

NEW EFFORT REPORTING SYSTEM

Financial Services

What is Effort Reporting and Why Do I have to Certify?

- Federal Regulations (e.g., OMB Circular A-21) require that institutions receiving federal awards maintain systems and procedures to confirm that salaries and wages charged to a sponsored project are in relation to the effort performed and in alignment with what was committed to the agency in the proposal.
- An Effort Report serves as an after-the-fact confirmation by an individual having direct knowledge of the individual's effort, within a given tolerance level.

Why are we changing systems?

Current system:

- Paper based
- Manually tracked
- Forms can be lost
- Process not efficient, multiple certifications
- Consequences not defined for non-compliance

New system:

- Part of Banner LoboWeb
- Web based, provides efficiency
- Certification by employee not grant
- Provides automated reporting, notification, and tracking
- Locks payroll records after they have been certified
- Enhances compliance

System Overview

- The system allows for a pre-review phase, certification phase, and a post-review phase. The certification is done by the employee. Alternate certifiers can be identified. Procedures will be developed based on the policy approved by the faculty last year.
- Routes automatically to personnel identified in Banner and can view status online.
- Flexibility to adapt to institutional needs.
- 2700 non time sheet employees to certify on federal awards. 900 faculty, 1000 staff and 800 graduate students.

Stages of Certification

Stage:	Pre-Review	Review	Post-Review
Action:	<p><u>Acknowledge</u></p> <ul style="list-style-type: none"> •FYI. Do not have to take any action. Option to acknowledge their work. 	<p><u>Certify</u></p> <ul style="list-style-type: none"> •Employee will log in and certify their effort. 	<p><u>Acknowledge</u></p> <ul style="list-style-type: none"> •FYI. Do not have to take any action.
	<p><u>Review</u></p> <ul style="list-style-type: none"> •Mandatory Action. Review prior to employee certifying their effort. Must be completed before the report will move to certifiers. 	<p><u>Alternate Certifier</u></p> <ul style="list-style-type: none"> •PI/Co-PI will log in and certify another employees effort. Can be multiple alternates. 	<p><u>Review</u></p> <ul style="list-style-type: none"> •Mandatory Action. Must be completed before the report will be locked.

Log in will be in LoboWeb Employee Tab

Employee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://appintg.unm.edu:9015/pls/intg/twbkwbis.P_GenMenu?name=p.menu.P_MainMnu Go Convert Select

Student Financial Aid **Employee** Payment Finance

Search Go RETURN TO MAIN MENU SITE MAP HELP EXIT

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- 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 is not 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 Monday - Friday, 8am to 5pm.

Personal Information
Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public disclosure of home information.

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

Labor Redistribution
New! Allows administrative staff to create and approve labor redistribution transactions.

Trusted sites

Review or Certify Reports

Effort Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://flexintg.unm.edu/efc/efc-flex/index.html>

Effort Certification Labor Redistribution Sign Out Help

Certify My Effort

Review or Certify Reports

Search by ID

Search Descriptions: ID = 100%

Advanced Search

Displaying 17 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
U	201001	January 1 to June 30, 2010	Pham	Tai	100044071	April 14, 2011	June 30, 2011	Awaiting Certification	Unlocked
U	201001	January 1 to June 30, 2010	Chavez	Roberta	100009054	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Davis	Meredith	100033140	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Erickson	Sarah	100010166	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Ferozhimes	Alyssa	100016279	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Kushner	Robert	100003720	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Martinez	Amber	100018653	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	McCrary	Barbara	100036773	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Nakazawa	Masato	100015786	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Onuska	Matthew	100009658	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Pacheco	Craig	100013967	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Quintana	DeeAnn	100009789	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Sanchez	Christine	100028509	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Treacher	Irena	100007192	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Yenner	Kamilla	100009787	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Worth	Lindsay	100012408	April 14, 2011	June 30, 2011	Under Review	Unlocked
U	201001	January 1 to June 30, 2010	Bogenschutz	Michael	100013694	April 14, 2011	June 30, 2011	Under Review	Unlocked

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.3.0.5)

Done Trusted sites

Effort Report-Pre-Review Phase

Effort Certification - Microsoft Internet Explorer

Address: <https://flexintg.unm.edu/efc/efc-flex/index.html>

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Joe Smith

Pay Period Summary

Comments

Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
200V4 2R00V-Clinical Trial Netwk-SW Node	028C01 CASAA Clinical ResearchPI #2	RESTRICT Restricted labor charges	Direct	89.02

Total Sponsored Activity 89.02%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
2U0224 MU I & G	036E AS General Administrative		Direct	10.98

Total Non Sponsored Activity 10.98%

Total 100.00%


Request Changes Acknowledge Add New Funding

Effort Report Overview

Report Status Dates

201001
January 1 to June 30, 2010
Apr 14, 2011 - Jun 30, 2011
Under Review - Unlocked

Funding Chart



Category	Percentage
Sponsored	89.02%
Non Sponsored	10.98%

Proxy or Superuser

Alyssa Forochimes

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Done Trusted sites

Effort Report-Certification Phase

Effort Certification - Windows Internet Explorer

https://flexintg.unm.edu/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

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

Joe Smith

Pay Period Summary

Comments

Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
2B316 MR UniquePhenomena - Al	023A22 SOE Mechanical Engr PI #	RESTRICT Restricted labor charges	Direct	51.95

Total Sponsored Activity 51.95%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
2G720 2RG72-NRC Undergraduate	109D06 Nuclear Engr PI #7		Direct	7.88
23360 2RJ36-NRC NE Graduate Fe	474A00 ISNPS PI #1		Direct	40.17

Total Non Sponsored Activity 48.05%

Total 100.00%

Request Changes Certify Add New Funding

Effort Report Overview

Report Status Dates

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

Funding Chart

51.95%
7.88%
40.17%

Proxy or Superuser

You are acting as a Superuser

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.3.0.5)

Done Internet 100%

start UNM... The ... G:\C... Effor... Effor... W ERA... Sear... Sear... Effor... 9:40 AM

Pay Period Detail

Effort Certification - Microsoft Internet Explorer

Address: https://flexintg.unm.edu/efc/efc-flex/index.html

Effort Certification | Labor Redistribution | Sign Out | Help

Review or Certify Reports | Effort Report Actions

Joe Smith

Monthly - Regular 1 2010 | January 01, 2010 - January 31, 2010

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
023A22 SOE Mechanical Engr PI #23	2RB31 Energetic Systems and Unique	2B316 MR UniquePhenomena - AH-Haik	RESTRICT Restricted labor charges	52.7	8.7833
109006 Nuclear Engr PI #7		2G720 2RG72-NRC Undergraduate Sch		47.3	7.8833

Monthly - Regular 2 2010 | February 01, 2010 - February 28, 2010

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
023A22 SOE Mechanical Engr PI #23	2RB31 Energetic Systems and Unique	2B316 MR UniquePhenomena - AH-Haik	RESTRICT Restricted labor charges	53	8.8333
474A00 ISNPS PI #1		2J360 2RJ36-NRC NE Graduate Fellowe		47	7.8333

Monthly - Regular 3 2010 | March 01, 2010 - March 31, 2010

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
023A22 SOE Mechanical Engr PI #23	2RB31 Energetic Systems and Unique	2B316 MR UniquePhenomena - AH-Haik	RESTRICT Restricted labor charges	53	8.8333
474A00 ISNPS PI #1		2J360 2RJ36-NRC NE Graduate Fellowe		47	7.8333

Monthly - Regular 4 2010 | April 01, 2010 - April 30, 2010

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
023A22 SOE Mechanical Engr PI #23	2RB31 Energetic Systems and Unique	2B316 MR UniquePhenomena - AH-Haik	RESTRICT Restricted labor charges	53	8.8333
474A00 ISNPS PI #1		2J360 2RJ36-NRC NE Graduate Fellowe		47	7.8333

Monthly - Regular 5 2010 | May 01, 2010 - May 31, 2010

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
023A22 SOE Mechanical Engr PI #23	2RB31 Energetic Systems and Unique	2B316 MR UniquePhenomena - AH-Haik	RESTRICT Restricted labor charges	53	8.8333
474A00 ISNPS PI #1		2J360 2RJ36-NRC NE Graduate Fellowe		47	7.8333

Effort Report Overview

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

Funding Chart

Proxy or Superuser

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Certification Statement

Effort Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://flexintg.unm.edu/efc/efc-flex/index.html>

Effort Certification Labor Redistribution Sign Out ? Help

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

Fund	Organization	Effort Category	Charge Type	Effort
2B316 MR UniquePhenomena - Al-Haik	023A22 SOE Mechanical Engr PI #23	RESTRICT Restricted labor charges	Direct	51.95

Total Sponsored Activity 51.95%

Non Sponsored

Fund	Organization	Charge Type	Effort
2G720 2RG72-NRC Undergraduate Scholarship	109D06 Nuclear Engr PI #7	Direct	7.88
23360 2R336-NRC NE Graduate Fellowship	474A00 ISNPS PI #1	Direct	40.17

Total Non Sponsored Activity 48.05%

Total 100.00%

Request Changes Certify Add New Funding

Certify

I certify as a person with first hand knowledge that the effort is correct.

Cancel I Agree

Effort Report Overview

Report Status Dates

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

Funding Chart

Category	Effort	Percentage
Sponsored	51.95	51.95%
Non Sponsored	48.05	48.05%

Proxy or Supervisor

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Banner Effort Certification (Release 8.3.0.5)

Done Trusted sites

Comment Screen

Effort Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://flexintg.unm.edu/efc/efc-flex/index.html>

Effort Certification Labor Redistribution Sign Out ? Help

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
- Tai Pham

Add Comment

Comment * This is a comment.

Cancel Save

Effort Report Overview

Report Status Dates

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

Funding Chart

51.95%
7.88%
40.17%

Proxy or Superuser

Add Comment

SUNGARD HIGHER EDUCATION Banner Effort Certification (Release 8.3.0.5)

Done Trusted sites

Routing Queue

Effort Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://flexintg.unm.edu/efc/efc-flex/index.html>

Effort Certification Labor Redistribution Sign Out ? Help

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

Funding Chart

Category	Percentage
Category 1	51.95%
Category 2	7.88%
Category 3	40.17%

Proxy or Superuser

Add Member

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.3.0.5)

Done Trusted sites

Decision Points

- Certify all awards or only Federal awards?
- What are consequences for failure to certify?
- Frequency of certification and time for each phase?
- Who should certify and pre-review? Graduate Students?
- Tolerance threshold – 5%?
- Institutional Base Salary defined? SACS? Incentive Pay?
- Training – web based CBT's and/or face to face hands on? Labs? Grants Management Training? FAQs?
- E-mail notifications and Reports?
- Certification statement?
- Executive sponsorship and faculty/department input?

Questions

