Summary Flow Chart of Effort Certifications

Payroll transactions such as bi-weekly payroll processed by the Payroll Office or Payroll Accounting Adjustments processed by a Cost Center Manager or Grant Manager post throughtout

the fiscal year.

Effort Reports are system generated by the Research Accounting Office

based upon a quarter period and identifed by a specified payment source (sponsored funds) for all employees.

The Research Accounting Office

assigns the Pre-Reviewer Role from the Employee's Supervisory Organization. Once reports are generated, they are automatically sent to the **Pre-Reviewer's** Workday Inbox for review. The **Pre-Reviewer** can submit the report if the information appears to be correct which will then automatically be sent to the Employee and/or PI for review and certification. If the Pre-Reviewer determines adjustments are needed, then a request will be submitted to the Research Accounting Office to cancel the report in order to process a payroll accounting adjustment. Upon posting of this adjustment, the Research Accounting Office will re-generate the report.

Once reports are submitted by the Pre-Reviewer, they are automatically sent to the **Certifier's** (employee and/or PI) Workday Inbox for review and certification. The Certifier can select the "I Certify" checkbox if the report appears to be correct based upon their review; which finalizes the certification process. If the certifer determines adjustments are needed, then they can send back the report to the Pre-Reviewer along with their comments in order to determine if a payroll accounting adjustment is needed.