

## ***What is Effort Reporting?***

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project. All faculty members who serve as Principal Investigator on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spent on sponsored activities.

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged. Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, administration, etc.) for which the University compensates an individual. Effort reporting is the mandated method of certifying to the granting agencies that the effort charged to each award has actually been completed.

## ***Who is required to complete Effort Reports and When are they Due?***

Government regulations set by the Office of Management and Budget (OMB) in 2 CFR 200.430. For all professorial and professional staff, the reports will be prepared each academic term, but not less frequently than every six months. For other employees, unless alternate arrangements are agreed to, the reports will be prepared no less frequently than monthly and will coincide with one or more pay periods.

Effort Reports are due based on the following:

- ***March 31: Fall–Pay Periods 1-14***
- ***September 30: Spring – Pay Periods 15 - 26***



### ***Where to Start?***

Preparing for Effort Certification begins at the time of the award.

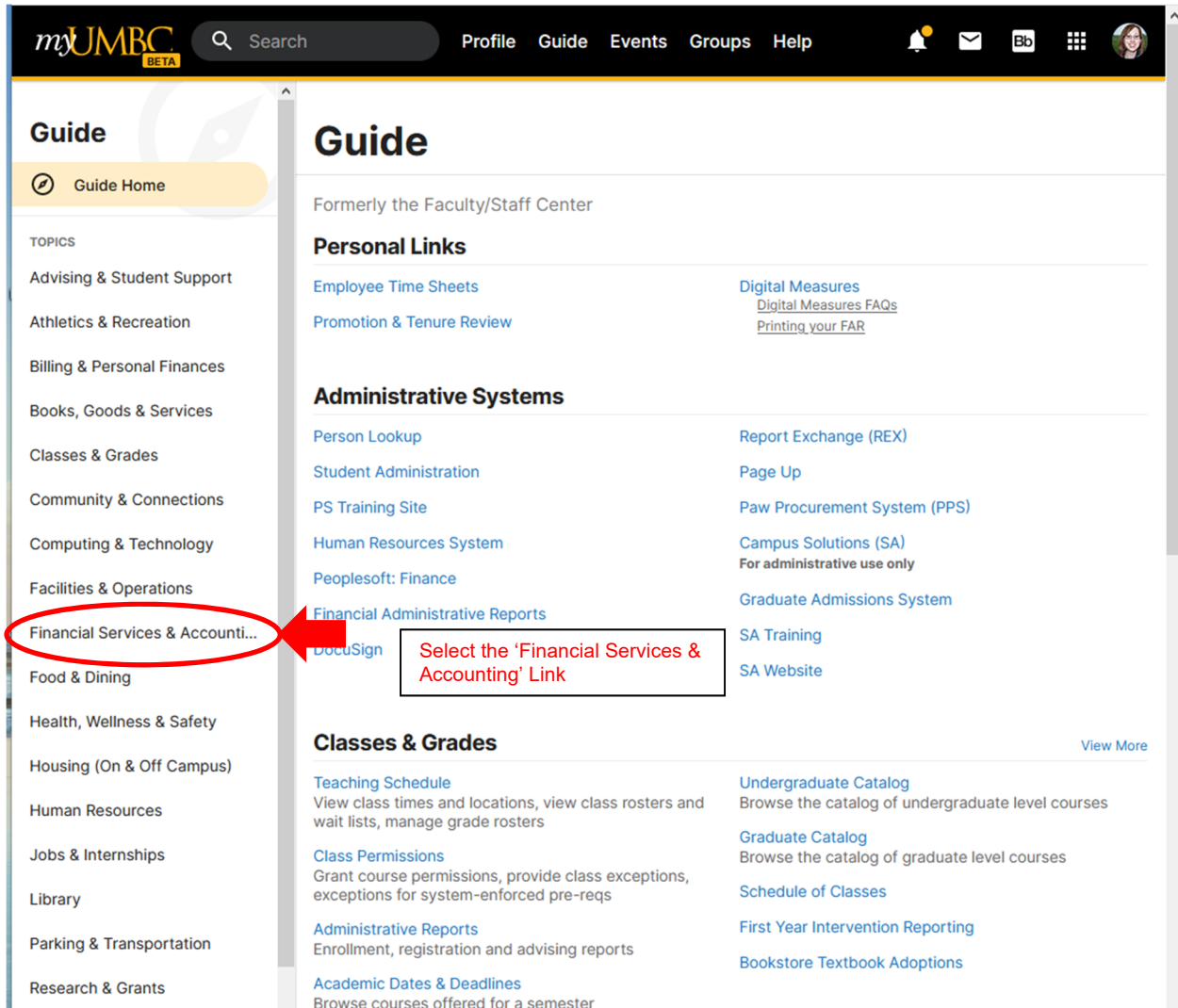
- [Dept. Budget Earnings \(DBEs\)](#) should be processed with the correct distribution at the beginning of the award.
- Monitoring throughout the certification period
- Communicating with Principal Investigator (PI)

### ***Tools and Supporting Documentation to use to assist with certification:***

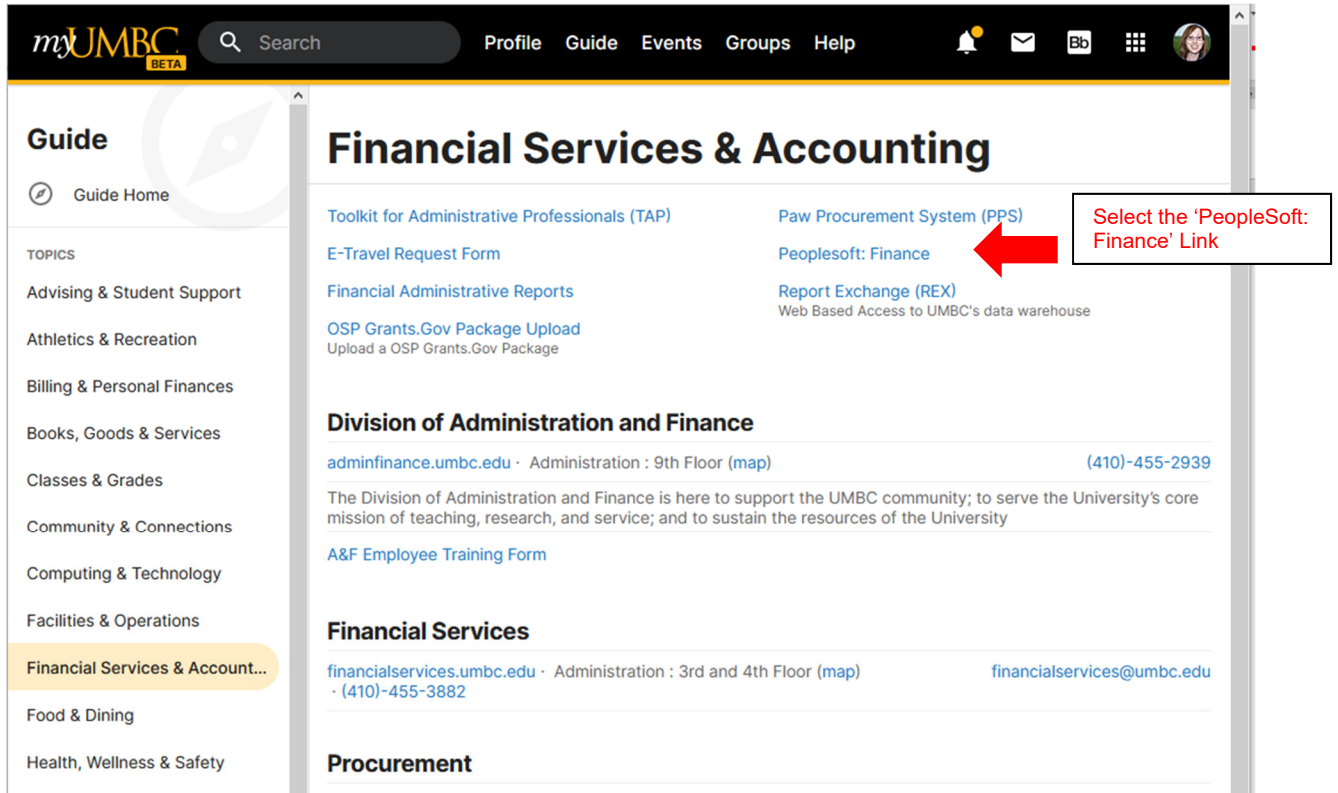
- Award documents with approved budgets
- Payroll Reports
- Effort Report Quick Guide

***NOTE: The status for a successfully certified Effort Report changes from “Open” to “Finalized”***

1. To access Peoplesoft from *myUMBC*, follow the navigation below after you have logged on. Click on the **'Guide'** tab to display the screen below.

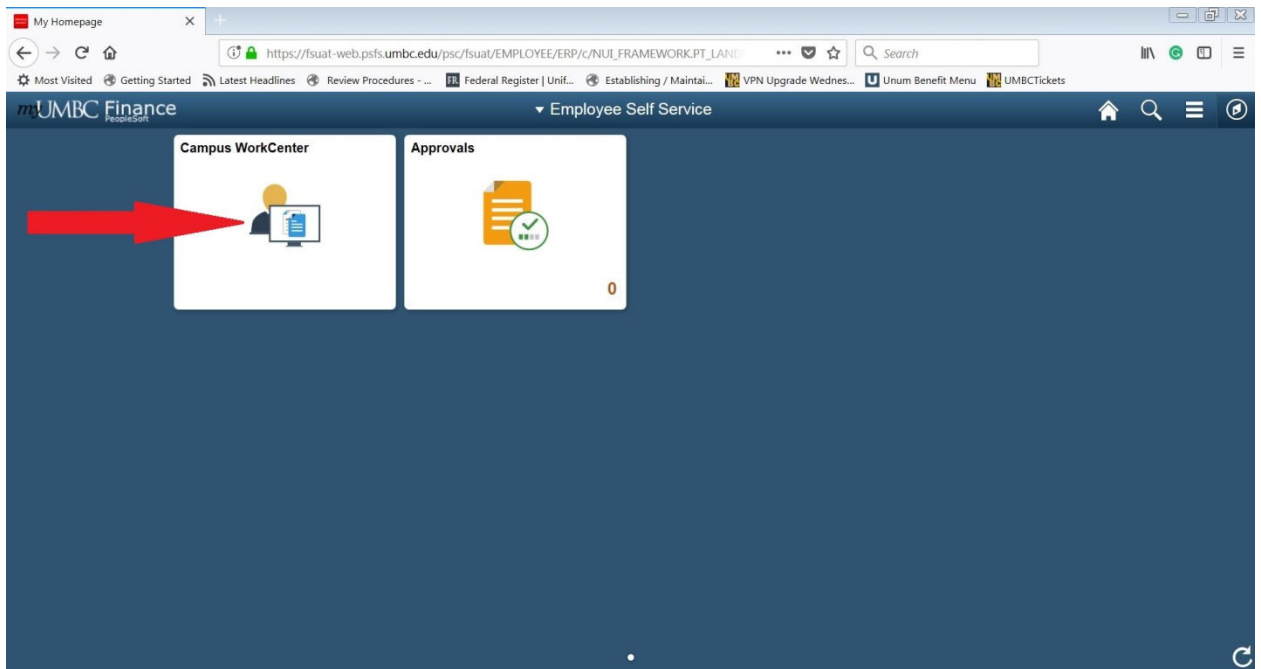


The screenshot shows the myUMBC 'Guide' page. The top navigation bar includes 'Profile', 'Guide', 'Events', 'Groups', and 'Help'. The left sidebar lists various topics, with 'Financial Services & Accounting' circled in red. A red arrow points from this link to a callout box with the text: "Select the 'Financial Services & Accounting' Link". The main content area is titled 'Guide' and lists various links under categories like 'Personal Links', 'Administrative Systems', and 'Classes & Grades'.

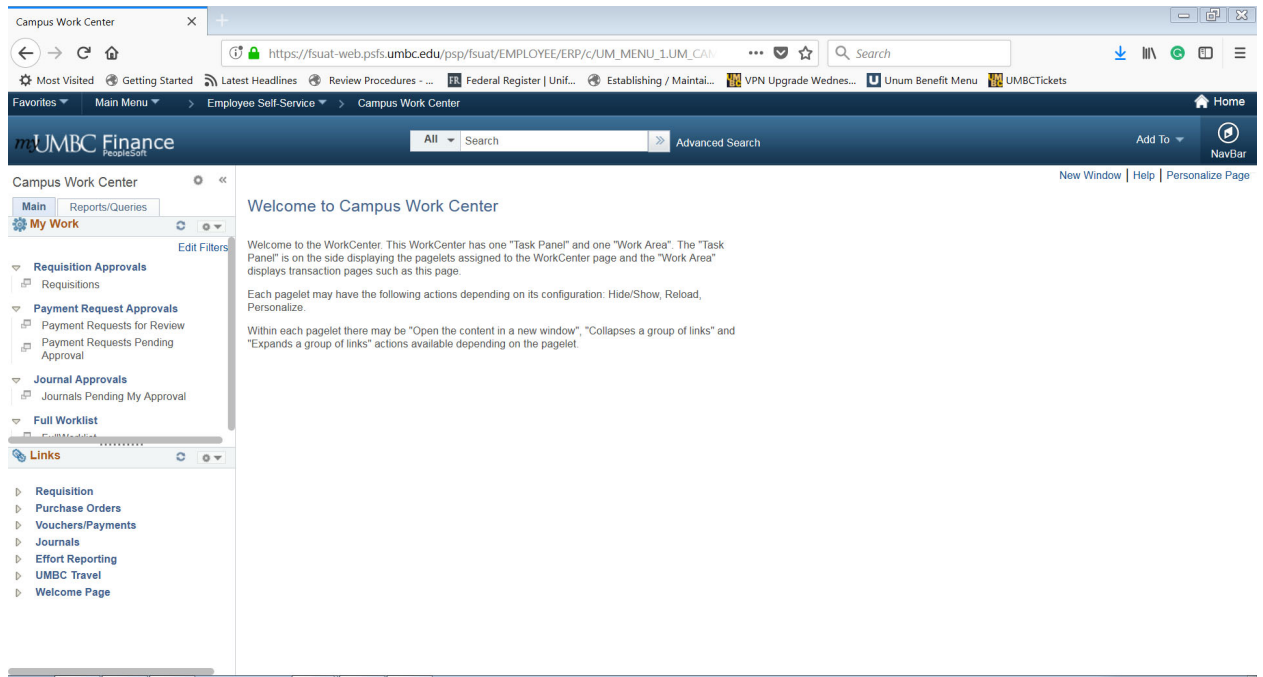


The screenshot shows the myUMBC BETA website interface. The top navigation bar includes a search bar and links for Profile, Guide, Events, Groups, and Help. A left sidebar lists various campus services, with 'Financial Services & Account...' highlighted. The main content area is titled 'Financial Services & Accounting' and lists several tools and services. A red arrow points to the 'Peoplesoft: Finance' link, which is highlighted in blue. A callout box with a red border and text says 'Select the 'PeopleSoft: Finance' Link'.

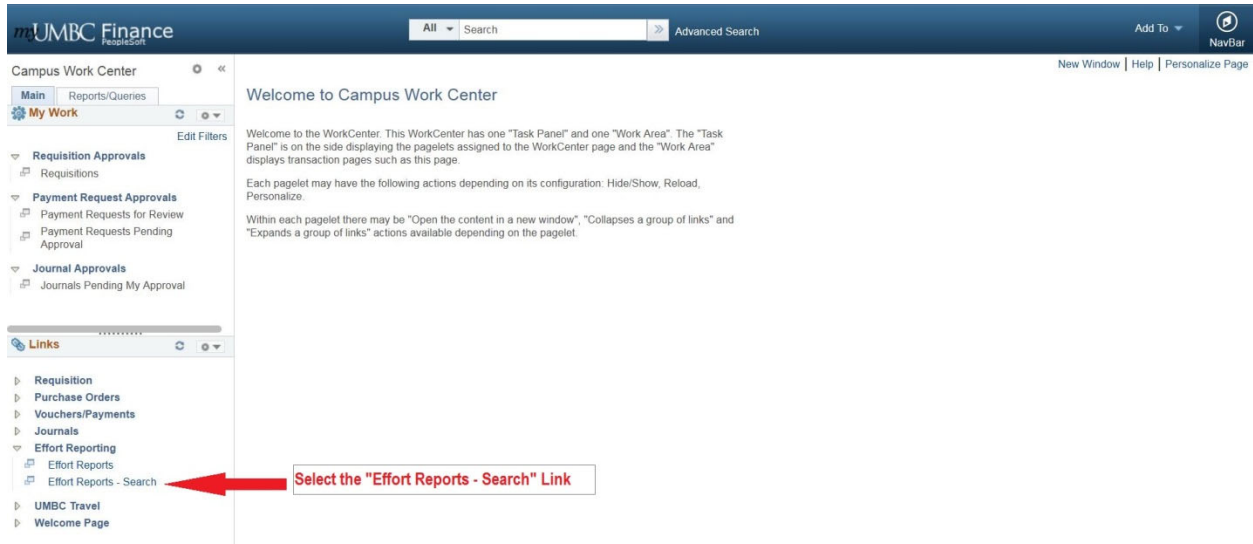
2. To access Effort Reports, Click on Campus Work Center.



The screenshot shows the myUMBC Finance PeopleSoft Employee Self Service page. The page has a dark blue header with the myUMBC Finance logo and 'Employee Self Service' text. Below the header, there are two white tiles: 'Campus WorkCenter' and 'Approvals'. A red arrow points to the 'Campus WorkCenter' tile, which features an icon of a person at a computer. The 'Approvals' tile features a document icon with a checkmark and a '0' in the bottom right corner.



3. Then follow the navigation from the Links Menu in the PeopleSoft Finance Campus Work Center below. (**NOTE:** If the PI does not have access to this section in PeopleSoft to certify, see Page 10 for instructions on how to request access.)

**Effort Reporting → Effort Reports – Search**

List Effort Rpts

Search Criteria

BU	Year	Period	Empl ID	Name	Seq No	Status	
UMBC1	2020	Spring				Open	

Fund	Prog FIN	Dept	Project	Partia Cert	PI/Certifier ID	PI/Certifier Name	Hide Line Detail	Show Member Detail
					1000000138	LaCourse,William R	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fetch Select All Deselect All Print Selected Print this List Print Options

Effort Reports

	Year	Period	Empl ID	Name	Seq	Status	Fund	Prog FIN	Dept	Project	Partial Cert	PI/Certifier ID
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- In the **Year** field, enter the Semester Year you desire to search.
- In the **Period** field, enter the Semester (**Fall** (Payroll 1-14) /**Spring** (Payroll 15-26),
- Select the **Status “Open”** to view reports that need to be certified.
- Enter the PI **Empl ID** in the **PI/Certifier ID** field. Please note that if you enter an Empl ID in the “Empl ID” field, the search will only retrieve the effort report for that employee. Never enter Empl ID’s in both the “Empl ID” and “Team” fields. You may also search by Project by entering the Project ID number in the Project field or search by Department by entering the Department number in the Dept field.
- Click **Fetch**. The results are displayed at the bottom of the screen.

**Note: Repeat steps 4 through 8, entering previous years and periods to ensure that there are no earlier effort reports in the Open status that need to be Finalized.**

Effort Reports

	Year	Period	Empl ID	Fund	Prog FIN	Dept	Project	PI/Certifier ID	PI/Certifier Name	Gross Amount	% Distrib	View Report
<input type="checkbox"/>	1	2020	Spring	1000003576	1253	022	10599	HHS00027	1000000138	LaCourse,William R	7500.050	20.62 

- To view the desired report, click on the **View Report icon**. The selected report is displayed.

**Effort Report**

BU: UMBC1 Year: 2020 Period: Spring Employee: 1000000187 Ghosh,Upal Seq No: 1  
 Title: PROFESSOR Gross Salary: 93,423.34 Status: Open Comments Print Options

**Sponsored Funding**

**Detail Distribution / Effort %**

Fund	Prog FIN	Dept	Project			Gross Salary	Dist %	Effort %	Diff %	Comments	Certify
1253	022	10337	DOD00001	CUERE	Actively Shaken In-Situ Passiv	12,071.48	12.92	<input type="text"/>	-12.92	Comments	<input type="checkbox"/>

**Non-Sponsored Funding**

**Detail Distribution**

Fund	Prog FIN	Dept	Project			Gross Salary
1111	011	10145			Chm&BioEng	74,271.58
1113	021	10337	MDE3FISH	CUERE	MDE Fish Tissue Analysis	7,080.28

**Effort %**  
100.00

**Total Effort %**

Entered: 100.00 To Apply:

Select or Deselect all boxes for Certification



Select All

Deselect All

- Distribute Sponsored Effort.** If the "Dist %" properly reflects the level of effort, enter **Effort Percentage** in the appropriate field. If Effort does not appear to be correct, contact your Business Manager.
- Certify.** Click on the box under Certify for your associated Sponsored Project.
- Non-Sponsored Effort.** Non-Sponsored Effort will auto update with Effort % (100% - Total Sponsored Effort % = Non-Sponsored Effort %)

Effort Report

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BU: UMBC1    Year: 2020    Period: Spring    Employee: 100000187    Ghosh,Upal    Seq No: 1       
 Title: PROFESSOR    Gross Salary: 93,423.34    Status: Open    [Comments](#)    [Print Options](#)

**Sponsored Funding**

**Detail Distribution / Effort %**

1-1 of 1    [View All](#)

Distribution

[Audit Info](#)    [Project Team](#)    [||>](#)

Fund	Prog FIN	Dept	Project		Gross Salary	Dist %	Effort %	Diff %	Comments	Certify
1253	022	10337	DOD00001	CUERE	Actively Shaken In-Situ Passiv	12,071.48	12.92		<a href="#">Comments</a>	<input checked="" type="checkbox"/>

**Non-Sponsored Funding**

**Detail Distribution**

1-2 of 2    [View All](#)

Fund	Prog FIN	Dept	Project		Gross Salary
1111	011	10145		Chm&BioEng	74,271.58
1113	021	10337	MDE3FISH	CUERE	MDE Fish Tissue Analysis 7,080.28

**Effort %**  
87.08  
[Comments](#)

**Total Effort %**

Entered: 100.00

To Apply:

Save

Return to Search

Notify

Select All

Deselect All

**\*\* When properly completed, the Total Effort % should show Entered: 100.00, To Apply: <blank>.**

13. **When you are ready to certify the distribution of effort**, click the **Certify checkbox** for each individual row or you may click on **Select All** if all are ready. Click **Save**. The Effort Report **Certification screen** will now be displayed. (shown below)





### Effort Report Certification

**Certification Statement for Faculty/Principal Investigators**

I certify that this distribution of activity represents a reasonable accounting of the activity (or effort) expended by me (this individual) over the period covered by this survey.

**Certification Statement for Non Faculty**

I certify that I have first hand knowledge of the total activity (or effort) expended by this employee as distributed during the period covered by this survey, If the employee is the sole individual with this knowledge of 100% of his/her activity, the employee has certified the activity distribution in the space provided below.

**Press Certify and Save to accept. Otherwise press Cancel.**

...

14. **Read** the Certification statements and **click Certify and Save** button to save this transaction, otherwise click **Cancel**. You are returned to the Effort Report screen.

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***NOTE: If you have additional lines to certify, repeat steps 10-12. Once all lines are Certified, Status is changed from "Open" to "Finalized".***

### **Statuses:**

Open = Must be certified

Finalized = Successfully Certified by the PI(s)

## What to do if....

### 1 - The PI does not have access in PeopleSoft to certify...

To Get PeopleSoft Access:

[Go to the Financial services website](#)

[Click on Financial Services Docusign Forms](#)

[Click on Security Access forms](#)

Click on One for each individual employee

Request PI access

### 2 - An alternate certifier is needed...

The department chair sends an email to [asmarks@umbc.edu](mailto:asmarks@umbc.edu) asking to be an alternate certifier on (list project numbers) projects due to (reason for request).

**Example 1:** Please add Dr. Keisha Johnson as an alternate certifier on project 000012345 due to the original PI, Dr. Elijah Gordon, leaving UMBC on 1/1/2020. Dr. Johnson is the new PI and attached is the approval from the sponsor showing the change in PI.

Signed,

Department Chair

**Example 2:** Please add me as an alternate certifier on project 000054321 due to the PI, Dr. Joan Park, being on sabbatical from 6/1/2020 to 12/31/2020.

Signed,

Department Chair

**For additional assistance**, please contact Amy Steinly-Marks at [asmarks@umbc.edu](mailto:asmarks@umbc.edu), or 410-455-2099 or visit our [website](#) for additional information.