Effort Certification Approval by Grant Managers

This guide demonstrates the steps the administrator with the Workday security role of **Grant Manager** must take to approve an employee's effort during quarterly certification. A Grant Manager will receive an Inbox Task to review and submit an employee's effort certification if the Effort Certification Reviewer has made changes.

Employees with effort on federally-funded awards are required to certify their effort quarterly in Workday. The Effort Certification Reviewer evaluates an employee's effort first. If changes are made, the certification routes to the Grant Manager for review. If the Grant Manager identifies changes, it is sent back to the Effort Certification Reviewer to make those changes. If no changes are needed by the Grant Manager, the Grant Manager approves the certification and it continues to the employee to certify. If the Effort Certification Reviewer does not make changes, it bypasses the Grant Manager and goes directly to the Certifier.

All employees who have effort on federally sponsored programs will be required to certify their effort quarterly, or four (4) times a year. Effort will be certified for all pay periods within the quarter in Workday. The Effort Reporting and Certification Policy has been updated to reflect these changes.

While it is best practice for employees to review and proactively adjust their effort with department administration on a monthly basis, if changes are required during the certification, employees should work with the Effort Certification Reviewer to make those changes. Employees are advised NOT to make changes without assistance.

Changes made during quarterly certification will trigger the creation of a Payroll Accounting Adjustment (PAA) by the Effort Certification Reviewer. The Payroll Costing Initiator will be notified that a Payroll Costing Allocation (PCA) may also be needed for future periods.
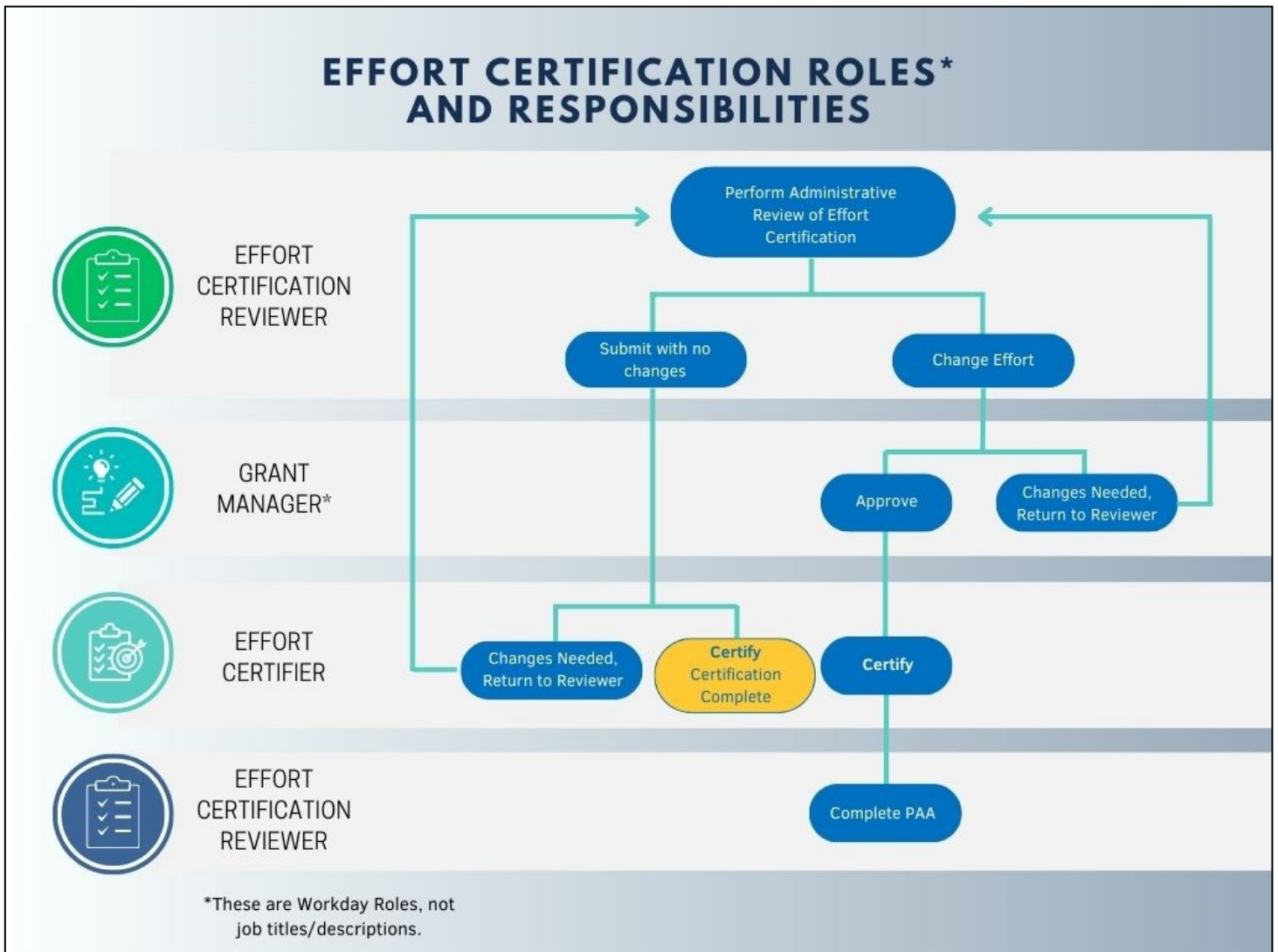
Effort Certification Roles and Responsibilities

This flow chart depicts the Workday roles and decisions made during the effort certification process.

The Effort Certifier is the faculty or staff with effort on a federally funded award who is required to directly certify their effort.

Note: If a terminated employee's effort requires certification, it will be routed first to the Reviewer, then to the Principal Investigators (PI) on all awards the terminated employee worked on to act as Certifier.

EFFORT CERTIFICATION ROLES* AND RESPONSIBILITIES

- EFFORT CERTIFICATION REVIEWER
- GRANT MANAGER*
- EFFORT CERTIFIER
- EFFORT CERTIFICATION REVIEWER

Perform Administrative Review of Effort Certification
- Submit with no changes
- Change Effort
  - Approve
  - Changes Needed, Return to Reviewer

Changes Needed, Return to Reviewer
Certify Certification Complete
Certify
Complete PAA

*These are Workday Roles, not job titles/descriptions.

Expand Effort Certification

A Grant Manager will receive an Inbox Task to review and Approve a certification when an Effort Certification Reviewer makes changes to a certification.

1. Select the Inbox item.

2. Expand the screen using the two arrows icon.

Effort Certification - View Aggregate

View Aggregate tab

1. Select the **Aggregate** tab. This will present a comprehensive view of the certifier's effort for the Grant Manager to review.

Award	Sponsor Award Reference Number	Sponsor	Grant	10/01/2023 - 10/31/2023 (US Monthly)		11/01/2023 - 11/30/2023 (US Monthly)		12/01/2023 - 12/31/2023 (US Monthly)		01/01/2024 - 01/31/2024 (US Monthly)		02/01/2024 - 02/29/2024 (US Monthly)	
				Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated
AWD000008: Middle Tennessee Collaborative Geriatric Workforce 07/01/2019 (version 1)	6U1QHP: 05-03	Health Resources and Services Administration	GR015787 Cupp,Stanley A; Middle Tennessee Collaborative Geriatric Workforce Enhanceme Primary (2023-07-01)	10.70%	355.66	10.70%	355.66	10.70%	355.66	10.70%	420.37	10.70%	242.33
AWD000008: Middle Tennessee Collaborative Geriatric Workforce 07/01/2019 (version 1)	6U1QHP: 05-03	Health Resources and Services Administration	GR016456 Cupp,Stanley A; Middle Tennessee Collaborative Geriatric Workforce Enhanceme ADRD (2023-07-01)	7.10%	237.12	7.10%	237.12	7.10%	237.12	7.10%	280.26	7.10%	161.56
AWD002190: Pain Sensitivity and Unpleasantness in People with 04/01/2021 (version 0)	VUMC86 973(R01 AG0613 25)	University of Tennessee Health Sciences Center	GR017490 Pottery,Harry J; Pain Sensitivity and Unpleasantness in People with Alzheimer VUMC86973(R01AG06 1325) (2023-06-01)	5.40%	178.00	5.40%	178.00	5.40%	178.00	5.40%	210.38	5.40%	121.28
(Blank)		(Blank)	(Blank)	76.80%	2,550.08	76.80%	2,550.08	76.80%	2,550.08	76.80%	3,014.02	76.80%	1,737.50
Grand Total				100.00%	3,320.86	100.00%	3,320.86	100.00%	3,320.86	100.00%	3,925.03	100.00%	2,262.67

Effort Certification Comments

Effort Certification Comments
1. Scroll to bottom to view comments entered by the Effort Certification Reviewer. These comments should detail the changes made during their review so that the Grant Manager will know what was changed.

Effort Certification Attachments

View Attachments

1. Select the **Attachments** tab to view the Effort Certification Reviewer's attached changes, reflected in the Comments.

Note: The Attachments tab will only be present when there is an attachment.

Federally Funded for Stanley Cupp (0002080) | **for 10/01/2023 - 03/31/2024** ⋯

Effort Certification for	10/01/2023 - 03/31/2024
Total Certified Percentage Estimated	100.0%

To view effort for the certification period, please click 'Aggregate' below

"I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed."

- If correct, click **Submit** to complete your certification.
- If incorrect, click **Send Back** and enter a comment to return to the Effort Certification Reviewer for corrections and contact your departmental administrator to discuss any questions regarding your effort.

Effort Certification Status
Certified

Changed Status
Changed

I Certify	Yes

Summary | Aggregate | Details | Positions | Organizations | **Attachments** | Process History

Attachments 1 item

Attachment
S. Cupp October 2023 - March 2024.xlsx

Effort Certification - Details and Lines

Effort Certification Details

1. Scroll back up the page and navigate to the Details tab.

2. Select the Pay Period where the Effort Certification Reviewer indicated the changes were made.

3. Scrolling within the Effort Certification Lines box to find the lines where changes were made.

Effort Certification - Details and Lines

Effort Certification Lines

4. Review the % changes for accuracy. These are the lines where the **Effort Adjustment** Change Reason is present.

Note: Please focus your review on the pay period(s) where changes were made. You may also review all pay periods for accuracy. Scrolling within the Effort Certification Lines box will be required.

Effort Certifications - Approve or Send Back

Complete Effort Certification Review

1. If the Effort Certification changes are correct, **Approve** to send the certification to the Certifier.

Note: When approving these changes, you are also approving the PAA to complete these changes. Do not approve effort changes that you are not going to allow to be charged to the award.

2. If the Effort Certification is incorrect, **Send Back** to Effort Certification Reviewer with a Comment to explain what is erroneous and needs to be updated.
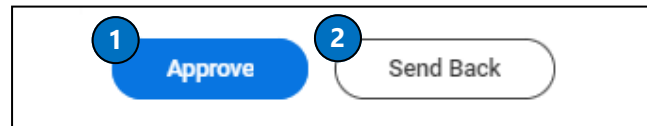
Next Steps

- When effort is changed during the effort certification, a Payroll Accounting Adjustment (PAA) will be pushed to the Effort Certification Reviewer to review and submit. The Payroll Costing Initiator role will also receive a "To Do" notification to complete a Payroll Costing Allocation, if needed for future periods.

- Effort Certification Reviewers and/or Grant Managers will run the Effort Certification Status Report in Workday for employees in their grant hierarchy to ensure timely effort certifications.

- Payroll Accounting Adjustment guide is found **HERE**.

- Payroll Costing Allocation guide is found **HERE**.

QUESTIONS?

Please email vumc.effort@vumc.org.