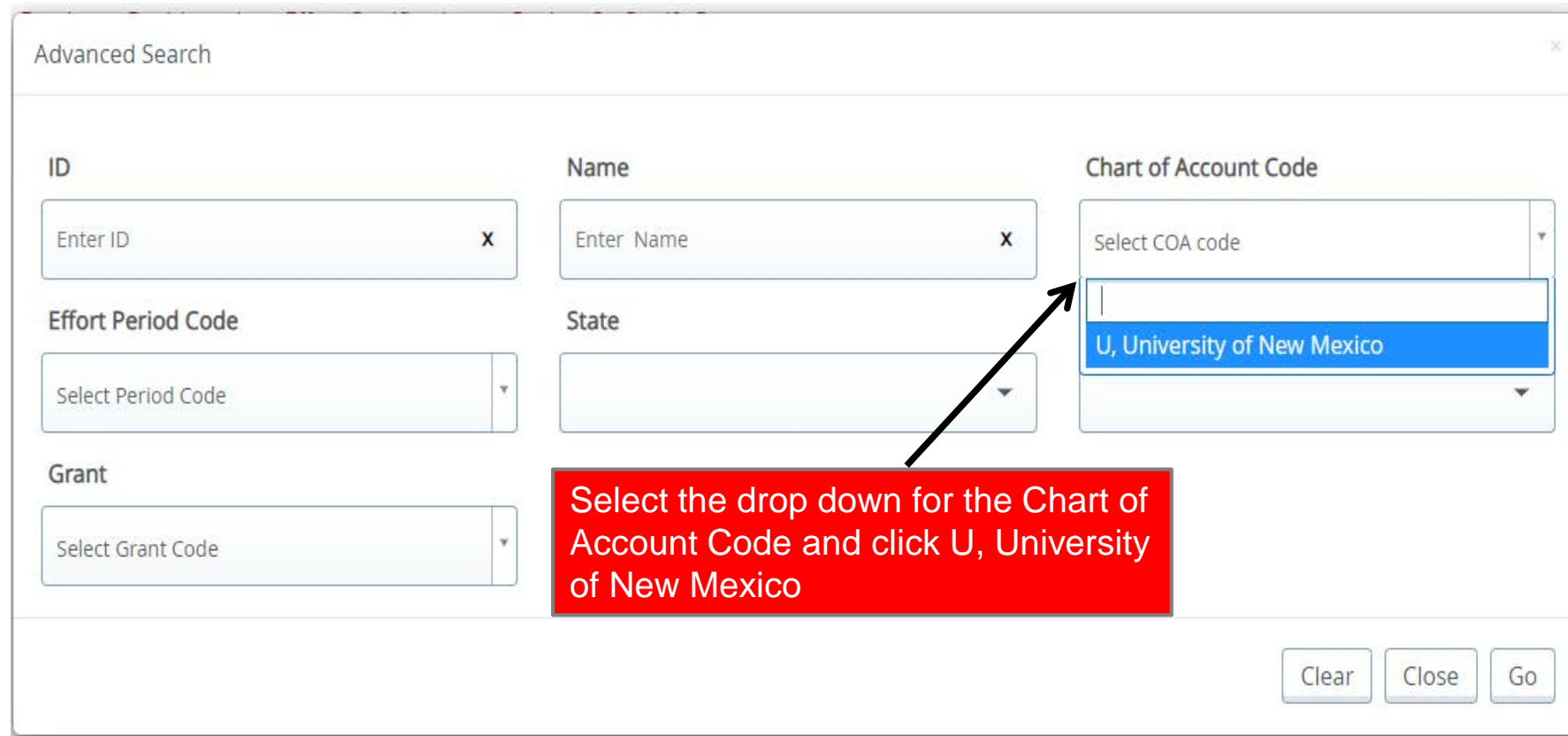
Select Chart of Account Code

Advanced Search

ID Enter ID <input type="text"/>	Name Enter Name <input type="text"/>	Chart of Account Code Select COA code <input type="text"/>
Effort Period Code Select Period Code <input type="text"/>	State <input type="text"/>	<input type="text"/>
Grant Select Grant Code <input type="text"/>		

Select the drop down for the Chart of Account Code and click U, University of New Mexico

Clear Close Go

The image shows a screenshot of a web application's 'Advanced Search' window. The window has a title bar with 'Advanced Search' and a close button. It contains several search criteria: 'ID' (text input), 'Name' (text input), 'Chart of Account Code' (dropdown menu), 'Effort Period Code' (dropdown menu), 'State' (dropdown menu), and 'Grant' (dropdown menu). A red callout box with white text points to the 'Chart of Account Code' dropdown menu, which is open and shows 'U, University of New Mexico' as the selected option. At the bottom right of the window are three buttons: 'Clear', 'Close', and 'Go'.

Select Effort Period Code

Please note: that the current effort period will be at the bottom of the list.

Then click Go on the bottom right of the screen to display all the effort reports that need to be Pre-Reviewed.

The screenshot shows an 'Advanced Search' window with several input fields: ID, Name, Chart of Account Code, Effort Period Code, State, and Status. The 'Effort Period Code' dropdown is open, displaying a list of options. A red callout box with white text points to the bottom option: '202001, January 1 - June 30 2020'. The 'Go' button at the bottom right is circled in black.

ID	Name	Chart of Account Code	Effort Period Code	State	Status
Enter ID	Enter Name	Select COA code	Select Period Code		

201701, January 1 - June 30 2017
201702, July 1 - December 31 2017
201801, January 1 - June 30 2018
201802, July 1 - December 31 2018
201901, January 1 - June 30 2019
201902, July 1 - December 31 2019
202001, January 1 - June 30 2020

Clear Close Go

Search for Reports to Review

If you know the Banner ID you can just search by that as well

Advanced Search

ID Enter ID <input type="text"/>	Name Enter Name <input type="text"/>	Chart of Account Code Select COA code <input type="text"/>
Effort Period Code Select Period Code <input type="text"/>	State <input type="text"/>	Status <input type="text"/>
Grant Select Grant Code <input type="text"/>		

Clear Close **Go**

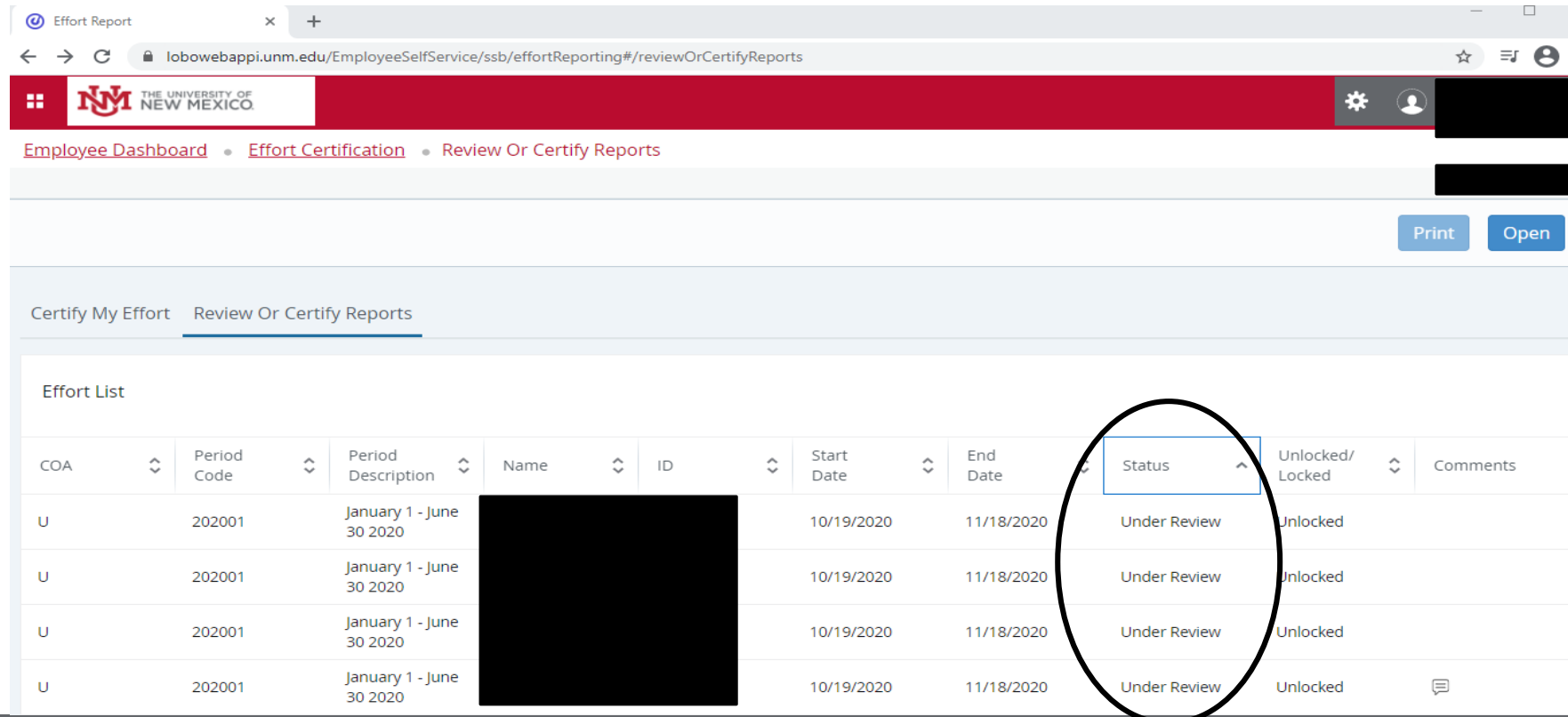
Enter the Employee Banner ID in the ID box then click Go

Select from Employee List

Double click on the record to view effort report actions

Note Status and State of each employee

If there is a comment in the effort there will be  in the comments column.




Employee Dashboard • Effort Certification • Review Or Certify Reports

Print Open

Certify My Effort Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
U	202001	January 1 - June 30 2020			10/19/2020	11/18/2020	Under Review	Unlocked	
U	202001	January 1 - June 30 2020			10/19/2020	11/18/2020	Under Review	Unlocked	
U	202001	January 1 - June 30 2020			10/19/2020	11/18/2020	Under Review	Unlocked	
U	202001	January 1 - June 30 2020			10/19/2020	11/18/2020	Under Review	Unlocked	

Employee Effort Report

Salary distribution is displayed as a percentage; a pie chart also displays the salary distribution

Tolerance +/- 5% original award vs. effort worked – If there is a discrepancy email maineffortrptng@unm.edu or HSC-Effort_Reporting@salud.unm.edu

The screenshot shows the 'Employee Effort Report' web application. The main content area is divided into 'Sponsored' and 'Non Sponsored' sections, each with a table of activity. The 'Sponsored' section shows two entries with effort values of 10.82 and 16.22, totaling 27.04%. The 'Non Sponsored' section shows one entry with an effort value of 72.96, totaling 72.96%. The overall total is 100.00%. A 'Status' box with an arrow points to the 'Under Review - Unlocked' status in the 'Effort Report Overview' sidebar. The sidebar also displays 'Report Status' (202001, January 1 - June 30 2020), 'Important Dates', and 'Pay Dates'. A 'Funding Chart' pie chart at the bottom right shows the distribution: 73% for MU I & G (210224) and 27% for 2RLY6 Agile Manufacturing for High Value, Low Volume Production (145307).

Grant	Fund	Effort Category	Effort
2RLY6 Agile Manufacturing for High Value, Low Volume Production	2LY6 2RLY6-Agile Manufacturing for High	RESTRICT Sponsored labor charge	10.82
2RPC7 MARCUS: Mobile Adaptive Reactive Counter UAS System	2PC7 2RPC7-MARCUS: Mobile Adapt React UA	RESTRICT Sponsored labor charge	16.22

Total Sponsored Activity 27.04%

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	271B0 Elec Computer Engr Administration		72.96

Total Non Sponsored Activity 72.96%

Total : 100.00%

Buttons: Request Changes, Review, Add New Funding, Save

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020
Under Review - Unlocked

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

SR - 1 January 01, 2020-January 31, 2020
SR - 2 February 01, 2020-February 29, 2020
SR - 3 March 01, 2020-March 31, 2020
SR - 4 April 01, 2020-April 30, 2020
SR - 5 May 01, 2020-May 31, 2020
SR - 6 June 01, 2020-June 30, 2020

Funding Chart

10.8%
2RLY6
Agile
Manufacturing
for
High
Value,
Low
Volume
Production/145307
16.2%
2RPC7
MARCUS:
Mobile
Adaptive
Reactive
Counter
UAS
System/145308

73%
2U0224,
MU I
&
G/145309

Status Definitions

Under Review – Report has been created and is available for viewing

Awaiting Certification – Pre-Reviewer has reviewed and is ready for certification

Completed – Effort report has been certified and completed

Unlocked – Effort report is available for change by members of the routing queue

Locked – After an effort report is completed it is locked and cannot be modified

Awaiting Refresh – Labor re-distribution has been completed and has updated the payroll record, report needs to be updated, reviewed and certified

Changes Submitted – When request change button is clicked

Tips for Reviewing Effort

Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)

Compare reported effort percentage to proposed effort in original award document

Tolerance threshold of +/- 5%

Variances that may require agency prior approval:

- Absences (generally 3 months or more)
- Significant reductions of the PI and/or Key Personnel effort (25% or more)
- Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor's prior approval

MyReports Effort reports

Located in the Finance Reports>All Campus Reports

FNRECDS-Effort Certification Detail and Summary Report

- Select by ORG, Employee or PI
- Detail by account code available
- Reporting Period

The screenshot shows a web browser window displaying the MyReports application. The page title is "FNRECDS - Effort Certification Detail and Summary Report". The interface includes a search bar with a dropdown menu set to "EMPLOYEE". Below the search bar, there is a "SEARCH" button and a "RESET SELECTIONS" button. The search results area is currently empty. The reporting period is set to "PERIOD 01" and the calendar year is set to "2020". The "Calendar Year" dropdown is circled in red.

EMPLOYEE

FORMAT IS "LAST, FIRST M." CASE DOES NOT MATTER. ENTER EMPLOYEE NAME OR BANNER ID. USE * TO WILDCARD ENTRIES.
To find all last name Cobb enter Cobb* all Johns enter *John* or ID ending 1108 as *1108 or ID including 3467 as *3467*

SEARCH RESET SELECTIONS

Search Results Report Selections

Report type: DETAIL

Reporting Period: PERIOD 01 PERIOD 02

Calendar Year: 2020

MyReports Effort Reports

Located in the Finance Reports>All Campus Reports

FNRECRT-Effort Certification Status Report

- List of employees in the effort queue
- Status of the record
- Action to be taken
- View pending or actions taken by Org Code

The screenshot shows the MyReports web application interface for the FNRECRT-Effort Certification Status Report. The browser address bar shows the URL: myreports.unm.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRepository%252FFinance_Domain%252FF_All_Can. The page header includes the MyReports logo and the NM logo. The main title is "FNRECRT- Effort Certification Status Report". Below the title, there are search and filter options: "Report By:" with a dropdown menu for "Employee Name", "Search Term(s):" with a text input field containing an asterisk and a "Find Values" button. Below these are two large empty rectangular areas, likely for displaying the report data. Further down, there are "Certification Period:" and "Group By Organization Level:" sections. The "Certification Period:" dropdown is set to "July 1 - December 31 2019". The "Group By Organization Level:" section has radio buttons for "Level 1", "Level 2", "Level 3", "Level 4", and "Level 5", each with a "None" option. The "Search By:" section has radio buttons for "State and Status", "All Queue Actions", and "Pending Queue Actions". At the bottom, there is a "Select type of display output. Use PDF for printing." section with radio buttons for "PDF", "HTML", "Excel", and "HTML Active Report". The "PDF" option is selected. There are also navigation icons and a "Version 2.0" label at the bottom right.

Navigation Tips

Scroll Bar

- Click F11 if you have multiple items listed under sponsored projects and cannot see the scroll bar

Expand the columns

- Click on the line you would like to expand and drag the line to make the column larger

Sort columns

- Click on the top of the column you would like to sort by, you can sort by any of the columns listed

View routing queue

- Select Routing Queue link on the left panel, to view all individuals in the queue and what actions have been or need to be taken
- Note: The employee name will appear on routing queue as certifier, the only time they will be required to certify is if they are also the PI

View Effort Breakdown by Pay Period

Pay Period Summary

Click on Pay Period Summary to view effort by pay period

- If grant is not active over whole effort certification period, this is where you can view detail by month

The screenshot shows the 'Effort Report' page in the Employee Self-Service portal. The breadcrumb trail is 'Employee Dashboard > Effort Certification > Effort Report'. The main content area has tabs for 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The 'Pay Period Summary' tab is active and highlighted with a red box. Below the tabs, there are four sections, each representing a monthly regular pay period for 2020. Each section contains a table with columns for Organization, Grant, Fund, Effort Type, Payroll Percent, and Effort Period Percent. The data for all four periods is identical: Organization is '271B0 Elec Computer Engr Administration', Grant is '2U0224 MU I & G', Effort Type is blank, Payroll Percent is '100.0000', and Effort Period Percent is '14.5938'. A black arrow points to the 'Monthly - Regular 1 2020' link. On the right side, there is an 'Effort Report Overview' sidebar with sections for 'Report Status' (202001, January 1 - June 30 2020, Under Review - Unlocked) and 'Important Dates' (Begin Pre-Review, Certification Period, Post Review End). At the bottom of the sidebar, there is a 'Pay Dates' section listing the four pay periods.

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
271B0 Elec Computer Engr Administration	2U0224 MU I & G			100.0000	14.5938

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
271B0 Elec Computer Engr Administration	2U0224 MU I & G			100.0000	14.5938

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
271B0 Elec Computer Engr Administration	2U0224 MU I & G			100.0000	14.5938

Pay Period Summary

Click on Monthly – Regular link to view FOAPA detail including index

The screenshot shows the 'Effort Report' interface. A modal window is open, displaying the following table:

Sequence Number	Position and Suffix	Effective Date	Earning Code	Shift	COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent
0	F90204-00	August 01, 2019	010 Regular	1	U		2U0224 MU I & G	271B0 Elec Computer Engr Administration	2000 Faculty Salary Detail Gen	P101 Instruction Unrestricted	GNACTV General Activity		100

Below the modal, a summary table is shown:

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
271B0 Elec Computer Engr Administration		2U0224 MU I & G		100.0000	14.5938

Below the summary table, there is a link: [Monthly - Regular 3 2020](#) March 01, 2020 - March 31, 2020. An arrow points to this link.

On the right side, there are sections for 'Important Dates' and 'Pay Dates':

Important Dates

- Begin Pre-Review: October 19, 2020
- Certification Period: October 19, 2020 to November 18, 2020
- Post Review End: December 18, 2020

Pay Dates

- 5R - 1 January 01, 2020-January 31, 2020
- 5R - 2 February 01, 2020-February 29, 2020
- 5R - 3 March 01, 2020-March 31, 2020
- 5R - 4 April 01, 2020-April 30, 2020



Routing Queue

The Routing Queue will show who has reviewed and certified and who is pending action.

The screenshot displays the 'Effort Report' page in the Employee Self-Service portal. The breadcrumb trail is 'Employee Dashboard > Effort Certification > Effort Report'. The main content area shows a 'Routing Queue' tab selected, with a 'Print' button to its right. Below the tabs, there are two entries:

- Review, Pre-Reviewer:** A red triangle icon indicates a 'Pending' status, with a blue 'E-mail' link below it.
- Alternate Certifier:** A red triangle icon indicates a 'Pending' status, with a blue 'E-mail' link below it.

An 'Add Member' button is located at the bottom left of the routing queue section. On the right side of the page, there is a sidebar with the following sections:

- Effort Report Overview:** A header with an expand/collapse arrow.
- Report Status:** Displays '202001', 'January 1 - June 30 2020', and 'October 19, 2020 - November 18, 2020'. Below this, it says 'Under Review - Unlocked'.
- Important Dates:** Lists 'Begin Pre-Review' on 'October 19, 2020' and 'Certification Period' from 'October 19, 2020 to November 18, 2020'.

A black arrow points from the 'Routing Queue' tab to the 'Pending' status of the 'Alternate Certifier' entry.

Pre-Review Scenarios

Pre-Review completed – no change necessary

Pre-Reviewer needs labor redistribution completed to update record

- Pre-reviewer prepares labor re-distribution

Pre-Reviewer requires a labor re-distribution to update record

- Pre-reviewer is not the department personnel that completes the labor re-distribution, request change through effort report

Pre-Reviewer completes review, Certifier requests a labor redistribution to update the record

30 days to complete Pre-Review Stage

Note: All Pre-Reviewers must complete review to move to Certification Stage

Scenario 1 - Pre-Review Effort Report

Salary distribution is displayed as percentage; a pie chart graph also displays the salary distribution

- o Tolerance +/- 5% original award vs. effort worked

The screenshot displays an 'Effort Report' interface. At the top, there are navigation tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area is divided into two sections: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' section contains a table with columns for Grant, Fund, Effort Category, and Effort. It lists two entries: '2RLY6 Agile Manufacturing for High Value, Low Volume Production' with an effort of 10.82, and '2RPC7 MARCUS: Mobile Adaptive Reactive Counter UAS System' with an effort of 16.22. The total sponsored activity is 27.04%. The 'Non Sponsored' section contains a table with columns for Fund, Organization, Effort Category, and Effort. It lists one entry: '2U0224 MU I & G' with an effort of 72.96. The total non-sponsored activity is 72.96%. The overall total is 100.00%. On the right side, there is a sidebar with 'Effort Report Overview' containing 'Report Status' (202001, January 1 - June 30 2020, October 19, 2020 - November 18, 2020, Under Review - Unlocked), 'Important Dates' (Begin Pre-Review: October 19, 2020; Certification Period: October 19, 2020 to November 18, 2020; Post Review End: December 18, 2020), and 'Pay Dates' (SR - 1 January 01, 2020-January 31, 2020; SR - 2 February 01, 2020-February 29, 2020; SR - 3 March 01, 2020-March 31, 2020; SR - 4 April 01, 2020-April 30, 2020; SR - 5 May 01, 2020-May 31, 2020; SR - 6 June 01, 2020-June 30, 2020). At the bottom of the main area are buttons for 'Request Changes', 'Review', 'Add New Funding', and 'Save'. A 'Funding Chart' is partially visible at the bottom right.

Grant	Fund	Effort Category	Effort
2RLY6 Agile Manufacturing for High Value, Low Volume Production	2LY60 2RLY6-Agile Manufacturing for High	RESTRICT Sponsored labor charge	10.82
2RPC7 MARCUS: Mobile Adaptive Reactive Counter UAS System	2PC70 2RPC7-MARCUS: Mobile Adapt React UA	RESTRICT Sponsored labor charge	16.22
Total Sponsored Activity			27.04%

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	271B0 Elec Computer Engr Administration		72.96
Total Non Sponsored Activity			72.96%
Total			100.00%

Scenario 1 – Complete Pre-Review

Click Review button to complete Pre-Review stage

Email notification will be sent to PI once the effort period is open for certification. (Please refer to email that was sent out at the beginning of the effort period for specific dates.)

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
3RY85 UNM Cancer Center Support Grant	3Y854 3RY85-UNM Cancer Center Support Gra	RESTRICT Sponsored labor charge	<input type="text" value="35"/>

Total Sponsored Activity 35%

Non Sponsored

Fund	Organization	Effort Category	Effort
3U0312 HU CRTC State Appropriations	099Q0 CRTC Research Operations		<input type="text" value="65"/>

Total Non Sponsored Activity 65%

Total : 100.00%

[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

Comments Exist

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29, 2020

Scenario 2 – Pre-Review Effort Report

Pre-reviewer begins review of effort record and needs to complete a labor distribution and is the labor redistribution initiator for department

- Does not need to select request changes button as this locks up the effort
- Completes necessary labor re-distribution in Employee Dashboard or Banner
- Review button on record will disappear

Employee Dashboard » Effort Certification » Effort Report

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
3RY85 UNM Cancer Center Support Grant	3Y854 3RY85-UNM Cancer Center Support Gra	RESTRICT Sponsored labor charge	35

Total Sponsored Activity 35%

Non Sponsored

Fund	Effort Category	Effort
3U0312	Research Operations	65

Total Non Sponsored Activity 65%

Total : 100.00%

Please note: that when the "Request Changes" button is clicked no changes are made. The changes will only be made when a Labor Redistribution is processed.

Request Changes | Review | Add New Funding | Save

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

Comments Exist

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29, 2020

Scenario 2 - Labor Redistribution completed

Labor redistribution processed by department, pending completion of updated payroll records. Note message on the right side in the Report Status Box

Employee Dashboard • Effort Certification • Effort Report

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT Sponsored labor charge	79.37
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT Sponsored labor charge	20.63

Total Sponsored Activity 100%

Total : 100.00%

[Request Changes](#) [Add New Funding](#) [Save](#)

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

⚠ Pay events are in process that may affect this effort report.

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020

Scenario 2 – Update Effort Report

Labor Redistribution has been approved and changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report

- Available for Pre-review certification after update is complete
- Status changes to Under Review – Unlocked and the Review action can be taken

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT Sponsored labor charge	79.37
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT Sponsored labor charge	20.63

Total Sponsored Activity 100.00%

Total : 100.00%

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Awaiting Refresh - Unlocked

[Update Report](#)

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End

Scenario 2 – Complete Pre-Review

Click Review button to complete Pre-Review stage

Email notification will be sent to PI once the effort period is open for certification. (Please refer to email that was sent out at the beginning of the effort period for specific dates.)

Sponsored

Grant	Fund	Effort Category	Effort
2RJX7 Consortium for Materials Properties Research in Earth Sciences (COMPRES): National Facilities and Infrastructure Development for High-Pressure Geosciences Research	2JX70 2RJX7-Consortium for Materials Rsrc	RESTRICT	24.00
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT	32.00
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT	21.00

Total Sponsored Activity 77.00%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0006 MU Idc	271B0 Elec Computer Engr Administration		23.00

Total Non Sponsored Activity 23.00%

Total : 100.00%

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29, 2020
5R - 3 March 01, 2020-March 31, 2020
5R - 4 April 01, 2020-April 30, 2020
5R - 5 May 01, 2020-May 31, 2020
5R - 6 June 01, 2020-June 30, 2020

Funding Chart ^

Request Changes Review Add New Funding Save

Scenario 3 –Pre-Review Effort Report

Pre-reviewer begins review of effort record and needs to complete a labor distribution and is an not labor redistribution initiator for department

- Select Request Changes button; system prompts user to send an e-mail. Send email to department labor re-distribution initiator, include all necessary information to complete labor re-distribution

Employee Dashboard - Effort Certification - Effort Report

You are acting as Superuser

Print ×

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2RDV3 AFOSR COE: Science of Electronics in Extreme Electromagnetic Environments	2RDV3C 2RDV3-AFOSR COE: Science of Electro	RESTRICT Sponsored labor charge	31.57

Total Sponsored Activity 31.57%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	271B0 Elec Computer Engr Administration		68.43

Total Non Sponsored Activity 68.43%

Request Changes Review Add New Funding Save

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29, 2020
5R - 3 March 01, 2020-March 31, 2020
5R - 4 April 01, 2020-April 30, 2020

Scenario 3 – Labor Re-Distribution has been requested

- Status now Under Review-Changes Submitted (optional).

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

The screenshot displays the 'Effort Report' interface. At the top, there are navigation tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. Below this, the 'Sponsored' section contains a table with columns for Grant, Fund, Effort Category, and Effort. The first row shows a grant for '2RDV3 AFOSR COE: Science of Electronics in Extreme Electromagnetic Environments' with a total effort of 31.57. Below this table, it states 'Total Sponsored Activity 31.57%'. The 'Non Sponsored' section contains a table with columns for Fund, Organization, Effort Category, and Effort. The first row shows a fund for '2U0224 MU I & G' with a total effort of 68.43. Below this table, it states 'Total Non Sponsored Activity 68.43%'. At the bottom right, it shows 'Total : 100.00%' and two buttons: 'Clear Changes' and 'Save'. On the right sidebar, the 'Effort Report Overview' section shows 'Report Status' as '202001 January 1 - June 30 2020 October 19, 2020 - November 18, 2020'. The status 'Under Review - Changes Submitted' is circled in red. Below this, it shows 'Changed by' followed by a redacted name. The 'Important Dates' section lists 'Begin Pre-Review' (October 19, 2020), 'Certification Period' (October 19, 2020 to November 18, 2020), and 'Post Review End' (December 18, 2020). The 'Pay Dates' section lists three periods: '5R - 1 January 01, 2020-January 31, 2020', '5R - 2 February 01, 2020-February 29, 2020', and '5R - 3 March 01, 2020-March 31, 2020'.

Scenario 3 - Labor Re-distribution completed

Labor redistribution processed by department, has not updated payroll records. Note message in upper right corner

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT Sponsored labor charge	79.37
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT Sponsored labor charge	20.63

Total Sponsored Activity 100%

Total : 100.00%

[Request Changes](#) [Add New Funding](#) [Save](#)

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

⚠ Pay events are in process that may affect this effort report.

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020

Scenario 3 – Update Effort Report

Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report

- Available for Pre-review certification after update is complete
- Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays the 'Effort Report Overview' page. At the top, there are navigation tabs: 'Effort Report' (selected), 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area is titled 'Sponsored' and contains a table with the following data:

Grant	Fund	Effort Category	Effort
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT Sponsored labor charge	79.37
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT Sponsored labor charge	20.63

Below the table, it shows 'Total Sponsored Activity 100.00%' and 'Total : 100.00%'. At the bottom of the main area are three buttons: 'Request Changes', 'Add New Funding', and 'Save'. On the right sidebar, under 'Report Status', it shows '202001', 'January 1 - June 30 2020', 'October 19, 2020 - November 18, 2020', and 'Awaiting Refresh - Unlocked'. Below this is the 'Update Report' button, which is highlighted with a black arrow. Further down is the 'Important Dates' section with 'Begin Pre-Review' on 'October 19, 2020', 'Certification Period' from 'October 19, 2020 to November 18, 2020', and 'Post Review End' on 'December 18, 2020'. At the bottom of the sidebar is the 'Pay Dates' section.

Scenario 3 - Complete Pre-Review

Select Review button to complete this stage

Email notification will be sent to PI once the effort period is open for certification. (Please refer to email that was sent out at the beginning of the effort period for specific dates.)

The screenshot displays the 'Effort Report Overview' page. At the top, there are tabs for 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content is divided into 'Sponsored' and 'Non Sponsored' sections, each with a table of activity. The 'Sponsored' section shows three rows of activity with effort values of 24.00, 32.00, and 21.00, totaling 77.00%. The 'Non Sponsored' section shows one row of activity with an effort value of 23.00, totaling 23.00%. The overall total is 100.00%. On the right side, there are sections for 'Report Status' (202001, January 1 - June 30 2020, October 19, 2020 - November 18, 2020, Under Review - Unlocked), 'Important Dates' (Begin Pre-Review: October 19, 2020; Certification Period: October 19, 2020 to November 18, 2020; Post Review End: December 18, 2020), and 'Pay Dates' (6 pay periods from January to June 2020). At the bottom, there are buttons for 'Request Changes', 'Review', 'Add New Funding', and 'Save'. A black arrow points to the 'Review' button.

Grant	Fund	Effort Category	Effort
2RJX7 Consortium for Materials Properties Research in Earth Sciences (COMPRES): National Facilities and Infrastructure Development for High-Pressure Geosciences Research	2JX70 2RJX7-Consortium for Materials Rsrc	RESTRICT	24.00
2RLV9 Renewal of Understanding the effects of energy input from the solar wind to themagnetosphere-ionosphere-thermosphere (MIT) system	2LV90 FROE:\$235,294.93 25-SEP-20	RESTRICT	32.00
2RPY3 Accelerator Science and Technology Graduate and Undergraduate Research Program	2PY30 2RPY3-Accelerator Science and Tech	RESTRICT	21.00

Total Sponsored Activity 77.00%

Fund	Organization	Effort Category	Effort
2U0006 MU Idc	271B0 Elec Computer Engr Administration		23.00

Total Non Sponsored Activity 23.00%

Total : 100.00%

Buttons: Request Changes, Review, Add New Funding, Save



Scenario 4 - Certifier Requests a Change

If effort needs to be corrected after Pre-Review Stage is complete - select request changes to initiate an email to designated department personnel

- Email should include all necessary information to complete the labor distribution
- Existing report will be updated after labor re-distribution is completed
- PI's will receive email notification once the effort period is open to certify and when updated record has been pre-reviewed

Employee Dashboard - Effort Certification - Effort Report

Effort Report | Pay Period Summary | Comments | Routing Queue

Sponsored			
Grant	Fund	Effort Category	Effort
3RY85 UNM Cancer Center Support Grant	3Y854 3RY85-UNM Cancer Center Support Gra	RESTRICT Sponsored labor charge	35

Total Sponsored Activity 35%

Non Sponsored			
Fund	Organization	Effort Category	Effort
3U0312 HU CRTC State Appropriations	099Q0 CRTC Research Operations		65

Total Non Sponsored Activity 65%

Request Changes | Review | Add New Funding | Save

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Unlocked

Comments Exist

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

SR - 1 January 01, 2020-January 31, 2020
SR - 2 February 01, 2020-February 29, 2020

Clear Changes Requested

If changes requested button was selected in error

Click clear changes to restore report to original if review or certification stage

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

Sponsored

Grant	Fund	Effort Category	Effort
2RDV3 AFOSR COE: Science of Electronics in Extreme Electromagnetic Environments	2RDV3C 2RDV3-AFOSR COE: Science of Electro	RESTRICT Sponsored labor charge	31.57

Total Sponsored Activity 31.57%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	271B0 Elec Computer Engr Administration		68.43

Total Non Sponsored Activity 68.43%

Total : 100.00%

[Clear Changes](#) [Save](#)

Effort Report Overview

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Under Review - Changes Submitted

Changed by Armijo, Jessica R.

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29,

Certification Stage

Select Certify button

Complete certification process

- Note: Certification will not be completed until all Fund Financial Managers have certified

The screenshot displays a web application interface for managing sponsored activities. It features a table with two rows of grant data, a 'Report Status' section, an 'Important Dates' section, and a 'Pay Dates' section. A 'Certify' button is highlighted with a black arrow pointing to it.

Grant	Fund	Effort Category	Effort
2RNT7 SIPI Educational Services/Part-time Adjunct Instructor Services for Southwestern Indian Polytechnic Institute	2NT73 2RNT7-SIPI Ed Svcs - Spring 2020	RESTRICT Sponsored labor charge	61.79
2RNT7 SIPI Educational Services/Part-time Adjunct Instructor Services for Southwestern Indian Polytechnic Institute	2NT74 2RNT7-SIPI Ed Svcs/Summer 2020	RESTRICT Sponsored labor charge	38.21

Total Sponsored Activity 100%

Total : 100.00%

[Request Changes](#) [Certify](#) [Add New Funding](#) [Save](#)

Report Status

202001
January 1 - June 30 2020
October 19, 2020 - November 18, 2020

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
October 19, 2020
Certification Period
October 19, 2020 to November 18, 2020
Post Review End
December 18, 2020

Pay Dates

5R - 1 January 01, 2020-January 31, 2020
5R - 2 February 01, 2020-February 29,

Record is Locked

Once effort has been certified, salary transfers for that period will only be permitted in rare circumstances

- If it is necessary to adjust the salary charges for a previously certified effort period, a detailed explanation of the need for the salary adjustment and subsequent re-certification is required
- Request to open a previously certified effort report memo must be completed and signed by Dean or Director
 - Requests can be submitted to your respective Contract & Grant Accounting Office.
 - Main Campus – maineffortrptng@unm.edu
 - HSC Campus – HSC-Effort-Reporting@salud.unm.edu
- Memos will be retained by Contract & Grant Accounting

The Effort Report will need to be reviewed and re-certified

Record is Locked

- When the effort is locked you will see a lock on the side of the labor

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)


Person Search Proxy Super User [Advanced Search](#)

[Person Search](#) [Approvals](#)







Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>				2019	5R	3	0	70, Complete	
<input type="checkbox"/>				2019	5R	4	0	70, Complete	
<input type="checkbox"/>				2019	5R	5	0	70, Complete	
<input type="checkbox"/>				2019	5R	6	0	70, Complete	
<input type="checkbox"/>				2019	5R	7	0	70, Complete	
<input type="checkbox"/>				2019	5R	8	0	70, Complete	
<input type="checkbox"/>				2019	5R	9	0	70, Complete	
<input type="checkbox"/>				2019	5R	10	0	70, Complete	
<input type="checkbox"/>				2019	5R	11	0	70, Complete	

Record is Locked

Will not be able to edit Report only look at it. There will not be an edit icon  available on the Labor Redistribution in the top right hand corner. And it will show locked under the select column.

[Employee Dashboard](#) • [Labor Redistribution](#) • [Person Search](#)

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/> 				2019	5R	3	0	70, Complete	
<input type="checkbox"/> 				2019	5R	4	0	70, Complete	
<input type="checkbox"/> 				2019	5R	5	0	70, Complete	
<input type="checkbox"/>  ←				2019	5R	6	0	70, Complete	
<input type="checkbox"/> 				2019	5R	7	0	70, Complete	
<input type="checkbox"/> 				2019	5R	8	0	70, Complete	

Potential Consequences for non-compliance and delinquent effort reports*

- Ability to submit proposals could be suspended
- List of non-compliant PI's sent to the department's ADR and shared with Research Office
- Uncertified effort expenses moved to unrestricted index until certified reports are received

* to be determined by Main Campus/HSC Research office

Contact Information

Contact your Pre-Reviewer for general/procedural questions

Effort Email

- Main campus – maineffortrptng@unm.edu
- HSC campus – HSC-Effort_Reporting@salud.unm.edu

For all other questions

- Contact: Tamara Archuleta- Main Campus/Branches
 - tarchul2@unm.edu
 - 277-7719
- Contact: Peggy Dominguez - Health Sciences Center
 - PKDominguez@salud.unm.edu
 - 272-1335