# Time & Effort Certification Instructions

Restricted Accounting, rev. 7/1/2022

Below is a step-by-step walkthrough of how to certify effort on all Federal awards. Please reach out to the Restricted Accounting team with any inquiries by emailing RA_Dept@depaul.edu. We will update the FAQ section found at the end of this document with common questions regularly.

1. Login to *https://campusconnect.depaul.edu/*
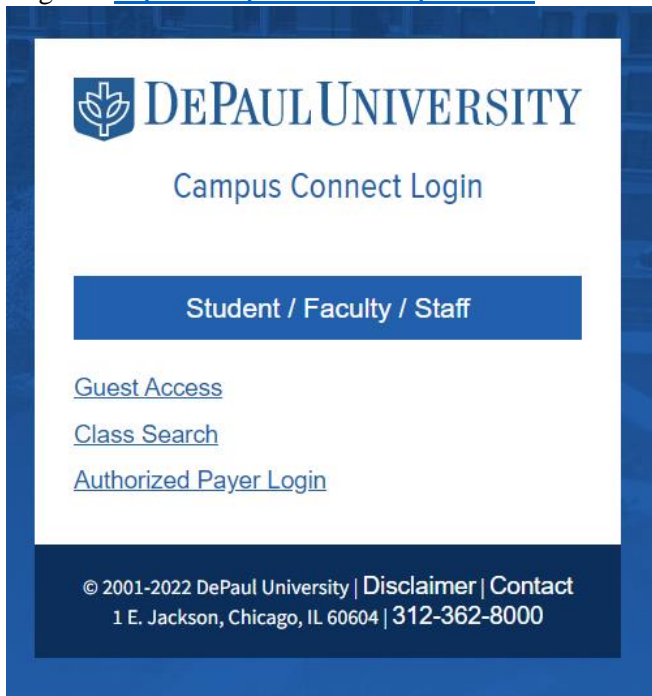

Further access is dependent on your multifactor authentication set-up. Please follow the link *https://depaul.service-now.com/sp?id=kb_article_view&sys_kb_id=c1d8a7c91bc56810b50a8559cc4bcb89* for more information.

2. Select the "Staff/Faculty" role in the drop-down menu at the top of the page.
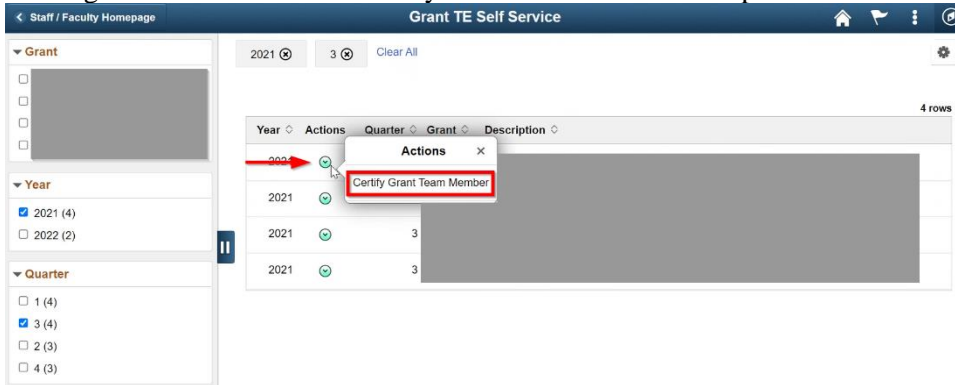   Then select the "Grant Time & Effort" tile.
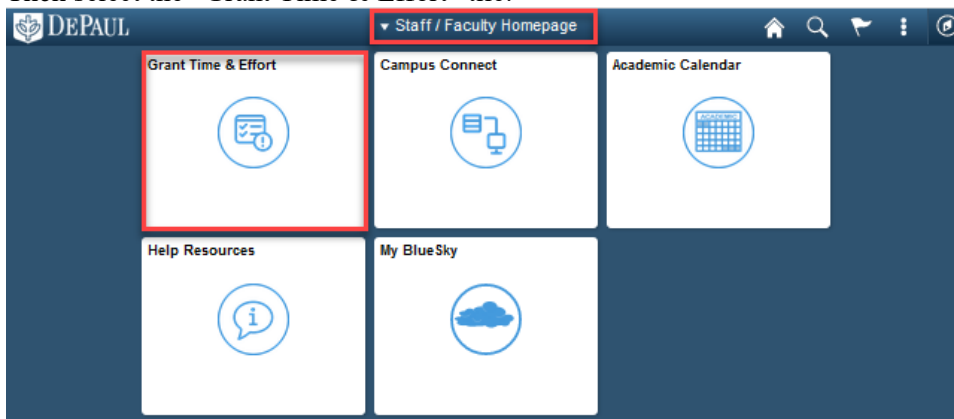
3. Filter by desired quarterly summary
   Note: Results may take a short while to load when first applying filters to this screen.
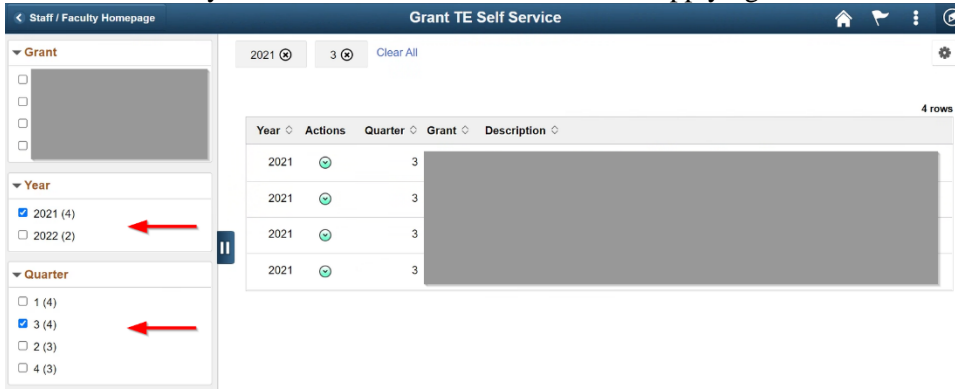
4. Select green arrow and select Certify Grant Team Member. Repeat the downstream process for each award listed.


5. Select team member from the listing on the left side of the screen.

6. Review information by Summary, by Accounting Period, by Pay Period to validate effort data.
   Note: You may need to scroll to the far right of this section to see the current percentages; Zooming out to about 60% will enable you to view all data without scrolling.

7. Note any adjustments to be made in the "Adjust Amount" field <u>in dollars</u> on the far right side of the window. Click the green "Save" button and input any appropriate comment as justification.
   a. Once saved, you will need to contact RA to validate the adjustment to move forward.
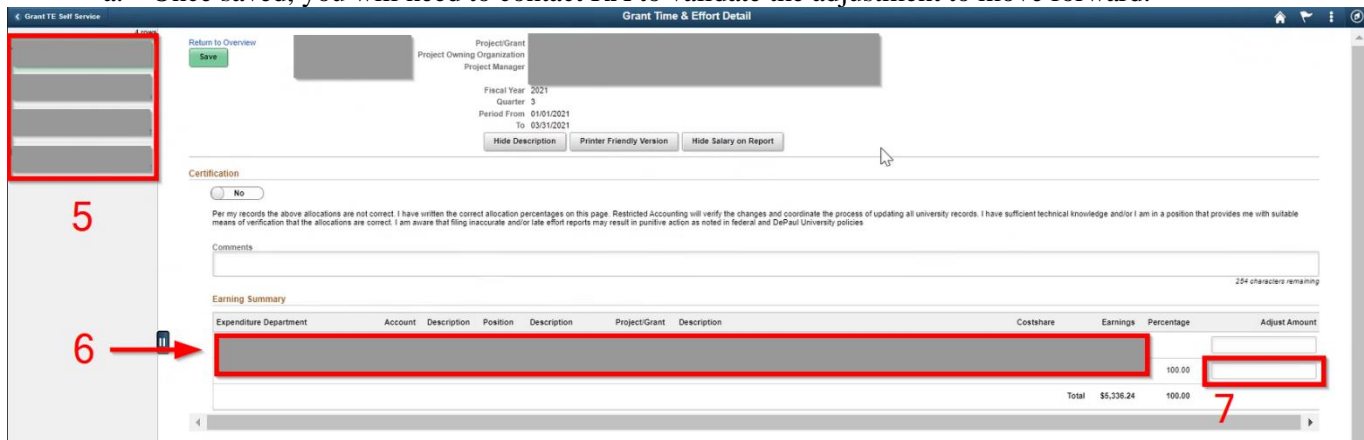
8. Once review is completed in steps 5 & 6 if no changes are performed, click on the "Certification" button to change your reply to "Yes."
   a. If an adjustment is required for step 7, work with RA to review these changes. Once reviewed, RA will validate and enable you to move to step 8 as normal.

9. Click the "Save" button and input any appropriate comments.

10. Repeat this process for all grant awards on your listing across all personnel and for each quarter required.

Notes

- Time & Effort reporting contains sensitive information which should not be shared with other individuals
- You may click on the "Printer Friendly Version" if you wish to view a simplified version of the effort report
- Detailed reports per staff member/per pay period can be exported to excel by navigating to the Detail section below the Earning Summary section and clicking on the Excel download button

FAQ

- Why am I required to certify effort?
    - Federal guidelines require that all effort on Federal awards be certified by the project PI to keep in audit compliance and maintain best practices; Failure to do so may result in delayed, reduced, or discontinued funding distributions to the University as a whole from Federal sponsors
- Where does the data in PeopleSoft come from?
    - Data is populated from the Payroll Subledger – This is the exact effort distribution across all projects for any given individual in that moment
    - The historic information prior to 7/1/2021 is a snapshot from that time. Some adjustments have been made to those effort allocations since which were coordinated with the PI's
    - Effort reporting for any duration including or after 7/1/2021 will have all adjustments automatically included
- How do PI's verify this information?
    - PI's are ultimately responsible for tracking their personnel's effort distributions on various projects but it is important to note that they will be confirming the average effort across all projects in a given reporting period. ORS and RA are also available to assist and provide any clarity needed.
- How can PI's update the information that is inaccurate?
    - On the far right side of the "Earning Summary" section, PI's are able to input an updated dollar amount into the "Adjust Amount"
- Where can I find my initial award budget information for reference?
    - Original budget information for awards may be referenced, especially for key personnel. Budget information is contained in the initial Notice of Grant Award (NOGA) or fully executed contract; Additional copies may be found with ORS.
- How often do I need to certify effort?
    - DePaul University is requesting that all PI's certify effort on a quarterly basis subject to future review
    - Federal policy may be found below:
    https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E
- What if the PI has left DePaul University?
    - If an award has been transferred to a new PI, this new individual will be responsible for certifying its effort
- What if I need to correct a report after submission or recertify efforts?
    - Contact the RA Team to work with you and begin this process at RA_Dept@depaul.edu