Online Effort Certification

Overview & User's Guide for Units
June 2016

Online Effort Certification

System Information & Overview

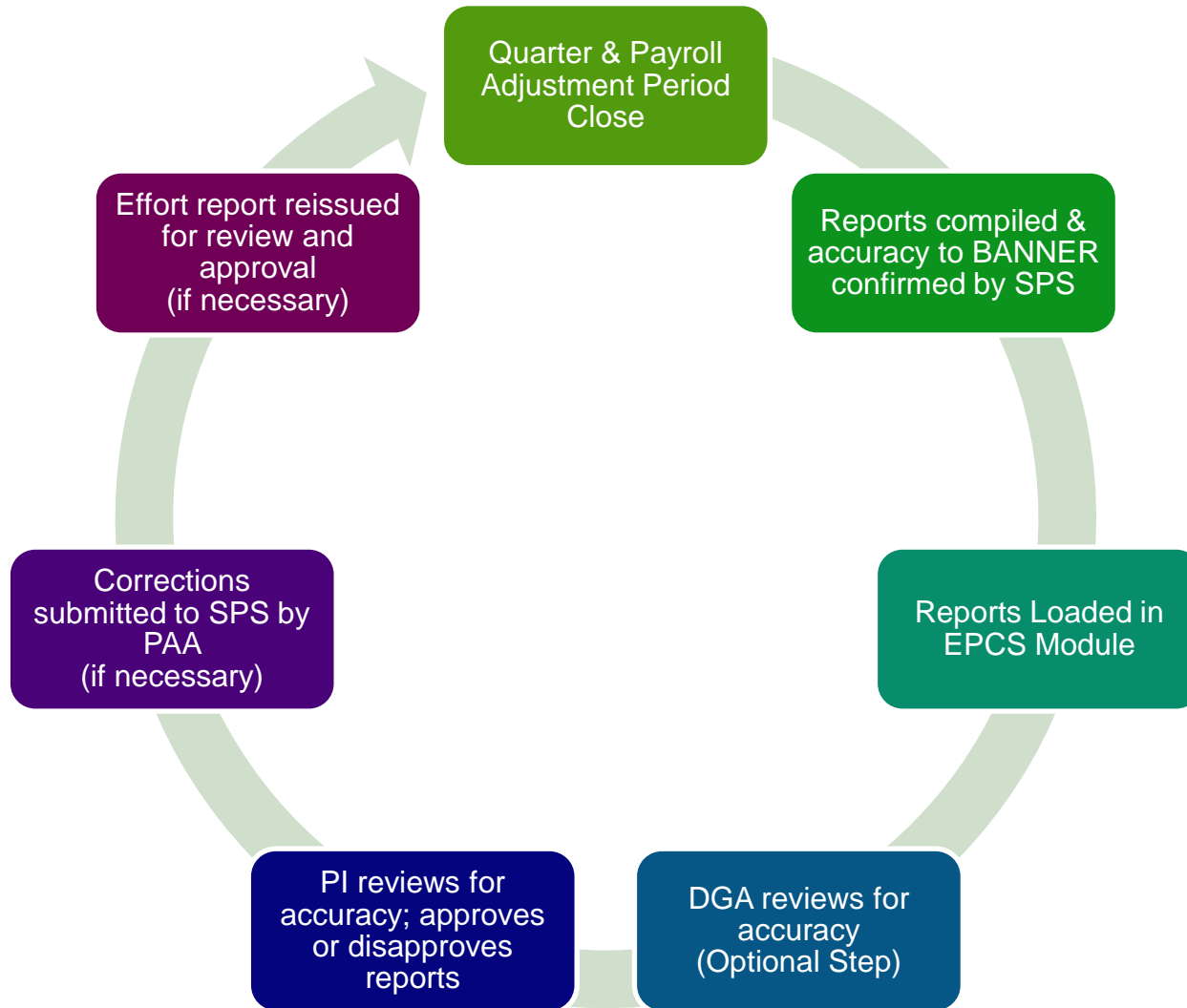Effort Certification Management
Instructions for Administrator Review & Query

Certify Effort
Instructions for Principal Investigators

System Information & Overview

System Information & Overview

Quarter & Payroll Adjustment Period Close → Reports compiled & accuracy to BANNER confirmed by SPS → Reports Loaded in EPCS Module → DGA reviews for accuracy (Optional Step) → PI reviews for accuracy; approves or disapproves reports → Corrections submitted to SPS by PAA (if necessary) → Effort report reissued for review and approval (if necessary) → Quarter & Payroll Adjustment Period Close

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System Information & Overview

Timeline

- Online report certification begins with 2016 CY Quarter 1 reports
- Prior reports not available for online certification

Email Notifications

- New reports loaded and pending certification (PI/DGA)
- Pending report reminders at 2-weeks and 3-days prior to due date (PI/DGA)
- Report Disapproved (DGA/SPS)
- Reissued report routed for review and approval (PI/DGA)

Other Info

- Certifications due within 30 days
- Other process steps remain the same (PAAs, etc.)
- Discontinue use of paper generated and reissued reports for 2016 CY Quarter 1 reports and all future reports

System Information & Overview

- The Online Effort Certification module is available in EPCS
- Ensure you have access to EPCS and have completed the PI or DGA Certification as applicable to view online effort reports
- Contact SPS if you have any trouble logging in to the system

orsa.uoregon.edu/epcs/

Effort Certification Management

Instructions for Administrator Review & Query

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Effort Certification Management

- For administrator review of reports prior to PI review, select *Effort Certification Management* from the main screen in EPCS.

Effort Certification Management

- EPCS will provide a list of effort reports available for review.
- The list can be populated by grant or quarter.
- The results can be filtered by several data fields.

Effort Certification Management

- To view effort data for a project, select the grant button for the project.

Effort Certification Management

- Below is the Activity Report view for the selected project for the quarter
- For additional information for an employee, click on their name.

Activity Report

Period From:	01/01/2016 To: 03/31/2016
ORG:	261010 Our Unit for Project Administration
Sponsor:	National Institutes for Science
Award Number:	S2013-123456789
Investigator:	Science, Sam
Grant Title:	Project 1
Grant Code:	211110
Project Dates:	02/01/2015 To: 01/31/2020

DGA Review of Labor Distribution:
Recommend Approval ○   Recommend Disapproval ○   Submit
Disapproval Notes:

UO ID	Name	Employee Class		Salary Direct Charged to Grant	Percent Effort Based on Salary	Cost Shared Effort	Total Grant Effort	Correct	Incorrect
987654321	Science, Sam	Uncl Teach/Res 12mo .5+ FTE		$ 6961	45.0	0.0	45.0	○	○

Notes:
- Activity reports do not include hourly personnel, only salaried.
- Salary charged to grant does not include OPE.
- To see a persons full labor distribution, click their name.
- If there is an error in the activity report, click the **"Incorrect"** button and detail the problem in the notes box. This will generate an email to your DGA for action.
- If the activity report is correct, click the **"Correct"** button next to each employee, then click the "Certify" button at the bottom.

Effort Certification Management

- The detail view is similar to the paper activity report format
- Select **Back** to return to the Activity Report view

Activity Report - 211110   <-- Back

Period From: **01/01/2016** To: **03/31/2016**				
ORG: **261010 Our Unit for Project Administration**				
Investigator: **Science, Sam**			DGA: **Super Admin, Project Administration**	
Grant Title: **Project 1**				
Grant Code: **211110**				
Project Dates: **02/01/2015** To: **01/31/2020**				

The following individuals were paid directly from or were obligated to provide contributed effort to this grant/contract.

Name	I.D.	Paying Fund	Paying Organization	Activity Code	Cost Share	Inst	Res	PS	DA	GA	Other	Total
Science, Sam	987654321	001100	Our General Fund for Instruction	BGEN		55	-	-	-	-	-	
		211111	Project 1	YSCS		-	45	-	-	-	-	
				Activity Totals:		55	45	0	0	0	0	100

Activity * (in percent)

*INST:Instruction RES:Research PS:Public Service DA:Dept. Admin. GA:Campus Admin

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Effort Certification Management

- To recommend a report for approval make the selections indicated below

- The *Reason for Disapproval* box will disappear when you select **Recommend Approval**

- Click **Submit**, and close the Activity Report view window (x).

Effort Certification Management

- To recommend a report for disapproval make the selections indicated below
- Enter information in the *Reason for Disapproval* box
- Click ***Submit***, and close the Activity Report view window (x).

Activity Report

Period From:	01/01/2016 To: 03/31/2016
ORG:	261010 Our Unit for Project Administration
Sponsor:	National Institutes for Science
Award Number:	S2013-123456789
Investigator:	Science, Sam
Grant Title:	Project 1
Grant Code:	211110
Project Dates:	02/01/2015 To: 01/31/2020

DGA Review of Labor Distribution:

Recommend Approval ○   Recommend Disapproval ◉   Submit

Disapproval Notes:

Allocation should be 35% to Project 1. Will submit a Payroll Adjustment and Cost Transfer form to correct.

UO ID	Name	Employee Class		Salary Direct Charged to Grant	Percent Effort Based on Salary	Cost Shared Effort	Total Grant Effort	Correct	Incorrect
987654321	Science, Sam	Uncl Teach/Res 12mo .5+ FTE		$ 6961	45.0	0.0	45.0	○	◉

Notes:

- Activity reports do not include hourly personnel, only salaried.
- Salary charged to grant does not include OPE.
- To see a persons full labor distribution, click their name.
- If there is an error in the activity report, click the **"Incorrect"** button and detail the problem in the notes box. This will generate an email to your DGA for action.
- If the activity report is correct, click the **"Correct"** button next to each employee, then click the "Certify" button at the bottom.

Effort Certification Management

- The report list will show the new status of the report with a completed recommendation.
- The checkbox status reflects the PI approval or disapproval actions.

Effort Certification Management

- The ***Reissue*** button can be used by SPS to reissue an effort report previously disapproved by the PI.

- The *Cert Not Required* flag can be selected by SPS to indicate that a project does not require effort certifications. This is only applicable for projects that did not propose or utilize funds for salaries (e.g., equipment purchase awards).

Certify Effort

Instructions for Principal Investigators

Certify Effort

- For PI review and certification, select *Certify Effort – PI View* from the main screen in EPCS.

Certify Effort

- EPCS will provide a list of effort reports needing review and approval.
- The list will note the project, quarter, status and DGA recommendation for each report needing approval.
- Select the grant number to view the effort report.

Certify Effort

- A quick look at the information provided in the *Activity Report* view

Certify Effort

- Selecting an employee on the *Activity Report* view provides the full effort information shown below.

- This view is similar to the paper activity report format.

- Select **Back** to return to the Activity Report view

Activity Report - 211110   <-- Back

| Period From: **01/01/2016** To: **03/31/2016** |
| ORG: **261010 Our Unit for Project Administration** |
| Investigator: **Science, Sam**   DGA: **Super Admin, Project Administration** |
| Grant Title: **Project 1** |
| Grant Code: **211110** |
| Project Dates: **02/01/2015** To: **01/31/2020** |

The following individuals were paid directly from or were obligated to provide contributed effort to this grant/contract.

Name	I.D.	Paying Fund	Paying Organization	Activity Code	Cost Share	Inst	Res	PS	DA	GA	Other	Total
Science, Sam	987654321	001100	Our General Fund for Instruction	BGEN		55	-	-	-	-	-	
		211111	Project 1	YSCS		-	45	-	-	-	-	
				Activity Totals:		55	45	0	0	0	0	100

*INST:Instruction RES:Research PS:Public Service DA:Dept. Admin. GA:Campus Admin

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Certify Effort

- Personnel can be marked correct or incorrect individually with the radial buttons, or the **Mark all Correct** button can be used as appropriate.

Certify Effort

SPS

- If *Correct* is selected for all of the personnel on the report, the following certification statement will appear below the effort data.

- Clicking ***Approve*** will complete the certification and the system will display a confirmation message.

- If a report is approved in error, please contact your Post Award SPA to reissue the report for review and action.

I hereby certify that to the best of my knowledge, the percent effort listed for each individual is accurate and allocable to this project during this time period. I further understand that, as the PI, I may not knowingly make any false statements or claims (18 USC 1001).

Approve

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Certify Effort

- If *Incorrect* is marked for any of the personnel on the report, a text box will appear below the effort data to collect additional information regarding the incorrect posting(s).

- Clicking **Disapprove** will send an email to the unit DGA for corrective action, and the system will display a confirmation message.

- If a report is disapproved in error, please contact your Post Award SPA to reissue the report for review and action.

Please provide a short explanation of what needs to be corrected above (why this was disapproved). **Please NOTE**: *The certification is not complete. Once the changes have been made by your DGA, you must return to this page to* **Certify** *the corrected effort. Effort must be corrected and certified within 30 days.*
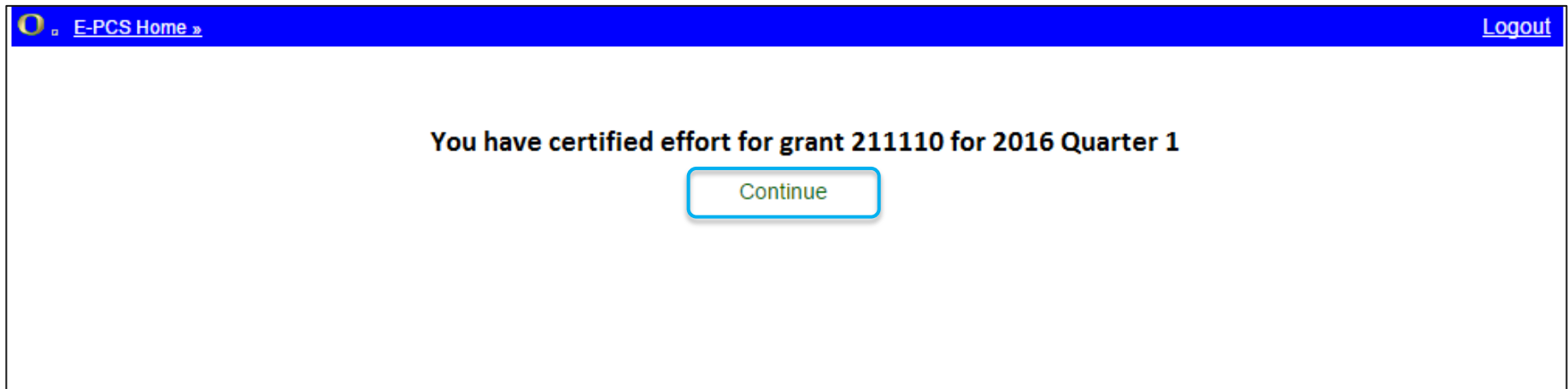
Notes:

[text box]

[Disapprove]

Certify Effort

- After approving or disapproving a report, a confirmation message is displayed.
- Selecting *Continue* will return the user to the list of pending reports.

Certify Effort

- Once all pending reports have been approved or disapproved, the pending list will indicate there are no reports to approve.

- An email notice will be sent when new or revised reports have been routed for approval.

Grant Number	Year	Quarter	Title	Status	DGA Recommendation

You have no grants requiring certification.

Return to home page

- Click a grant number to proceed to an individual activty report.

CONTACT SPS

Please contact us if you have any questions regarding the effort certification process, or the new online system.

Your Post Award Team contact information can be found on our website.

http://orsa.uoregon.edu/index.cfm?topLevCat=orsa&page=orsa_campus_units