

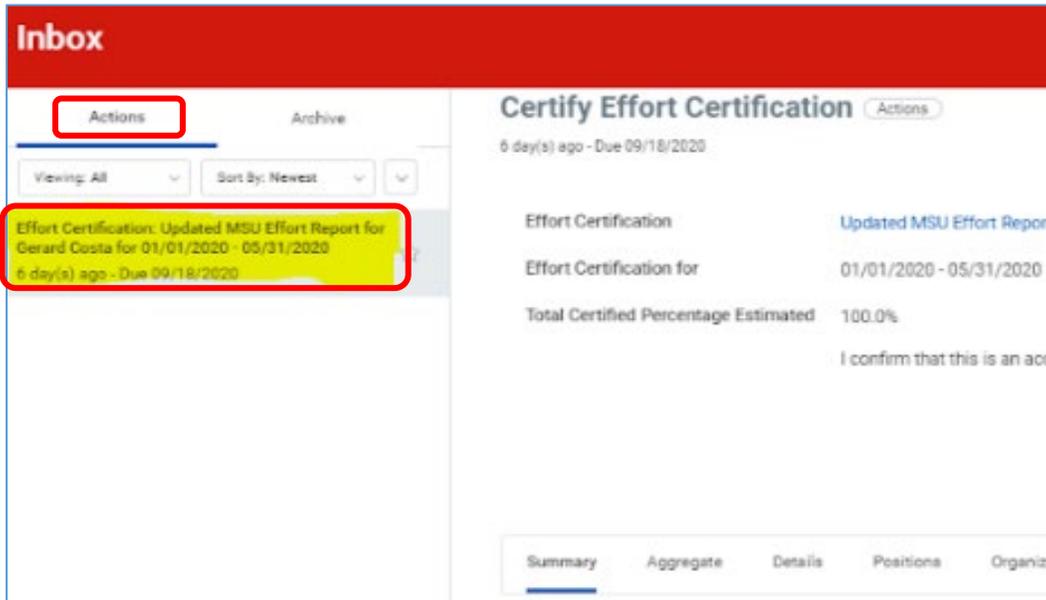
Enhanced Effort Reporting

Workday has a new release which allows enhanced effort reporting and certification. Dollar amounts being charged to a grant for effort as well as percentages can now be reviewed.

There are two new tabs now included in the Effort Certification Work Area. The **Aggregate** tab has the new composite report (which can be modified potentially for our Alternate Effort Reporting Report) and the **Organization** tab shows the Worker Assignment Organization.

Notifications for effort certifications that need to be submitted for you and for those employees that report to you for whom you will need to certify will be sent through Workday.

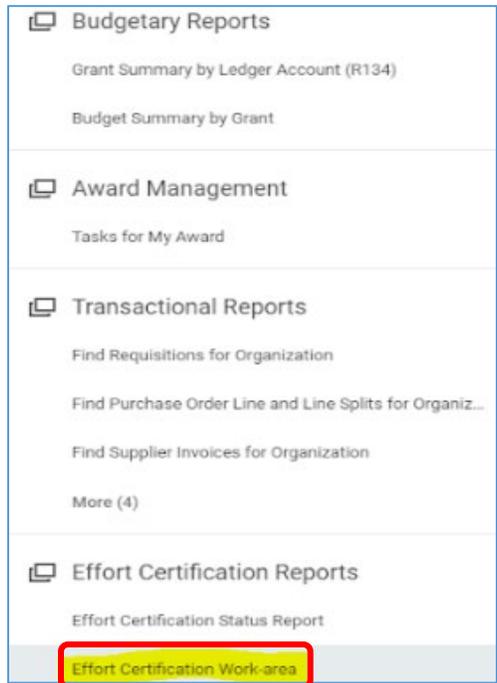
1. Click the **Inbox** icon in the upper right corner of the screen or the **Inbox** section of your *Workday home page*.
2. Confirm the **Actions** tab is selected in your Inbox to view the notifications.



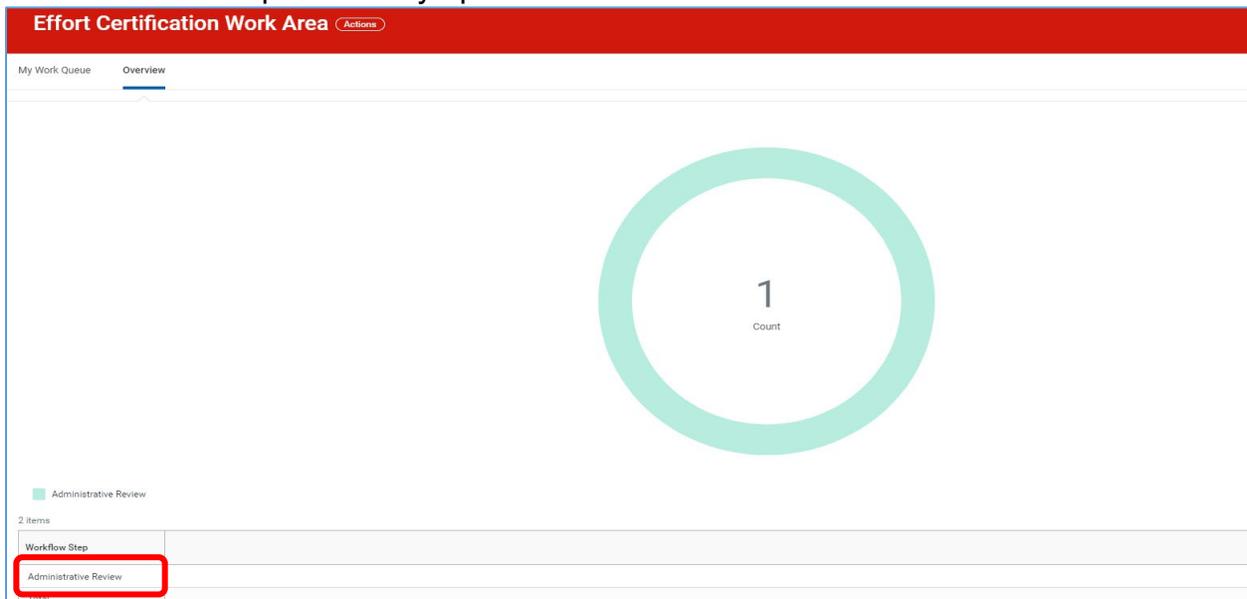
1. Alternately, these notifications can be retrieved by clicking the **Grants Management** application icon on the right side of the home page.



2. Click **Effort Certification work area** from the *Effort Certification Reports* area in the right side menu.



3. Click the **Overview** tab, on the *Effort Certification Work Area* screen, to display a **counter** indicating the number of open certifications for your grant.
4. Click the **Administrative Review** field in the bottom left corner of the screen to review and process any open certifications.



5. Click the **Aggregate** tab to review details in the **Total Certified Percentage Estimated** and **Total Certified Amount Estimated** columns to see the percentage and dollar amounts charged to your grants for the corresponding award.

6. Click **Submit** in the lower left corner of the screen to certify this data.

Certify Effort Certification - Actions

Effort Certification: Updated MSU Effort Report for Gerard Costa for 01/01/2020 - 05/31/2020
 Effort Certification for: 01/01/2020 - 05/31/2020
 Total Certified Percentage Estimated: 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

Effort Certification Status: In Progress | Changed: Unch.

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

Award	Sponsor Award Reference Number	Sponsor	Sponsor Type	Grant	Fund	Total Certified Percentage Estimated	Total Certified Amount Estimated
AWD-0000187 P113 Socio-Emotional Formation 07/01/2018 (version 0)	SRP19001	NJ Dept of Human Services	State	SR00043 P113 Socio-Emotional Formation Initiative	F20 Sponsored Awards Fund	10.45%	7,286.28
AWD-0000250 NJ Inclusive Education Technical Assistance (NJJET 01/02/2020 (version 0))		NJ Dept of Education	State	SR00489 NJ Inclusive Education Technical Assistance	F20 Sponsored Awards Fund	54.55%	38,015.28
(Blank)				(Blank)		35.00%	24,993.12
Total						100.00%	69,294.68

enter your comment

Process History

Submit | Change Effort | Send Back | Save for Later

The other new tab is **Organization** which shows the Grant worktags associated to a specific certification.

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

Organizations 5 items

Organization	Organization Type	Organization Subtype
CC10053 Center for Autism	Cost Center	Cost Center
D21 College of Education and Human Services	Division	Division
F12 Self Supporting Fund	Fund	
N12 Public Service	Program	
53010 MANAGERS	PS Account	PS Account