



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"



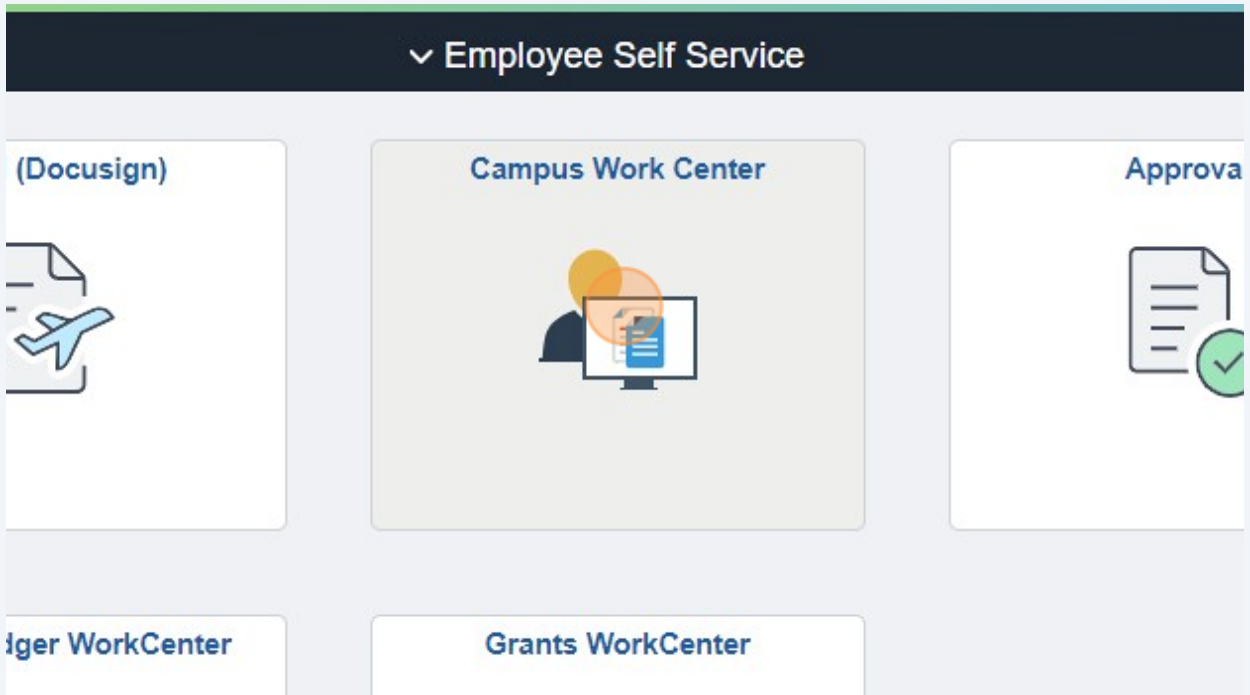
3 Click "Financial Services & Accounting"

The screenshot shows the myUMBC navigation menu. The 'Financial Services & Accounting' link is highlighted with an orange circle. The main content area on the right lists various services and links, including 'PS Training Site', 'Human Resources System', 'Peoplesoft: Finance', and 'Financial Administrative Reports'. Below these are sections for 'Classes & Grades' (Teaching Schedule, Class Permissions) and 'Advising & Student Support' (Advising Center).

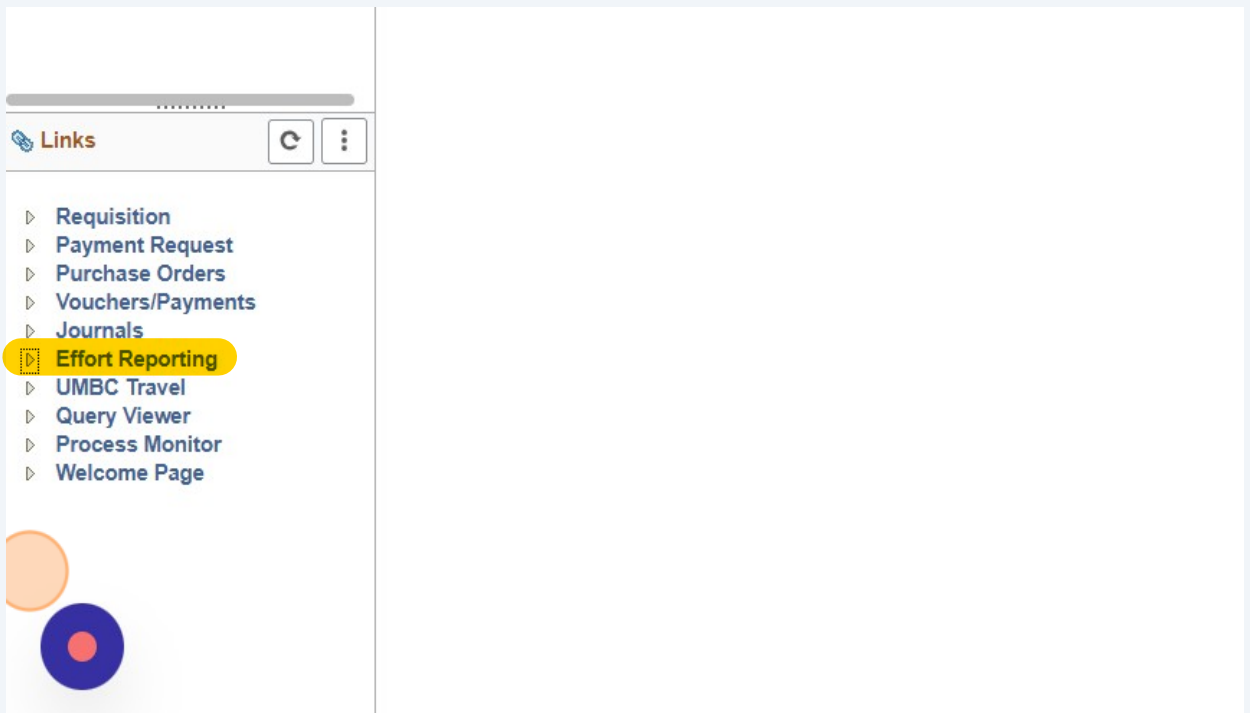
4 Click "Peoplesoft: Finance"

The screenshot shows the 'Financial Services & Accounting' page on myUMBC. The 'Peoplesoft: Finance' link in the top navigation bar is highlighted with an orange circle. The page features a left sidebar with a 'Guide' section containing various categories like 'Activity Guides', 'Resources', and 'Financial Services & Accounting'. The main content area includes links for 'Toolkit for Administrative Professionals (TAP)', 'UMBC Travel System', 'Peoplesoft: Finance', 'International Travel Registry', 'Financial Administrative Reports', 'Paw Procurement System (PPS)', and 'OSP Grants.Gov P'. Below these are sections for 'Division of Administration and Finance', 'Financial Services', 'Procurement', and 'Student Business Services', each with a brief description and a map link.

5 Click "Campus Work Center"



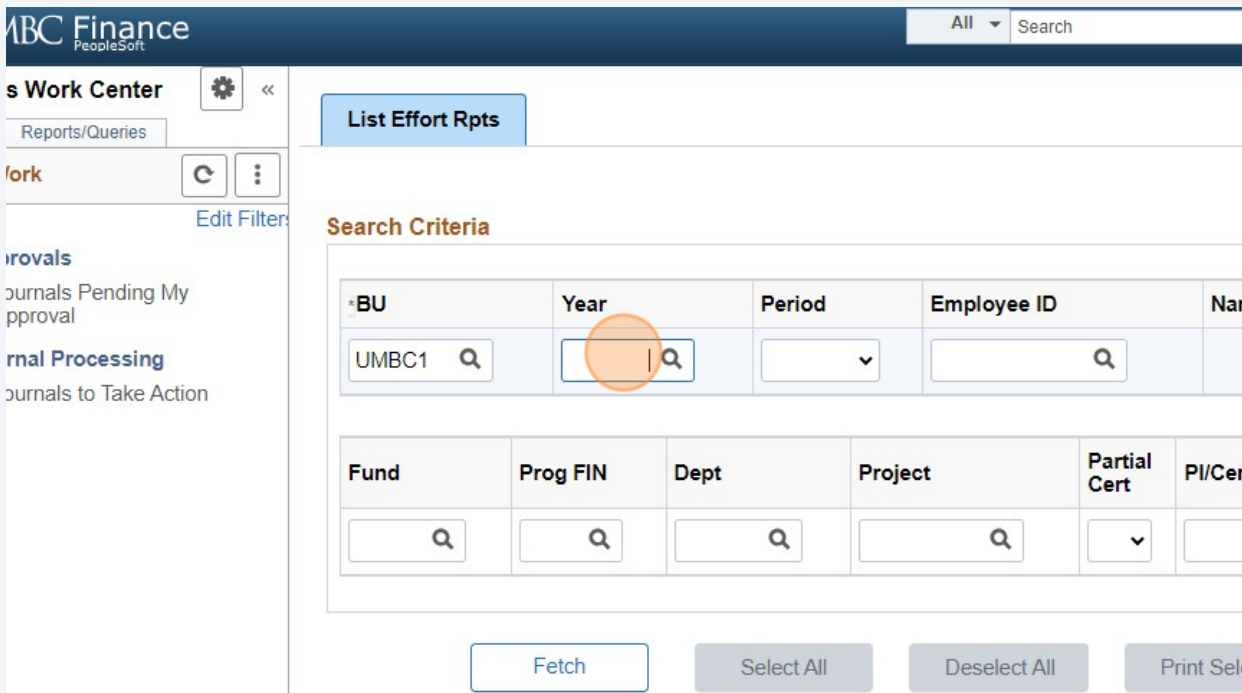
6 Click "Effort Reporting". **NOTE:** If the PI does not have access to this section in PeopleSoft, see FAQs Q1 for instructions on how to request access.



7 Click "Effort Reports - Search"



8 Enter the Semester Year



9 Enter the Semester Period, ex: Fall

All Search Advanced

List Effort Rpts

Filters

Search Criteria

*BU	Year	Period	Employee ID	Name	Se
UMBC1	2023	<input type="text" value=""/>	<input type="text" value=""/>		

Fund	Prog FIN	Dept	Project	Partial Cert	PI/Certifier ID
<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	

Fetch Select All Deselect All Print Selected Print this

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

Advanced Search New Wir

Name	Seq No	Status	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	

Partial Cert	PI/Certifier ID	PI/Certifier Name	Hide Line Detail	Show Member Detail
<input type="text" value=""/>	<input type="text" value=""/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Print Selected Print this List

- Cancelled
- Finalized
- Old Seq No
- Old X Seq
- Open
- Ready

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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.

Year	Period	Employee ID	Name	Seq No	Status
2023 <input type="text"/>	Fall <input type="text"/>	<input type="text"/>		<input type="text"/>	Open <input type="text"/>

Dept	Project	Partial Cert	PI/Certifier ID	PI/Certifier
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Select All Deselect All Print Selected Print this List Print Options

Employee ID	Name	Seq	Status	Fund	Prog FIN	Dept

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Click "Fetch"

Journal Processing

- Journals to Take Action

Links

- Requisition
- Payment Request
- Purchase Orders
- Vouchers/Payments
- Journals
- Effort Reporting

Fund	Prog FIN	Dept	Project	Partial Cert
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Effort Reports

Year	Period	Employee ID	Name
<input type="checkbox"/>	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.

The screenshot shows the Employee Self Service interface. At the top, there are navigation links for "Employee Self Service", "Campus Work Center", and "Effort Reports - Search". A search bar is present. Below the navigation, there are several filters and a table. The table has columns: Seq, Status, Fund, Prog FIN, Dept, Project, Partial Cert, PI/Certifier ID, PI/Certifier Name, Role, Gross Amount, and % Distrib. The first row of data shows: Seq: 1, Status: Open, Fund: 1253, Prog FIN: 022, Dept: 10034, Project: NSF00138, Partial Cert: N, PI/Certifier ID: 1000004515, PI/Certifier Name: Roy, Anindya, Role: PI, Gross Amount: 11654.16, and % Distrib: 19.33. A yellow circle highlights the "View Report" link in the % Distrib column.

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

The screenshot shows the details of the Effort Report. At the top, there is a "Project Team" section. Below it is a table with columns: Project, Dept, Gross Salary, Dist %, Effort %, Diff %, Comments, and Certify. The first row of data shows: Project: NSF00138, Dept: Math&Stat, Gross Salary: 11,654.16, Dist %: 19.33, Effort %: (empty), Diff %: -19.33, Comments: Comments, and Certify: (checkbox). A yellow circle highlights the "Gross Salary" value of 11,654.16. Below the table, there is a "View All" link and a table with columns: Dept, Project, Gross Salary, and Effort %. The first row of data shows: Dept: 10034, Project: Math&Stat, Gross Salary: 48,651.96, and Effort %: 100.00.

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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	<input type="text"/>	-19.33	Comments	<input type="checkbox"/>	<input data-bbox="1193 495 1235 539" type="button" value="+"/>



		Gross Salary	Effort %
Math&Stat		48,651.96	100.00

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Click the "Certify" box

Salary	Dist %	Effort %	Diff %	Comments	Certify	
54.16	19.33	<input type="text" value="19.33"/>	-19.33	Comments	<input type="checkbox"/>	<input data-bbox="879 1406 920 1451" type="button" value="+"/>



		Gross Salary	Effort %
		48,651.96	100.00

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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
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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 %

Entered: 100.00 To Apply:

Select All



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.

The screenshot shows the UMBC Finance PeopleSoft interface for an Effort Report. The background page displays employee information (BU: UMBC1, Year: 2023, Period: Fall, Employee: 1000004515, Roy, Anindya, Title: PROFESSOR, Gross Salary: 60,306.12, Status: Open) and a table for 'Sponsored Funding' with columns for Fund, Prog FIN, Dept, and Project. A pop-up window titled 'Effort Report Certification' is overlaid on the screen. It contains two sections: 'Certification Statement for Faculty/Principal Investigators' and 'Certification Statement for Non Faculty'. The Faculty section states: '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.' The Non Faculty section states: '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.' Below these statements, it says 'Press Certify and Save to accept. Otherwise press Cancel.' At the bottom of the pop-up are two buttons: 'Certify and Save' (highlighted in yellow) and 'Cancel'.



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.