Effort Reporting General Overview

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project.

UMBC requires all faculty members who serve as Principal Investigators on sponsored agreements, or their approved designee, to be 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 been completed.

Completion and Certification of Effort Reports

The Uniform Guidance Subpart E §200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects. The University's practice is to utilize an after-the-fact effort reporting system to certify that salaries charged to sponsored awards, including committed cost share, are reasonable and consistent with the work performed.

Effort reports are generated from Peoplesoft – Effort Reporting (system of record) for all professorial, professional and technical staff, the reports will be prepared each academic term, but not less frequently than every six months on the following schedule:

Due March 31: Fall Effort Reports for Pay Periods 1-14
Due September 30: Spring Effort Reports for Pay Periods 15-26
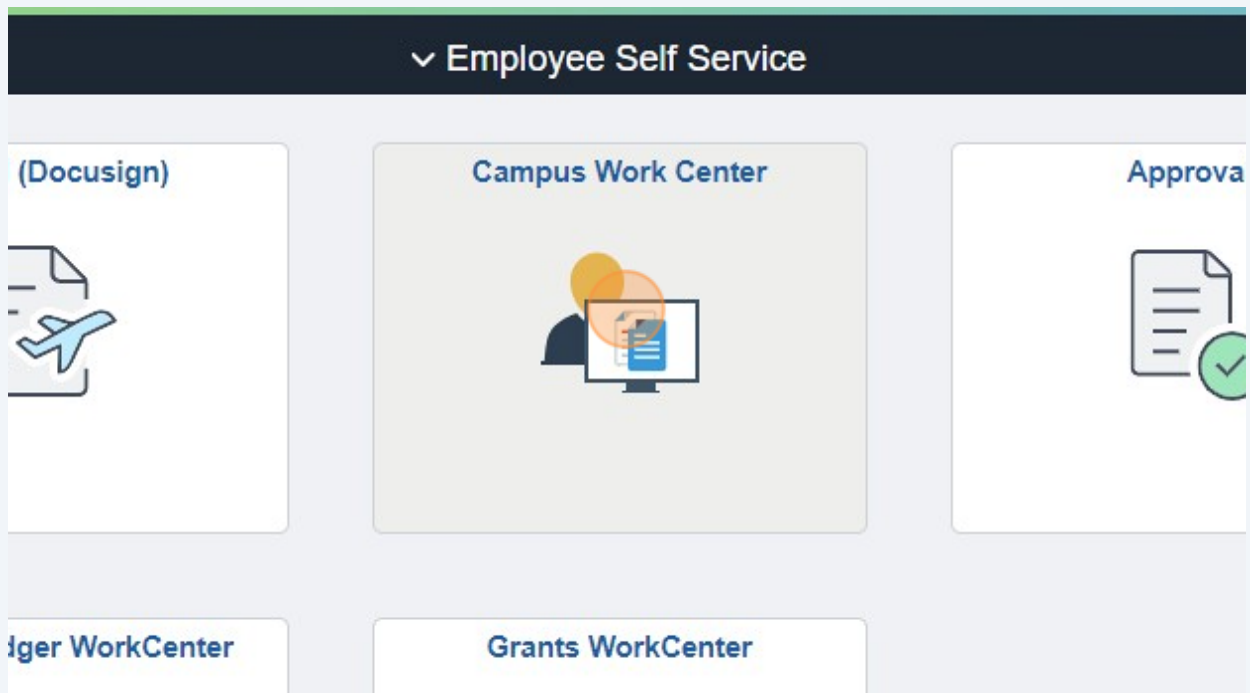
Effort Reporting Instructions

1   Navigate to **https://my.umbc.edu/** and log in.

2   Click "Guide"

3 Click "Financial Services & Accounting"

Billing & Personal Finances

Books, Goods & Services

Classes & Grades

Community & Connections

Computing & Technology

Facilities & Operations

Financial Services & Accounti...

Food & Dining

Health, Wellness & Safety

Housing (On & Off Campus)

Human Resources

Jobs & Internships

PS Training Site

Human Resources System

Peoplesoft: Finance

Financial Administrative Reports

Classes & Grades

Teaching Schedule
View class times and locations, view cla
rosters and wait lists, manage grade ros

Class Permissions
Grant course permissions, provide class
exceptions, exceptions for system-enfor
pre-reqs

Advising & Student Support

Advising Center
Your complete source for viewing all Stu
Academic Information. Comprehensive

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4 Click "Peoplesoft: Finance"

*my*UMBC   Q Search   Profile   Guide   Events   Groups   Help

Guide
⊘ Guide Home

Activity Guides
Registration

Resources
Advising & Student Support
Athletics & Recreation
Billing & Personal Finances
Books, Goods & Services
Classes & Grades
Community & Connections
Computing & Technology
Facilities & Operations
Financial Services & Account...
Food & Dining
Health, Wellness & Safety

Financial Services & Accounting

Toolkit for Administrative Professionals (TAP)   UMBC Travel System   OSP Grants.Gov P
                                                                              Upload a OSP Grants
Peoplesoft: Finance   International Travel Registry
                                                                              Report Exchange
Financial Administrative Reports   Paw Procurement System (PPS)   Web Based Access t

Division of Administration and Finance
adminfinance.umbc.edu · Administration : 9th Floor (map)
The Division of Administration and Finance is here to support the UMBC community; to serve the University's core mis
and service; and to sustain the resources of the University

A&F Employee Training Form

Financial Services
financialservices.umbc.edu · Administration : 3rd and 4th Floor (map)   financialservices

Procurement
procurement.umbc.edu · Administration : 732 (map)   R

Student Business Services
sbs.umbc.edu · Administration : 3rd Floor (map)   R
Student Business Services is the office responsible for billing students, issuing refund checks, and processing paymer

5 Click "Campus Work Center"

6 Click "Effort Reporting". **NOTE:** If the PI does not have access to this section in PeopleSoft, see FAQs Q1 for instructions on how to request access.

7 Click "Effort Reports - Search"

Links

⊳ **Requisition**
⊳ **Payment Request**
⊳ **Purchase Orders**
⊳ **Vouchers/Payments**
⊳ **Journals**
▽ **Effort Reporting**

🗗 Effort Reports

🗗 Effort Reports - Search

⊳ **UMBC Travel**
⊳ **Query Viewer**
⊳ ess Monitor
⊳ ome Page

8 Enter the Semester Year

MBC Finance
PeopleSoft

All ▾ | Search

s Work Center ⚙ «

Reports/Queries

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Edit Filter

rovals

urnals Pending My
pproval

rnal Processing
urnals to Take Action

List Effort Rpts

Search Criteria

*BU	Year	Period	Employee ID	Nar
UMBC1 🔍	🔍	▾	🔍	

Fund	Prog FIN	Dept	Project	Partial Cert	PI/Cer
🔍	🔍	🔍	🔍	▾	

Fetch | Select All | Deselect All | Print Sel

9   Enter the Semester Period, ex: Fall

| All ▾ | Search | ≫ Advanced |

List Effort Rpts

Search Criteria

*BU	Year	Period	Employee ID	Name	Se
UMBC1 🔍	2023 🔍	⌄	🔍		

Fund	Prog FIN	Dept	Project	Partial Cert	PI/Certifier ID
🔍	🔍		🔍	⌄	

Fall
Spring

Fetch	Select All	Deselect All	Print Selected	Print this

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10   Click the "Status" dropdown and select "Open" to view reports that need to be Finalized.

≫ Advanced Search

New Wir

	Name	Seq No	Status	
𝒍			⌄	

artial ert	PI/Certifier ID		PI/Certifier Name	Hide Line Detail	Show Member Detail
⌄				☐	☑

Cancelled
Finalized
Old Seq No
Old X Seq
Open
Ready

Print Selected	Print this List

11 Enter the PI Employee ID in the "PI/Certifier ID" field. If you do not know the Employee ID then use the magnifying glass to search by name.
TIP: The Employee ID field should remain blank.

	Period	Employee ID	Name	Seq No	Status	
2023 🔍	Fall ⌄	🔍			Open ⌄	

	Dept	Project	Partial Cert	PI/Certifier ID		PI/Certifier
	🔍	🔍	⌄		🔍	

Select All	Deselect All	Print Selected	Print this List	Print Options

d	Employee ID	Name	Seq	Status	Fund	Prog FIN	Dept

12 Click "Fetch"

▽ **Journal Processing**
  ⊟ Journals to Take Action

UMBC1 🔍	2023 🔍	Fall ⌄	🔍

Fund	Prog FIN	Dept	Project	Partial Cert
🔍	🔍	🔍	🔍	⌄

Fetch	Select All	Deselect All	

🔗 **Links**   C ⋮

▷ **Requisition**
▷ **Payment Request**
▷ **Purchase Orders**
▷ **Vouchers/Payments**
▷ **Journals**
▽ **Effort Reporting**

Effort Reports

		Year	Period	Employee ID	Name
☐	1				

13 Click the "View Report" icon. A pop-up box will appear with the Effort Report. If the box does not appear, check to make sure your pop-up blocker is not enabled.

14 To view the details of the pay periods, click on the blue Gross Salary amount, ex: 11,654.16

15 If the Distribution % properly reflects the level of effort, enter the same number in the Effort % cell, ex: 19.33

		Gross Salary	Dist %	Effort %	Diff %	Comments	Certify	
Math&Stat	Collaborative Research: Novel	11,654.16	19.33		-19.33	Comments	☐	**+**

			Gross Salary
	Math&Stat		48,651.96

1-1 of 1 ⌄   View All

Effort %

100.00

Comments

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16 Click the "Certify" box

alary	Dist %	Effort %	Diff %	Comments	Certify	
54.16	19.33	19.33	-19.33	Comments	⊡	**+**

1-1 of 1 ⌄   View All

	Gross Salary
	48,651.96

Effort %

100.00

Comments

17 Click the "Save" button

Note: The Total Effort % should show Entered: 100.00

1253	022	10034	NSF00138	Math&Stat	Collaborative Research: Novel	11,654.16	19.33	19.33

Non-Sponsored Funding

Detail Distribution

Effo

1-1 of 1 ⌄   View All

Fund	Prog FIN	Dept	Project			Gross Salary
1111	011	10034		Math&Stat		48,651.96

Total Effort %

Select All

Entered: 100.00   To Apply:

Save   Return to Search   Notify

18 An Effort Report Certification pop-up will appear.

Read the Certification statements and click the "Certify and Save" button to save this transaction.

Otherwise click "Cancel" to be returned to the Effort Report screen.

FAQs

Q1 - What if the PI does not have access to Effort Reports in PeopleSoft?

A1: To get effort certification access in PeopleSoft:
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

Q2 - What if the PI is not available to certify due to termination, sabbatical, etc?

A2 - The department chair/dean/director sends an email to asmarks@umbc.edu requesting 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,
Center Director

Q3 - What if the employee works on multiple awards with multiple PIs?

A3 - Each PI is responsible for certifying effort on their own project(s) only. The PI who checks the last Certify checkbox for an employee will initiate the Finalization of the report. If there is a checkbox remaining unchecked, the report will remain in Open Status.