



# Effort Certification

# Discussion topics for this module

- Why is it important to certify effort?
- Different types of Effort Certification required
- UG
- UT Fiscal Policy (FI0215)
- UT Fiscal Policy (FI0207)
- Who's required to certify?
- Should effort be verified based on budget?
- Different methods of certification and how we certify with each

# Salary and Wages

- For most sponsored projects, **salaries and wages** typically comprise approximately 2/3 of the direct costs charged to sponsored projects.
- Therefore, it is important to verify that salary and wage charges are appropriate.

## 2 Types of Effort Certification Required

- **Effort Certification** – For all 9 or 12 month appointments

As of May 1, 2018

- **Additional Pay Certification**

# What are the policies and requirements for Effort Certification

- Uniform Guidance (UG)
- UT Fiscal Policies for:
  - Sponsored Projects - Effort Certification
  - Sponsored Projects – Salary Policy

# Uniform Guidance

## Section 200.430 Compensation – Personal Services

- (h) Institutions of higher education (IHEs).

(1) (i) IHE's must also have a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

- (C) The IHE system of internal controls includes processes to review after-the-fact interim charges to a Federal award based on budget estimates.

# Uniform Guidance

## Section 200.430 Compensation – Personal Services

- (h) Institutions of higher education (IHEs).

**Requires IHE's to have written policies in place for allowing Extra Service Pay on Sponsored Projects.**

# UG Condition

- As a condition to receive federal funding, institutions must maintain an **accurate system** for reporting the percentage of time (i.e., effort) that employees devote to federally sponsored projects.



# FI0215 – Effort Certification

- **Objective:** To ensure compliance with federal requirements as specified in OMB Uniform Guidance §200.430 (i) Standards for Documentation of Personnel Expenses. This policy provides guidance for documenting personnel expenses through the university's process of effort certification on sponsored grants and contracts.
- **Definitions 1.** Effort certification is the process of verifying that appropriate salary and wage expenses were charged to sponsored grants and contracts. Effort certification documents the proportion of work time devoted to sponsored projects, teaching, and other activities expressed as a percentage of total work time. Effort certification also provides evidence of committed effort expended on sponsored projects that may or may not have been charged to the sponsor.

# FI0207 – Salary Policy

Faculty Salaries Chargeable to Federal and Federal Flow-through Sponsored Projects:

## Additional Pay

- Must be requested by the person with whom can attest to the work being performed.
- Prior to processing the additional pay request, a department head must approve the request.

## After-the-fact certification

- Only after work has been performed can it be certified.

# First-Hand Accountability

- The best option for ensuring we have an **accurate system** in place to support cost for salary and wages is through first-hand, after-the-fact, effort verification.
- UG and UT Policy allows for first-hand accountability to be accomplished with either effort verification by the person themselves or by a direct supervisor.

# What serves as acceptable support documentation?

- An e-mail
- Written correspondence signed by PI/employee
- A hardcopy of current cost distribution w/approval signature
- A form developed by the department that allows for an approval signature
- Note: Any documentation kept or used to verify effort should match what is entered. (All support, including calendars, class/advising schedules, etc. are subject to audit.)

# Who's required to certify?

- FI0215 – In accordance with policy:
- Every monthly paid employee who has committed work on a sponsored grant or contract, whether paid or unpaid, must certify his/her effort. Biweekly paid employees document their work performance through reporting on their time sheets.
- All committed sponsored effort must be certified regardless of whether the costs were charged to a sponsored project.
- For persons who are required to certify, all effort should be certified, whether spent on research, teaching, public service, or other activities. The total effort certified on the IRIS effort certification screen must total 100 percent.
- Federal guidelines recognize that the activities that constitute effort are often difficult to separate. Effort certification must often rely on a reasonable estimate of effort, and when estimating, a degree of tolerance is appropriate

# Consequences

- All employees involved in certifying effort must understand that *severe penalties and funding disallowances* could result from inaccurate, incomplete, or untimely effort reporting.

# Set-up for certification

- At the time a project is awarded and SPA releases an account to the department, a payroll distribution change in PA20 should be established for each person working on a project.
- This should happen whether they are paid or unpaid on the project, if they devote effort.
- This distribution allows for the system to know effort needs to be certified.
- Let's discuss what this entails! (Line items)

# Budget vs Effort

- Effort should not be certified based on budget allowability.
- Effort should stand alone as the true amount of work expended on a project.
- The budget is accounted for separately in the new cost column on the certification screen. (We will see an example!)
- There is no equation for calculating effort percentages, as it is a best estimate based on first-hand accountability.

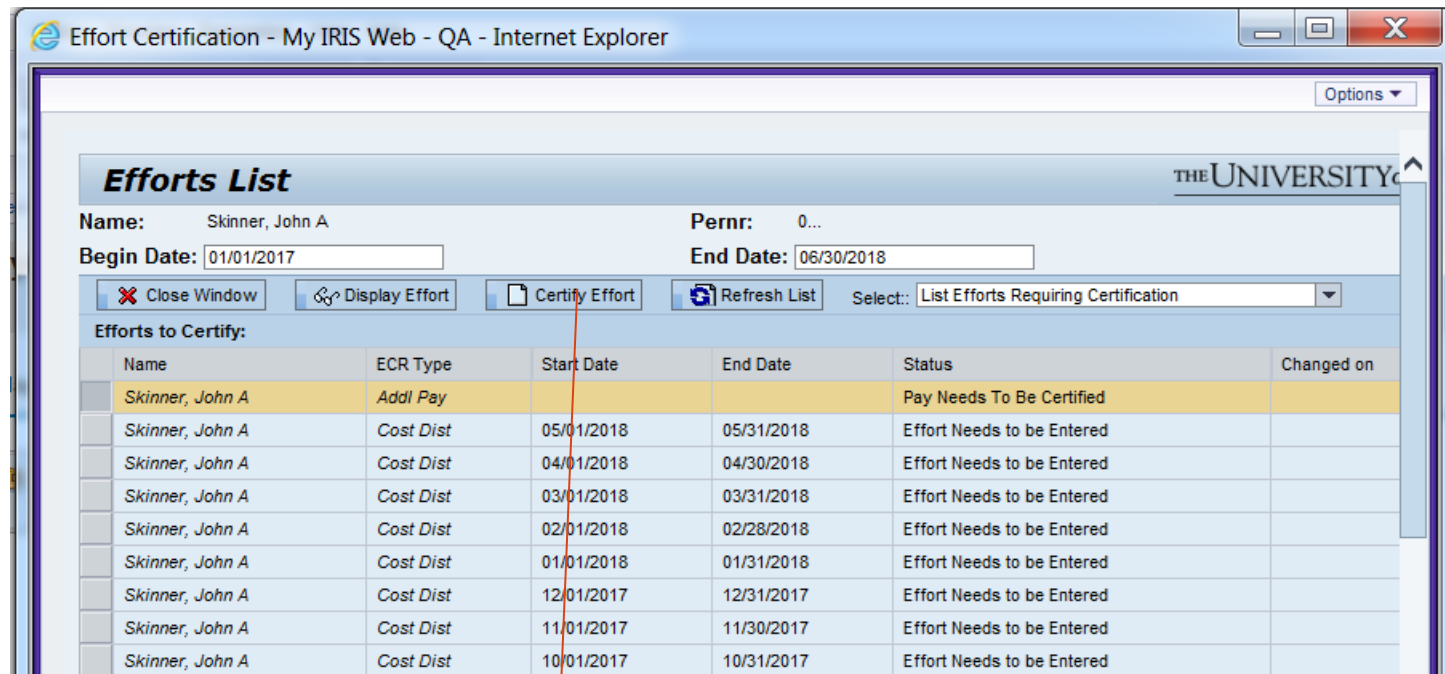


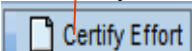
# How to Certify

- 1. IRIS Web portal
- 2. Departmental processing
- In the next few slides we will discuss in detail how to certify using each method.


# IRIS Web Portal

When accessing the portal for certification, you should see the screen below.

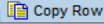






Highlight the line Effort (cost dist.) or Additional pay that needs certified and click 

# When certifying Effort using the portal

**Change Effort** THE UNIVERSITY of TENNESSEE 

Name: Owen, Pancras Mack      Begin Date: 05/01/2018      End Date: 05/31/2018  
Pernr: 00900599      Changed on:      Changed by:      Status: Effort Needs to be Entered

 Copy Row    Delete Row    Check    Submit    Return

**Effort Distributions Detail**

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
50066630	Research Leader II		R010135208	NSF DBI-1300426 Gros	1REG	100.00	100.00			<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
<b>Total:</b>						100.00	100.00	0.00		

By checking you agree to the following Certification Statement

**Certification Statement**  
By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

Comments: (limit 3000 characters)

**Cost %** – This is automatically pulled from PA20 and can't be changed.

**New Cost %** – This is where individuals will account for the budget percentage.

**ECR %** – This is the "Effort" percentage column. This is where individuals will record the true effort percent expended on each account listed.

# Certifying Through Transaction ZECR

Once you access the ZECR Transaction in IRIS, you will see the screen below:

Tools Goto System Help

Effort Certification - Data Entry

Effort Certification

Efforts to be certified to current payroll

Efforts to be certified monthly

Selection Period

Start Date 01/01/2017 End Date 06/30/2018

Enter employee no Select employees

Make sure the date range is correct.

Click select employees.

# Two options available

**ECR Init Selection**  
HR Detail Selection

Period

Cost Center Funds Center  Employee Selection

Employee Selection

Employee Number

Additional Selection for Employee

Only Employees Who Need ECR

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Selections Edit Goto System Help

**ECR Init Selection**  
HR Detail Selection

Period

Cost Center Funds Center Employee Selection

Primary Cost Center Selection

Primary Cost Center  to

Additional Selection for Employee

Only Employees Who Need ECR

Be sure to check this box!

# If you choose "Cost Center" as the option!

**ECR Init Selection**

HR Detail Selection

Period

Cost Center     Funds Center     Employee Selection

Primary Cost Center Selection

Primary Cost Center:  to

Additional Selection for Employee

Only Employees Who Need ECR

**Effort Certification - Data Entry**

Select One Employee To Certify

Personnel...	EE Name	Cost Center	Cost Object Name
353688	Bansal, Sangeeta	E112615	Plant Sciences - AES
239655	Baxter, Holly Lauren	E112615	Plant Sciences - AES
343775	Beal, Samantha Kristen	E112615	Plant Sciences - AES
141543	Beeeler, Joseph Edward	E112615	Plant Sciences - AES
290169	Bhandari, Hem Singh	E112615	Plant Sciences - AES
260722	Brosnan, James Timothy	E112615	Plant Sciences - AES
278577	Butler, David Michael	E112615	Plant Sciences - AES
280327	Butler, Shawn Alan	E112615	Plant Sciences - AES
900743	Carmona, Enosh	E112615	Plant Sciences - AES
225124	Chen, Feng	E112615	Plant Sciences - AES
284407	Copeland, Joseph Drake	E112615	Plant Sciences - AES
110271	Deyton, Dennis E	E112615	Plant Sciences - AES
134579	Dugger, Sherri Herman	E112615	Plant Sciences - AES
309510	Fulton, Rachel Mueller	E112615	Plant Sciences - AES
900742	Herron, Janell Judie	E112615	Plant Sciences - AES
309192	Hewezi, Tarek Abdel Fattah	E112615	Plant Sciences - AES
363155	Huang, Debao	E112615	Plant Sciences - AES
101456	Kincer, David R	E112615	Plant Sciences - AES
117112	Kitts, Sandra Gaye	E112615	Plant Sciences - AES
150423	Klingeman III, William E	E112615	Plant Sciences - AES
129450	Liu, Wusheng	E112615	Plant Sciences - AES
323208	MacDonald, Amber Frances	E112615	Plant Sciences - AES
245358	Mazarei, Mitra	E112615	Plant Sciences - AES

This option will provide a list of all employees under the specific "Cost Center" who have certification requirements. You can drill down to access each record. **Note:** Make sure the box is checked to pull only those who need certification!

# If you choose “Employee Selection” as the option!

**ECR Init Selection**

HR Detail Selection

Period

Cost Center Funds Center  Employee Selection

Employee Selection

Employee Number

Additional Selection for Employee

Only Employees Who Need ECR

**Effort Certification - Data Entry**

Efforts to be certified

Personnel...	Employee name	ECR Type	Start Date	End Date	ERC Status	Entered By	Changed on
900742	Herron, Janell Judie	Addl Pay			Pay Needs To Be Certified		
900742	Herron, Janell Judie	Cost Dist	10/01/2017	10/31/2017	Effort Needs to Be Entered		

This option allows for only a single employee's list of required certifications to be displayed.

# Certifying Effort

Again, once you choose the employee from the ZECR option, the screen will look as it does below.

Personnel...	Employee name	ECR Type	Start Date	End Date	ERC Status	Entered By	Changed on
900742	Herron, Janell Judie	Addl Pay			Pay Needs To Be Certified		
900742	Herron, Janell Judie	Cost Dist	10/01/2017	10/31/2017	Effort Needs to Be Entered		

To certify Effort, select the Cost Dist line.



# When certifying Effort

**Create Effort Certification (9030)**

Monthly Active Not on Leave  
R Regular 03 Faculty - 12 month Subarea 1110 Ag Research Empl. % 100.00  
Position 20030701 Associate Professor Job Associate Professor E112615  
From 05/01/2018 To 05/31/2018

ECR Status: Effort Entered No PR Upd.

Position	Position Text	Co...	Bus...	Cost Center	WBS Element	Cost Object Name	W...	CST PCT	NCS PCT	ECR PCT	VRCODE	PR UPD
20030701	Associate Profe	UT	1111	E112602		Plant Sci Integrated	1REG	85.00	85.00			
20030701	Associate Profe	UT	1111	E112615		Plant Sciences - AES	1RES	15.00	15.00			

Total Upd Cost Pct 100.00  
Total Effort Pct 0.00  
Total Salary

Comments

**CST PCT** – This is automatically pulled from PA20 and can't be changed.

**NCS PCT** – This is the “New Cost Percent” column. Here is where individuals will account for the budget percentage.

**ECR PCT** – This is the “Effort” percentage column. This is where individuals will record the true effort percent expended on each account listed.

**VRCODE** – This is to be used whenever the NCS PCT and ECR PCT aren't equal.

# What happens if someone certifies “No?”

Anytime an additional pay record is certified “No” the departmental bookkeeper, as listed in CJ20N, will receive an email notification.

This notification is to alert the department that a sponsored project was charged for services that were not rendered; therefore, they must ensure timely removal of the cost on the project.

# What if I need to change the record?

**Create Effort Certification (9030)**

Monthly Active Not on Leave  
R Regular 03 Faculty - 12 month Subarea 1110 Ag Research Empl % 100.00  
Position 20030701 Associate Professor Job Associate Professor E112615  
From 05/01/2018 To 05/31/2018

ECR Status: Effort Entered-No PR Upd.

Position	Position Text	Co...	Bus...	Cost Center	WBS Element	Cost Object Name	Wa...	CST PCT	NCS PCT	ECR PCT	VRCODE	PR UPD
20030701	Associate Profe	UT	1111	E112602		Plant Sci Integrated	1REG	85.00	15.00			
20030701	Associate Profe	UT	1111	E112615		Plant Sciences - AES	1REG	15.00				

Total Upd Cost Pct 100.00  
Total Effort Pct 0.00  
Total Salary

Comments

# Creating an IRIS Effort record change

- If you have an employee who's cost distribution in PA20 is only to "E" departmental accounts, and you need to certify effort for them we should be asking a few questions first.
- Is this a one month occurrence?
- Will they normally be working on grants and need to certify effort each month or for a set time frame?

# Resolution

- If this is a one time occurrence then the appropriate route would be to change an effort record for them.
- You do this by going into the ZECR screen and selecting the date range for the month in need of certification.
- Each month when payroll processes, an available effort record is created.
- Choose the month and click create. This will allow you to open the month and add additional account lines for certification.

# Resolution cont...

- If the answer to your question is, this will be an on going effort certification then the correct method will be to complete a cost distribution change in PA20.
- Why?
- This will ensure effort reminders are automatically generated from the system, and will also save time each month from having to add in additional lines.

# How to monitor Effort Certifications for compliance!

Monitoring of effort certifications by departments is conducted using the IRIS report, ZPR\_ECR\_UNCERTIFIED.

The Uncertified Effort Report, will include both the Addl Pay and regular Effort certification status.

# How to run an Uncertified Effort Report.

Use IRIS Transaction **ZPR\_ECR\_UNCERTIFIED** to pull a “Detail Report.” Once you access the transaction the screen below will be displayed:

The screenshot shows the SAP transaction ZPR\_ECR\_UNCERTIFIED interface. The title bar reads "ECR Report of Non-Certified Effort". Below the title bar, there are several sections for data entry:

- Selections from:** A yellow button.
- Period:** Radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". The "Other period" option is selected. Below these are two date input fields: "Period" with the value "01/01/2017" and "To" with the value "06/30/2018".
- Selection:** Two input fields: "Personnel Number" (empty) and "Cost center" with the value "E112615". Each field has a yellow arrow icon to its right.
- ECR Non-Certified Effort:** An input field for "Fund Center" (empty) followed by "to" and another empty input field. A yellow arrow icon is to the right.
- Report Type:** Radio buttons for "Detail Report", "Summary Report", and "Detail Worksheet". The "Detail Report" option is selected.
- ALV Layout Variant:** An input field (empty).

Identify the timeframe needed. Enter the departmental Cost Center and choose a “Detail Report.”



# Detail Report

The Detail Report will show the employees ID, Name, Position, ECR Status, and months in need of certification. An example is below:

<b>ECR Report of Non-Certified Effort</b>								
Report: ZPECR_REPORT			The University of Tennessee			Page: 1		
User: LHORNE4			Effort Certification			Date: 06/12/2018		
Sys/Clnt: DV2/120			Uncertified Effort Report			Time: 15:03:01		
Cost Center: E112615 / Plant Sciences - AES						From : 01/01/2017 To: 06/30/2018		
Employee ID	Employee Name	Position	Emp Status	ECR Type	ECR Status	Svc From/ Begin Date	Svc To/ End Date	Primary Cost Center
00107538	Cheng, Zong-Ming	Professor	Active	Addl Pay		01/01/2018	04/30/2018	E112615
00107538	Cheng, Zong-Ming	Professor	Active	Cost Dist		03/01/2018	03/31/2018	E112615
00107538	Cheng, Zong-Ming	Professor	Active	Cost Dist		04/01/2018	04/30/2018	E112615
00107538	Cheng, Zong-Ming	Professor	Active	Addl Pay		05/01/2018	05/08/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		09/01/2017	09/30/2017	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		10/01/2017	10/31/2017	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		11/01/2017	11/30/2017	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		12/01/2017	12/31/2017	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		01/01/2018	01/31/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Addl Pay		01/15/2018	01/15/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		02/01/2018	02/28/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		03/01/2018	03/31/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		04/01/2018	04/30/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		05/01/2018	05/31/2018	E112615
00134579	Dugger, Sherri Herman	Business Manager	Active	Cost Dist		06/01/2018	06/30/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist	Cost Distr Changed after Certi	07/01/2017	07/31/2017	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		09/01/2017	09/30/2017	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		10/01/2017	10/31/2017	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		11/01/2017	11/30/2017	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		12/01/2017	12/31/2017	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		01/01/2018	01/31/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Addl Pay		01/22/2018	01/22/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		02/01/2018	02/28/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		03/01/2018	03/31/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		04/01/2018	04/30/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		05/01/2018	05/31/2018	E112615
00143902	Seigel, Dorothy Dawn	Admin Specialist I	Active	Cost Dist		06/01/2018	06/30/2018	E112615

# Uncertified Effort Report "Detail Worksheet."

In the previous slide, a Detail Report was selected. Departments can run the Uncertified Effort Report as a Detail Worksheet. The only difference between the report and worksheet is the "Detail Worksheet" will give additional information on PI, WBSE Charged, Project Begin and End dates, etc. It will also pull the report automatically into an Excel document.

The screenshot shows a web-based form titled "ECR Report of Non-Certified Effort". The form is divided into several sections:

- Selections from:** A yellow button.
- Period:** Radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". The "Other period" option is selected. Below are input fields for "Period" (01/01/2017) and "To" (06/30/2018).
- Selection:** Input fields for "Personnel Number" and "Cost center" (E112615). Each field has a yellow button with a plus sign.
- ECR Non-Certified Effort:** Input fields for "Fund Center" and "to" with a yellow button. Below are radio buttons for "Detail Report", "Summary Report", and "Detail Worksheet". The "Detail Worksheet" option is selected.
- ALV Layout Variant:** An input field.

Identify the timeframe needed. Enter the departmental Cost Center and choose a "Detail Worksheet."

# Additional Pay

★ ZPR\_ECR\_UNCERT\_ADPAY - ECR Uncertified Effort Report - Addl Pay

Uncertified additional pay



Uncertified effort selection

Effort Certification

Begin Date

01/01/2018

End date

12/31/9999

Selection

Personnel Number

to



Distribution WBS Element(s)

to



Distribution Cost Center(s)

to



Fund Center(s)

to



ALV Layout Variant

# Effort Reporting Dates

Additional Pay Certification Deadlines are the same as Effort Certification Deadlines:

**Jan. 30, Fall Semester**

**May 30, Spring Semester**

**Aug. 30, Summer Months (May, June, and July)**

Regardless of dates, **if a project is ending**, all effort must be certified **within 30 days** of the grant or contract end date.

# In addition:

Compliance monitoring for timely removal of any expenses from a sponsored project where a “No” was certified is important.

Also, the Uncertified Effort Report will retain all certifications certified as “No” on the report until corrective actions have been taken by the department.

# NOTE:

Be mindful of all additional pays you are processing.

The Uncertified Effort Report will only show those who are under your cost center, not those paid on sponsored projects belonging to your department.

PI's are responsible for ensuring all those working on the project certify timely in accordance to policy!

# Self-Reporting

On the 20<sup>th</sup> of each month, UT submits a report to State Audit listing the number of non-compliance instances with effort certifications.

This report will now include any non-compliance instances with additional pay.

Note: Please run an uncertified effort report on the 18<sup>th</sup> and 19<sup>th</sup> to ensure there are no surprise effort issues!

# Things to Remember!

- If effort is certified using the ZECR transaction by departmental personnel on someone's behalf, support documentation containing first-hand knowledge of the certification must be obtained **prior** to certifying. The documentation must be retained based on UT's retention policy and the award agreement audit clause.
- If "No" is certified for an additional pay, timely actions must be taken to ensure the charges are removed from the sponsored project.
- Uncertified Effort reports will continue to show effort as required after a "No" has been certified until departments have taken corrective actions.