Effort Certification Flowchart

Award is received.

- Department submits and prepares budget and ePAF's according to award notice.
 - o Budget revisions require approvals from Fund Manager, OSP, CGA, and Budget.
 - ePAF approvals require available budget.

Effort is devoted.

- Effort statements are building.
 - Source systems send data directly to ecrt. Data loads occur on a nightly basis. During Period of Performance an email is sent to all Effort Coordinators to remind them to review their effort statements.

Effort statements are reviewed.

- Effort statement pre-review period.
 - This period is the time after the final payroll has been loaded for a period, but before the actual Certification Period has started. An email is sent out to all Effort Coordinators to let them know that the Pre-Review Period is open and to review their statements before any certification activities take place.

Effort statements are certified.

- Final effort statements are ready for certification.
 - Start Effort Certification email: an email is sent on the first day of the certification period and notifies all individuals in the system who must certify effort statements.

Certifier can change update the Effort report is certified by faculty or No Yes percentages, select the Certified Distributions PI. Effort box and enter the correct? percentage of effort that was actually spent on the FOP. Effort is Effort statement is routed to the certified with updated Effort Coordinator for processing. percentages. All Certifiers & Approvers It is the Effort Coordinator's must "certify" that the responsibility to review the reported effort accurately Effort statement is routed to the appropriateness of the effort. If the represents the actual effort Effort Coordinator for processing. Effort Coordinator disagrees with expended on the projects how the statement was certified, listed. click on "Do Not Process". This will return the statement to the certifier. Status will update to Not Certified, Not Processed.

Labor Change/ Redistribution must be prepared and submitted.

- If the individual correctly certifies to a percentage that is different than the computed percentages, ecrt calculates the dollars related to the changes and shows them in the Labor Redistribution column.
- Once the Labor Redistribution is processed in Banner, it will be picked up by ecrt the next
- If the labor redistribution does not bring the computed and certified effort within 2 percent, a Payroll Adjustment Reconciliation task is created.
- Effort Coordinator will review the Payroll Adjustment and post and re-open the effort statement. The statement will be re-routed to certifier for re-certification.

Effort
Coordinators
can be
established
by emailing
ECRTEIp@ttu
hsc.edu