

UNM Effort Certification Training

Pre-Review Stage

Why do we Certify?

- Effort is a mechanism to confirm salaries and wages charged to a sponsored project in relation to the work performed and committed to the agency in proposal.
 - UNM is required to assure Federal and other award sponsors that the allocation of salaries charged are fair, consistent and timely with the effort performed.
 - Potential financial penalties for non-compliance
 - Expenditure disallowance – department would be responsible to repay the charges to the agency
 - Non-compliance on A-133 audit - could impact future funding
- Applies to non-timesheet employees only

What is Effort

- Effort is the time spent on a sponsored project, it is expressed as a percentage of the employees' total University related duties
 - Effort must equal 100% cumulative total
 - Includes teaching, research, service
 - Does not include any activities outside of University related work
 - Cannot exceed 100% if working on multiple projects
 - It is not measured on a standard 40 hour work week, but on the actual time worked.
 - Tolerance threshold of +/- 5%
 - Original award agreement and time worked
- Recently approved Effort Certification Policy will be added to UNM Faculty Handbook

Tips for Reviewing Effort

- Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)
- Compare reported effort percentage to proposed effort in original award document
- Variances that may require agency prior approval:
 - Absences (generally 3 months or more)
 - Significant reductions of the PI and/or Key Personnel effort (25% or more)
 - Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor's prior approval

Effort Process Flow

System generates effort certification reports twice a year. Accessible in Lobo Web at my.unm.edu employee tab .

Under Review

Pre-review stage- Email notification sent to **Pre-reviewer**, FYI to PI.
30 days to complete review process.

Pre-reviewer requests labor distribution to correct effort.

Pre-reviewer reviews report and approves. Email notification sent to Certifier.

Awaiting Certification

Certification Stage - Certifier looks at record and certifies its accuracy.
30 days to complete certification process

Certified

Certified record is locked and cannot be modified without approval. Email notification sent to PI and Pre-reviewer.

Completed

Record is Locked

Request to unlock record must be submitted to C&GA. Special exception memo requires Dean/Director approval.

Re-distribution processed after record unlocked.

Awaiting Refresh - Update

Record requires Pre-review and Re-certification.

Awaiting Refresh - Update

Labor re-distribution processed, new report generated for certification after Update process. **Back to Pre-reviewer**

Awaiting Refresh - Update
Needs correction. Notifies staff labor redistribution needed. **Back to Pre-reviewer**

Effort Certification Process

- Reports are displayed by employee
- Certification reports distributed and certified semi-annually through LoboWeb
 - Pre-Review Stage
 - 30 calendar days after reports are generated
 - PI Certification
 - Begins when Pre-Review stage is completed
 - Ends 60 calendar days after reports are generated
 - Email notification at all stages
 - PI copied on initial email for Pre-Review
 - Reminder and delinquent notifications will also be sent
- Pre-Review must be completed prior to Certification

Navigation Tips

- Scroll Bar
 - Click F11 if you have multiple items listed under sponsored projects and cannot see the scroll bar
- Expand the columns
 - Click on the line you would like to expand and drag the line to make the column larger
- Sort columns
 - Click on the top of the column you would like to sort by, you can sort by any of the columns listed
- View routing queue
 - Select Routing Queue link on the left panel, to view all individuals in the queue and what actions have been or need to be taken
 - Note: The employee name will appear on routing queue as certifier, the only time they will be required to certify is if they are also the PI
- View Effort Breakdown by Pay Period

Accessing Reports

- <https://my.unm.edu/cp/home/displaylogin> - to log into LoboWeb
- Select the Employee tab - Click on Lobo Web

The screenshot shows the UNM LoboWeb website interface. At the top, there is a navigation bar with tabs for Home, Campus Life, Library, UNM E-Mail, Student Life, My Courses, Employee Life (highlighted in red), and Finance. The date June 13, 2011 is displayed in the top right corner.

The main content area is divided into several sections:

- Human Resources:** Contains links for General Information (HR Main Page, ePAN, Salary Structure Table, Standard Timesheet for Staff (PDF), Standard Timesheet for Staff (Excel)), Career Development (Career Development Main Page, Education and Training, Career Ladders), and Staff Resources (Counseling Assistance and Referral Services (CARS), Dispute Resolution, Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Resource Center, HR Consulting Services, Office of Equal Opportunity (OEO), Training (Employee and Organizational Development - EOD), Wellness (Employee Health Promotion Program - EHPP)).
- LoboWeb For Employees:** Features a red banner stating "UNM Account Suite will be unavailable Wednesday, June 15, 7AM - 5PM". Below this, it explains that during this time, access to 'Make Bursar Payment' will be unavailable. A black arrow points to the LoboWeb logo. Below the logo is a red button labeled "Enter LoboWeb". A red-bordered box contains the text: "Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm."
- UNM Business Applications:** Lists various systems and resources, including Transaction and Real-time Query Systems (Internet Native Banner, LoboWeb, LoboMart, UNMJobs, Workflow), Reporting (E-Print, Hyperion), Banner Resources (Banner Authorization Requests, Report a Duplicate Person/Non-person, Search Class Schedule, Search Course Catalog, Electronic Forms, Purchasing Department Website), and Space Management (Self-Service: Space Information & Floor Plans, Discover Viewer: Reports, Space Management Website, Contacts: space@unm.edu or 277-3800).
- Benefits:** Lists insurance options: Dental Insurance, Eligibility and Enrollment, Life Insurance, Medical Insurance, Prescription Drug Insurance, and Vision Insurance. It also includes Education (Educational Benefits) and Retirement (Alternative Retirement Plans (ARP), Comparison of ERA and ARP Retirement Plans, Educational Retirement Board (ERB), Retirement Manager).
- Whats New in HR:** Lists recent updates: House Bill 129 - Return-to-Work Retirees, Retirement Representatives on Campus - TIAA-CREF, VALIC, and Fidelity, and Ergonomics - Feel Better at Work.
- Employee and Organizational Development:** States that EOD provides a variety of organizational development services to UNM employees, covering all aspects of work at UNM.
- Banner Announcements:** Indicates "No current announcements."
- Banner Training:** Lists training databases (New Banner training database (BANTR), Old Banner training database (TRNG2), LoboMart Training) and provides links for Job Aids and Standard Operating Procedures, and Learning Central (Register for courses and manage your learning plan).

Select Effort Certification

[Student](#) [Financial Aid](#) [Employee](#) [Payment](#) [Finance](#)

Search

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You can also update your personal information such as:
Demographic Self-Service Information (i.e. home address)
Emergency Contacts
Annuities and Donations
W4 Forms
Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 will not be available. Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be posted on the HR/Payroll Support Center page.

Personal Information

Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public display of your name.

Make Bursar Payments

Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

Pay Information

Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms

W4 Form, W2 Statement

Jobs Summary

List of Jobs and Associated Transactions

Leave Balances

List of Leave Balances

Time Sheet (Approvals and View Only)

Departmental Time Entry Approvals and View

Effort Certification & Labor Redistribution

New! Certify effort against sponsored projects or initiate/approve labor redistributions.



Click Advanced Search

The screenshot shows a web application interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', and a 'Sign Out' button. The main content area is titled 'Review or Certify Reports' and includes a search bar with the text 'Search by ID'. Below the search bar is a dropdown menu labeled 'Advanced Search'. A red arrow points from a blue callout box to this dropdown menu. The callout box contains the text 'Click advanced search to view search options'. Below the dropdown menu is a table with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. Below the table is a 'Search Tips' section with a link to 'Advanced Search'. The interface also includes a left sidebar with 'Certify My Effort', 'Review or Certify Reports', and 'Proxy or Superuser' options, and an 'Open Items' panel at the bottom left.

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Click advanced search to view search options

Open Items

1/27/2012

Select Attribute to Begin Search

The screenshot shows the Banner Effort Certification software interface. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. The main window is titled 'Review or Certify Reports' and contains a search field with a dropdown menu labeled 'Select Attribute'. A red arrow points to this dropdown menu. Below the search field is a table with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. A 'Search Tips' section is visible below the table, and a blue callout box with white text says 'Open drop down menu to select the search attribute'. The bottom of the screen shows the Banner logo and the text 'Banner Effort Certification (Release 8.3.0.5)'.

Open Search Drop Down Box – Chart of Accounts

The screenshot shows a web application interface for 'Effort Certification' under the 'Labor Redistribution' tab. The main window is titled 'Review or Certify Reports' and contains a search field labeled 'Search by ID'. Below the search field is a 'Select Attribute' dropdown menu. A red arrow points from a blue annotation box to the dropdown menu. The annotation box contains the text: 'Open drop box, select Chart of Account Code to begin search'. The dropdown menu is open, showing a list of attributes: 'Chart of Account Code', 'Effort Period Code', 'Effort Period Description', 'First Name', and 'ID'. Below the search field is an 'Advanced Search' link. At the bottom of the search area, there is a table with columns: 'COA', 'Period Code', 'Report Period', 'Last Name', 'First Name', 'ID', 'Start Date', 'End Date', 'Status', and 'Unlocked/Locked'. Below the table is a 'Search Tips' section with a link to 'Advanced Search'. The interface also includes a left sidebar with 'Certify My Effort', 'Review or Certify Reports', and 'Proxy or Superuser' options, and an 'Open Items' panel at the bottom left.

Effort Certification Labor Redistribution Sign Out

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Review or Certify Reports

Search by ID

Select Attribute

Chart of Account Code

Effort Period Code

Effort Period Description

First Name

ID

Open drop box, select Chart of Account Code to begin search

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

Open Items

Search for Reports to Review

- Select Attribute drop down
 - Chart of Accounts – type “U” and hit Go. System will display all records that you have access to view

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Chart of Account Code U

Select Attribute

First Name

ID

Last Name

State

Status

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Select from Employee List

- Highlight record, double click to view effort report actions
- Note Status and State of each employee

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports > Review or Certify Reports

Search by ID

Search Descriptions: Chart of Account Code = U

Advanced Search

Displaying 409 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
U	201101	January 1 - June 30			100010869	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100015121	July 01, 2011	October 31, 2011	Under Review	Changes Submitted
U	201101	January 1 - June 30			100015988	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101242916	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100007589	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101345875	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101375126	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100004537	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100011932	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100013694	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100002181	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101498757	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101093169	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100009750	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101550699	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101556036	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100687156	July 01, 2011	October 31, 2011	Under Review	Unlocked

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.3.0.5)

Done Trusted sites | Protected Mode: Off 100% 4:22 PM 7/27/2011

Column Definitions

Status column:

- **Under Review** – report has been created and is available for viewing
- **Awaiting Certification** – Pre-Reviewer has reviewed and is ready for certification
- **Completed** – effort report has been certified and completed

Locked/unlocked column:

- **Locked** – after an effort report is completed it is locked and cannot be modified
- **Unlocked** – effort report is available for change by members of the routing queue
- **Awaiting Refresh** – labor re-distribution has been completed and has updated the payroll record, report needs to be updated, reviewed and certified
- **Changes Submitted** – when request change button is clicked

Employee Effort Report

- Salary distribution is displayed as percentage; a pie chart graph also displays the salary distribution
- Tolerance +/- 5% original award vs. effort worked
- E-print reports will show status by Org, PI and activity in dollars

Effort Report Actions | New | Refresh | Open | Save | Copy | Delete | More Actions | Close

Effort Report

Pay Period Summary

Comments

Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
Total			Sponsored Activity 19.23%

Non Sponsored

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	997006 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
Total			Non Sponsored Activity 80.77%

Total 100.00%

3R96E Developmental Care Continuity Progr: 13.9%
(13.94)

Status

Funding Chart

Proxy or Superuser
You are acting as a Superuser

Request Changes | Certify | Add New Funding

Pay Period Summary

- Select Pay Period Summary to view effort by pay period
 - If grant is not active over whole effort certification period, this is where you can view detail by month

Effort Certification | Labor Redistribution | Sign Out

Review or Certify Reports

Effort Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

Effort Report

Pay Period Summary

Comments ↑

Routing Queue

Open Items

▼ Effort Certification

Effort Report Overview

Report Status: 201101
 Dates: January 1 - June 30 2011
 Jul 01, 2011 - Oct 31, 2011
 Awaiting Certification - Unlocked

▼ Funding Chart

▼ Proxy or Supersuser

You are acting as a Supersuser

Monthly - Regular 3 2011 March 01, 2011 - March 31, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
70780 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

Monthly - Regular 4 2011 April 01, 2011 - April 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
70780 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

Monthly - Regular 5 2011 May 01, 2011 - May 31, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
70780 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

Monthly - Regular 6 2011 June 01, 2011 - June 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
707804 Physics Astronomy Faculty #1(2RL82 Investigations in Quantum Metr	2L820 2RL82 Quantum Metrology Entai	RESTRICT Sponsored labor charge	100	18.41

Pay Period Summary

- Select Monthly – Regular link to view FOAPA detail including index

The screenshot displays the myUNM Employee Life Tab interface. A central window titled "Pay Period Monthly - Regular 1 2011" is open, showing a table of pay data for Thomas Williams. The table includes columns for Sequel, Position, Effective Date, Earning Code, Shift, CDA, Index, Fund, Organi, Account, Program, Activity, Location, and Percent. The data is as follows:

Sequel	Position	Effective D	Earning Co	Shift	CDA	Index	Fund	Organi	Account	Program	Activity	Locatio	Percent
2	PY0378 - O	July 01, 2011	010 Regul	1	U	254093 235666-TRICORE-Path Tricare	3U003	25400	2000 F	P171 N	25400		10
2	PY0378 - O	July 01, 2011	010 Regul	1	U	254566 Med Lab Sciences On line Courses	3U004	25400	2000 F	P101 B	25400		25.4
2	PY0378 - O	July 01, 2011	010 Regul	1	U	254003 Pathology	3U004	25400	2000 F	P101 B	GNACT		24.6
2	PY0378 - O	July 01, 2011	010 Regul	1	U	254156 HR - MHC Tech for Non-Human	318E0	25401E	2000 F	P16R S	GNACT		24.2
2	PY0378 - O	July 01, 2011	010 Regul	1	U	254571 Pathology Outside Consults	3U003	25401E	2000 F	P222 P	GNACT		15.8

The interface also shows a sidebar with navigation options like "Review or Certify Reports", "Effort Report", and "Pay Period Summary". A pie chart in the bottom right corner shows a distribution of 25.4%, 24.6%, 24.2%, and 15.8%.

Selecting and Adding Proxy Access

Effort Certification | Labor Redistribution | Sign Out | ? Help

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Proxy or Superuser

Superuser
 Act as an Effort Certification Superuser

Proxy
Act as Proxy For: Self, MSCHWAN
Self, MSCHWAN
Shirley Mitchell, MITCHES

Update Proxy

Person Name	Remove
Cynthia Browning, CBROWNIN	<input type="checkbox"/>
Chelsea Walker, BWALKER	<input type="checkbox"/>
Barbara West, BWEST	<input type="checkbox"/>

Act as Proxy for someone that has given you authority

Add Proxy to give authority to someone to act on your behalf

Open Items: Effort Certification, Andrew Frauenglass

Add Proxy Save

E-Print and Hyperion reports

- **E Print reports FRROEC01 and FRROEC01-HSC**
- Located in the fin_banp repository
 - Provides a report of the effort distribution in dollar values to correspond to the percentages displayed on the effort certification reports
 - Displays information by Org Code, PI, and Grant
- **Hyperion report FRRHOZ05-Effort Certification Status**
- Located in the Finance Reports/Finance Production Reports
 - List of employees in the effort queue
 - Status and State of the record
 - Action to be taken by Org
- **Hyperion report FRRHOC05**
- Located in the Finance Reports/F Dept_School_College/F C&G folder
 - List of Account Administrators by Org

Pre-Review Scenarios

- Pre-Review completed – no change necessary
- Pre-Reviewer needs labor re-distribution completed to update record
- Pre-Reviewer completes review, Certifier requests a labor re-distribution to update the record

Note: All Pre-Reviewers must complete review to move to Certification Stage

Scenario 1 – Complete Pre-Review

- No change necessary for this employee
- Click Review button to complete Pre-Review stage
- Email notification will be sent to PI

Effort Certification Labor Redistribution Sign Out

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Effort Report

Pay Period Summary

Comments

Routing Queue

Sponsored

Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physl	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

Non Sponsored

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

Total 100.00%

Request Changes Review Add New Funding

Effort Report Overview

Report Status Dates

201101
January 1 - June 30 2011
Jul 01, 2011 - Oct 31, 2011
Under Review - Unlocked

Funding Chart

Proxy or Superuser

You are acting as a Superuser

1/27/2012

Scenario 2 –Pre-Review Effort Report

- Pre-reviewer identifies changes needed
 - Select Request Changes button; system prompts user to send an e-mail. Send email to department labor re-distribution initiator (if needed), include all necessary information to complete labor re-distribution

The screenshot displays the Banner Effort Certification software interface. The main window is titled "Effort Certification" and "Labor Redistribution". The interface is divided into several sections:

- Left Navigation Panel:** Includes "Review or Certify Reports", "Effort Report" (selected), "Pay Period Summary", "Comments", "Routing Queue", and "Open Items".
- Main Report Area:** Contains a "Sponsored" table and a "Non Sponsored" table. The "Sponsored" table has columns for Grant, Fund, Effort Category, and Effort. The "Non Sponsored" table has columns for Fund, Organization, Effort Category, and Effort. A "Total" row at the bottom of the report area shows "Sponsored Activity 19.82%" and "Non Sponsored Activity 80.18%".
- Right Sidebar:** Includes "Effort Report Overview" (with Report Status and Dates), "Funding Chart" (a pie chart showing 7.87%, 19.82%, and 72.31%), and "Proxy or Supersuser" (indicating the user is acting as a Supersuser).
- Bottom of Report Area:** Features three buttons: "Request Changes" (highlighted with a red arrow), "Review", and "Add New Funding".

The footer of the interface includes "SUNGARD HIGHER EDUCATION" on the left and "Banner Effort Certification (Release 8.3.0.5)" on the right.

Scenario 2 – Labor Re-Distribution has been requested

- o Status now Under Review-Changes Submitted and the Review button no longer appears.

The screenshot displays a web application interface. At the top, there is a navigation bar with buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below this is a blue header bar. The main content area features a table with the following data:

	Organization	Effort Category	Charge Type	Effort
rueck	433C15 CHTM PI #6	RESTRICT Restricted labor charges	Direct	33.33
electronics Brueck Adm	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	50
22-JUN-11	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	16.67

Below the table, there is a summary row: **Total** Sponsored Activity 100.00%. A second, empty table structure is visible below, with a summary row: **Total** Non Sponsored Activity 0.00%. At the bottom right of the main area, there is a **Total** 100.00% and a **Clear Changes** button.

The right sidebar contains three sections:

- Effort Report Overview**: Shows Report Status (Dates), 201001, January 1 to June 30, 2010, Apr 14, 2011 - Aug 31, 2011, Under Review - Changes Submitted, and Changed by [redacted].
- Funding Chart**: A pie chart showing 33.33% (orange), 50% (green), and 16.67% (blue).
- Proxy or Superuser**: A section for user information.

A red arrow points from the 'Changed by' field in the Effort Report Overview to the 'Total' row in the table below.

Scenario 2 - Labor Re-distribution completed by Initiator

- Labor re-distribution processed by department, has not updated payroll records. Note message in upper right corner

Sign Out [? Help](#)

etc | More Actions

Effort Category	Charge Type	Effort
RESTRICT Restricted labor charges	Direct	75
RESTRICT Restricted labor charges	Direct	12.81

Total Sponsored Activity 87.81%


Effort Category	Charge Type	Effort
	Direct	12.19

Total Non Sponsored Activity 12.19%

Effort Report Overview

Report Status

201001
January 1 to June 30, 2010
Apr 14, 2011 - Jun 30, 2011
Awaiting Certification - Unlocked

 Pay events are in process that may affect this effort report.

Funding Chart

Scenario 2 – Update Effort Report

- Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report
 - Available for Pre-review after update is complete
 - Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays a software interface for managing effort reports. At the top, a toolbar includes buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the toolbar is a blue header bar. The main content area is divided into two tables. The first table, titled 'Sponsored Activity 19.24%', lists two rows of data. The second table, titled 'Non Sponsored Activity 80.76%', lists two rows of data. On the right side, a sidebar titled 'Effort Report Overview' shows the report status as 'Awaiting Refresh - Unlocked' and includes an 'Update Report' button. A red arrow points to this button.

Organization	Effort Category	Charge Type	Effort
SAFE 997H00 Pediatrics CDD Faculty #0	RESTRICT Sponsored Labor Charges	Direct	4.24
Care 997006 Neo Staff #3	RESTRICT Sponsored Labor Charges	Direct	15

Total Sponsored Activity 19.24%

Organization	Effort Category	Charge Type	Effort
997006 Neo Staff #3		Direct	61.61
al 99702A Neo Dev. Care Admin.		Direct	19.15

Total Non Sponsored Activity 80.76%

Effort Report Overview

Report Status: 201101
Dates: Jan 1 - June 30 2011
Jul 01, 2011 - Oct 31, 2011
Awaiting Refresh - Unlocked

Update Report

Scenario 2 - Complete Pre-Review

- Select Review button to complete this stage
- PI will receive email notification when record is available to certify

The screenshot displays the Banner Effort Certification web application. The main content area shows a table of effort reports, divided into 'Sponsored' and 'Non Sponsored' sections. A red arrow points to the 'Review' button in the bottom right corner. The interface also includes a 'Funding Chart' with a pie chart and a 'Proxy or Superuser' section.

Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physi	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

Total 100.00%

Request Changes Review Add New Funding

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.3.0.5)

Scenario 3 - Certifier Requests a Change

- If effort needs to be corrected after Pre-Review Stage is complete - select Request Changes to initiate an email to designated department personnel
 - Email should include all necessary information to complete the labor re-distribution
 - Existing report will be updated after labor re-distribution is completed
 - PI's will receive email notification when updated record has been pre-reviewed and is ready for certification

The screenshot displays the 'Certify My Effort' web application interface. The main content area shows an effort report for a specific grant. Below the report title, there are two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table lists two grants: '3R39D New Mexico SAFE Program' and '3R96E Developmental Care Continuity Progr'. The 'Non Sponsored' table lists two funds: '3U0029 HU Clinical Residuals' and '3U0034 HU UNMH SOM General'. A 'Funding Chart' on the right side shows a pie chart with segments for 61.61%, 13.9%, 5.29%, and 19.16%. A tooltip for the 13.9% segment indicates '3R96E Developmental Care Continuity Progr: 13.9% (13.94)'. At the bottom right, there are three buttons: 'Request Changes', 'Certify', and 'Add New Funding'. A blue arrow points from the 'Request Changes' button to the 'Request Changes' text in the list above.

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
Total			Sponsored Activity 19.23%

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	9970G6 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
Total			Non Sponsored Activity 80.77%

Total 100.00%

Clear Changes Requested

- If Request Changes button was selected in error
- Click Clear Changes to restore report to original state to continue process

The screenshot displays a web application interface with a table of labor charges and a sidebar with summary information.

Organization	Effort Category	Charge Type	Effort
nueck	433CL5 CHTM PI #6	RESTRICT Restricted labor charges	Direct: 33.33
electronics Brueck Adm	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct: 50
22-JUN-11	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct: 16.67
Total			Sponsored Activity 100.00%

Organization	Effort Category	Charge Type	Effort
Total			Non Sponsored Activity 0.00%

Total 100.00%

Clear Changes

Effort Report Overview
Report Status: Dates
201001
January 1 to June 30, 2010
Apr 14, 2011 - Aug 31, 2011
Under Review - Changes Submitted
Changed by Michael Schwantes

Funding Chart

Proxy or Superuser

Certification Stage

- Select Certify button
- Complete certification process
 - Note: Certification will not be completed until all PI's have certified

The screenshot shows a web application interface for managing effort reports. The main content area displays a report for 'Detricia Lilly' with two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table lists two grants with their respective effort values. The 'Non Sponsored' table lists two funds with their effort values. A 'Total' row indicates 19.23% sponsored activity and 80.77% non-sponsored activity. A pie chart on the right shows the distribution of effort across different categories, with a tooltip for '3R96E Developmental Care Continuity Progr: 13.9% (13.94)'. At the bottom, there are three buttons: 'Request Changes', 'Certify', and 'Add New Funding'. A blue arrow points down to the 'Certify' button. The 'Certify' button is highlighted with a blue border.

Sponsored

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
Total			Sponsored Activity 19.23%

Non Sponsored

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	997006 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
Total			Non Sponsored Activity 80.77%

3R96E Developmental Care Continuity Progr: 13.9% (13.94)

61.61% 5.29% 19.16%

Total 100.00%

Request Changes **Certify** Add New Funding

Record is Locked

- Once effort has been certified, salary transfers for that period will only be permitted in rare circumstances
 - If it is necessary to adjust the salary charges for a previously certified effort period, a detailed explanation of the need for the salary adjustment and subsequent re-certification is required
 - Request to open a previously certified effort report memo must be completed and signed by Dean or Director
 - Requests can be scanned or sent to your respective C&GA Manager
 - Memos will be retained by Contract & Grant Accounting
- The Effort Report will need to be reviewed and re-certified

Record is Locked

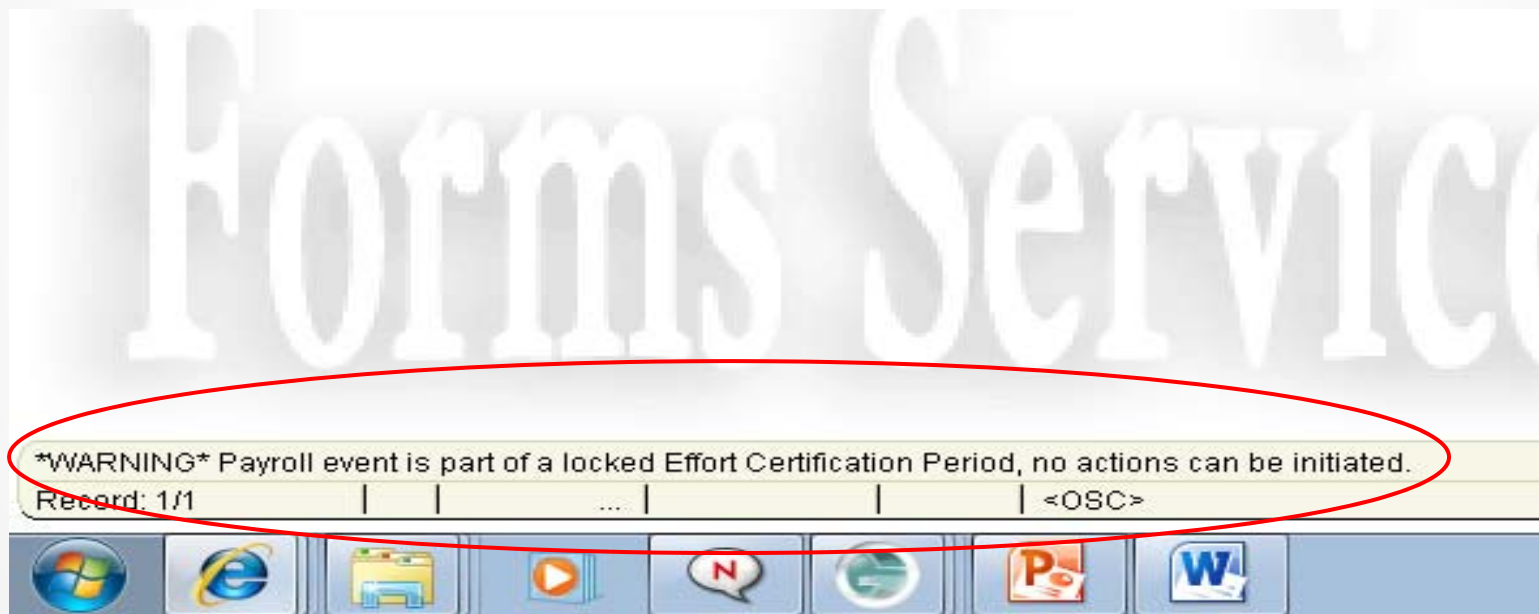
Self Services Labor Redistribution

The screenshot displays the 'Person Search' interface for labor redistribution. The top navigation bar includes 'Labor Redistribution Actions' (circled in red), 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', and 'More Actions'. The search criteria is 'Search Descriptions: ID = 100007589'. The table below shows 44 rows of data with columns: Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. A red circle highlights a lock icon in the left margin of the table, indicating that the record is locked. The bottom row of the table is highlighted in green.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
			2010	SR	3	0	70, Complete
			2010	SR	4	0	70, Complete
			2010	SR	5	0	70, Complete
			2010	SR	6	0	70, Complete
			2010	SR	7	0	70, Complete
			2010	SR	8	0	70, Complete
			2010	SR	9	0	70, Complete
			2010	SR	10	0	70, Complete
			2010	SR	11	0	70, Complete
			2010	SR	12	0	70, Complete
			2011	SR	1	0	70, Complete
			2011	SR	2	0	70, Complete
			2011	SR	3	0	70, Complete
			2011	SR	4	0	70, Complete
			2011	SR	5	0	70, Complete
			2011	SR	6	0	70, Complete
			2011	SR	7	0	70, Complete
			2011	SR	8	0	70, Complete

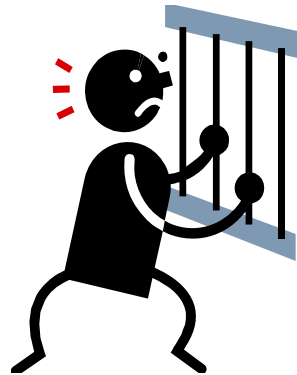
Record is Locked

- Banner PHAREDS



Potential Consequences*

- Ability to submit proposals could be suspended
- List of non-compliant PI's posted on UNM website
- Uncertified effort expenses moved to unrestricted index



- * to be determined by Research faculty



Contact Information

- Contact your Pre-Reviewer for general/procedural questions
- For all other questions
 - Contact: Contract & Grant Accounting office - Main Campus/Branches
 - 277-4721
 - Contact: Contract & Grant Accounting - Health Sciences Center
 - 272-0163
 - Or send Email to:
 - Effort-Reporting@salud.unm.edu