

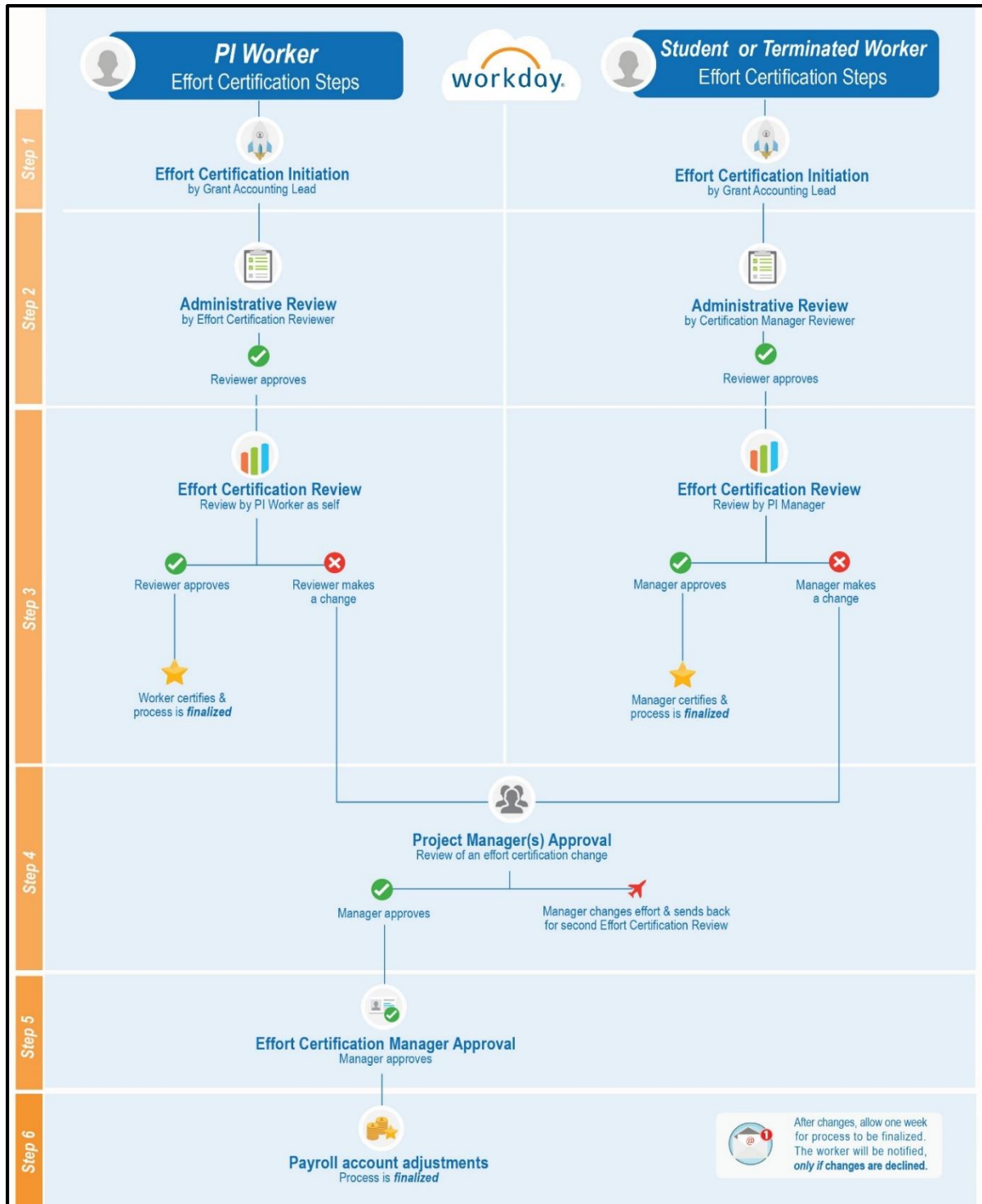
Effort Certification

User's Guide

Contents

The Effort Certification Process	3
Sample Effort Reports	
Sample Summary Effort Report.....	5
Sample Detailed Effort Report	5
Workers/Employees	
How to Certify Effort Reports	7
How to Change Effort Reports	9
How to Send Back/Reject an Effort Report.....	14
Students/Terminated Workers	
How to Certify an Effort for a Student and Terminated Workers	17
How to Change an Effort Report.....	18
Principal Investigators/ Project Managers/ Department Managers	
How to Review Project Labor Distribution Review Report.....	25
How to Certify an Effort for Students and Terminated Workers.....	26
How to Approve Changes to an Effort Report	28
How to Change an Effort Report.....	30
How to Send Back/Reject an Effort Certification.....	34

The Effort Certification Process



Section 1: Sample Effort Reports

Sample Summary Effort Report

The summary report shows the overall estimated percentage allocations for sponsored and non-sponsored projects.

Summary 4 items			
Effort Certification Summary			
	Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
Sponsored Effort	000348 PSE&G ISS Project Master 23 Nongovernmental Grants	100.0%	66.7%
	Total:	100.0%	66.7%
Non-Sponsored Effort	30 Financial Aid - Federal 6FWS17 Federal Workstudy 2017	100.0%	33.3%
	Total:	100.0%	33.3%

Certified Percentage of Group Estimated – This is the average percentage for the pay period for the particular project.

Certified Percentage of Total Estimated – This is the total percentage of time spent on a project for a particular pay period.

Sample Detailed Effort Report

The detailed effort report shows the breakdown of effort for each pay period.

Summary 14 items					
Payroll Accounting Distribution					
Period	Worktags		Original Percent	Change Reason	Certified Percent Estimated
	Payroll	Costing			
06/25/2016 - 07/08/2016 (Bi-weekly (Sat - Fri))	Earning: Hourly Pay Job Profile: Student Worker Pay Group: Bi-Weekly Regular Run Category: Regular	Activity Code: 1 Cost Center: 2301130 INSTITUTE FOR SUSTAINABILITY S Fund: 23 Nongovernmental Grants Location: Main Campus Project: 000348 PSE&G ISS Project Master PS Account: 57005 STUDENT EMPLOYEE - UG	100.0%		100.0%
		Total:	100.0%		100.0%
07/09/2016 - 07/22/2016 (Bi-weekly (Sat - Fri))	Earning: Hourly Pay Job Profile: Student Worker Pay Group: Bi-Weekly Regular	Activity Code: 1 Cost Center: 2301130 INSTITUTE FOR SUSTAINABILITY S	100.0%		100.0%


Section 2: Employees

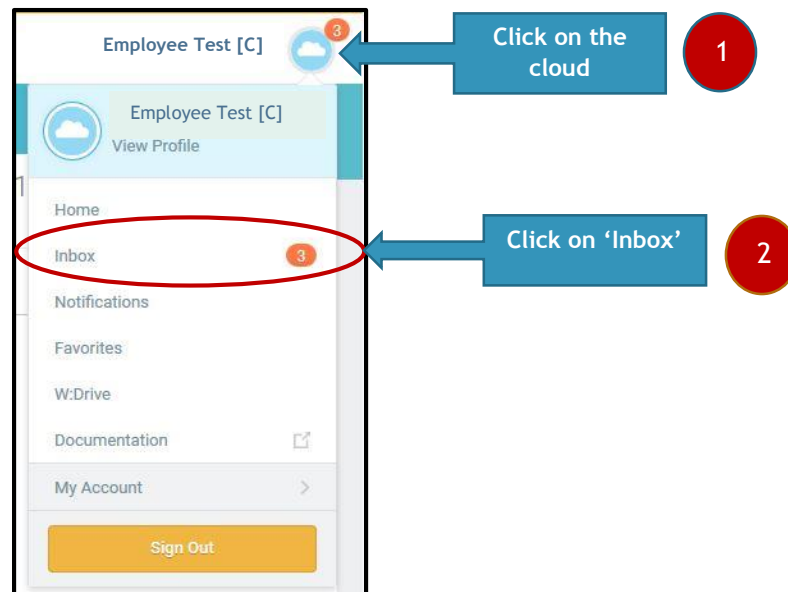
How to Certify Effort Reports

Steps:

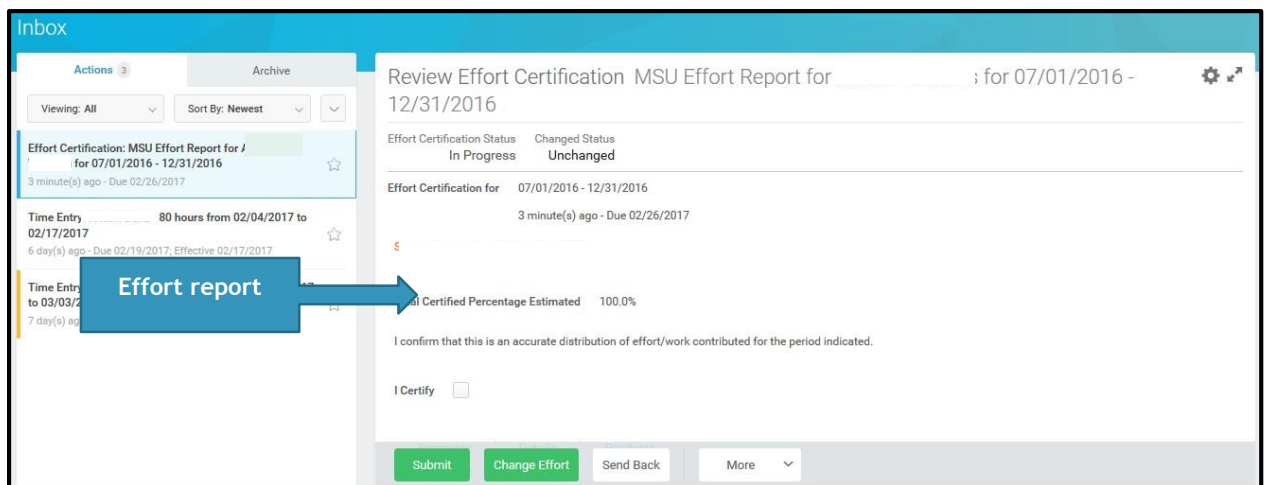
Follow these steps to certify your effort report:

1. **Log into Workday**



2. **Navigate** to your *inbox* by clicking on the cloud icon  in the upper right hand corner and then select 'Inbox'. You will be taken to your inbox where your effort report requiring review will be present.



3. **Select** the effort report to be reviewed. The report will be visible to the right.



4. **Scroll** to review and then **check** the 'I Certify' box.

Review Effort Certification MSU Effort Report for _____ for 07/01/2016 - 12/31/2016  


Effort Certification Status	Changed Status
In Progress	Unchanged

Effort Certification for 07/01/2016 - 12/31/2016


50 second(s) ago - Due 02/22/2017

Total Certified Percentage Estimated 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☐ 

Check the 'I Certify' box

[Submit](#) [Change Effort](#) [Send Back](#) [More](#) 

5. **Click *Submit*.** You will be presented with the following message: Success! Event Submitted (Process Successfully Completed).
6. **Select *Done*.**

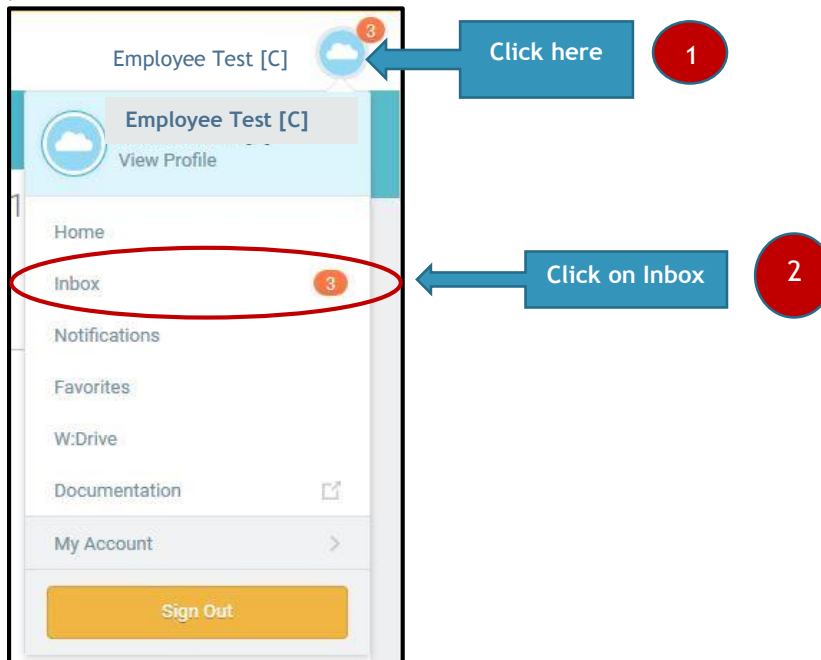
How to Change to your Effort Report

Steps:

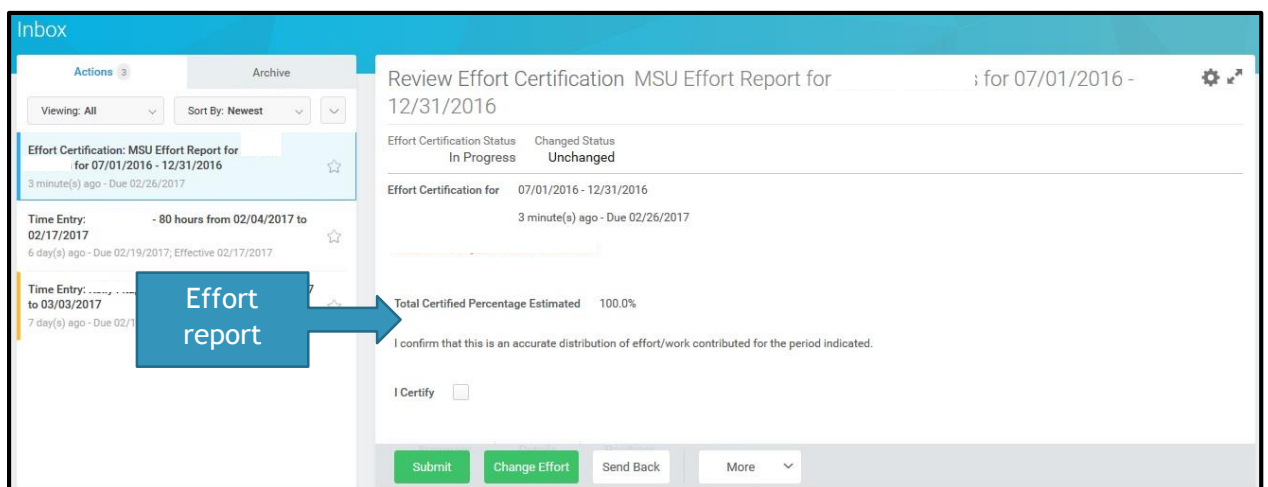
Follow these steps to make changes to effort reports.


1. **Log into Workday.**

2. **Navigate** to your *inbox* by clicking on the cloud icon  in the upper right hand corner and then select 'Inbox'. You will be taken to your inbox where an effort certification requiring review will be present.



3. **Select** the effort report. The report will be displayed to the right.



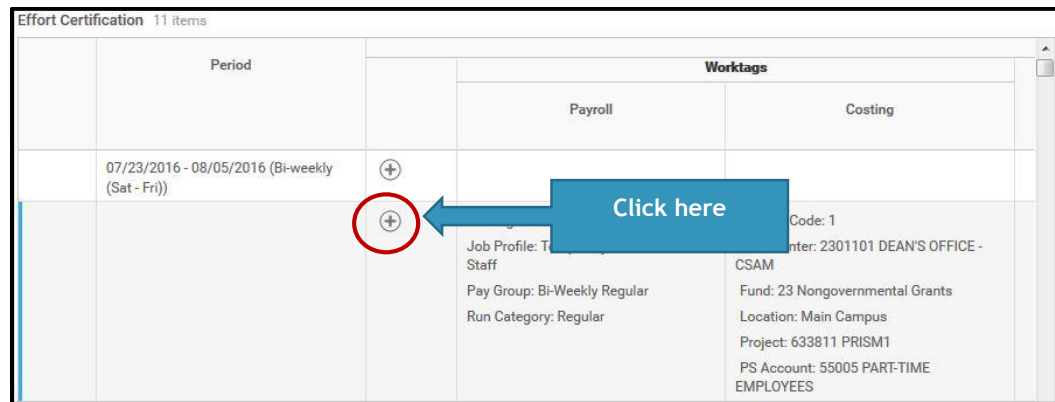
4. Select 'Change Effort' . You will be able to make changes to costing allocations and payroll accounting distributions.

a) Find the appropriate pay period.

b) Add and make changes to a new line by doing the following:

NOTE: Adding a new line will allow you to make changes to the cost center, fund, project, PS Account, location and activity code as well as the percentage (%) allocation.

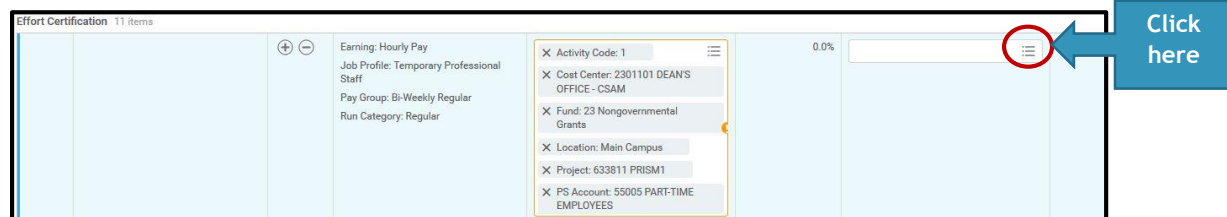
- i. Click the (+) symbol. A line will be added with the original information copied into the new line.



Period	Worktags	
	Payroll	Costing
07/23/2016 - 08/05/2016 (Bi-weekly (Sat - Fri))		
	Job Profile: Temporary Professional Staff Pay Group: Bi-Weekly Regular Run Category: Regular	Activity Code: 1 Cost Center: 2301101 DEAN'S OFFICE - CSAM Fund: 23 Nongovernmental Grants Location: Main Campus Project: 633811 PRISM1 PS Account: 55005 PART-TIME EMPLOYEES

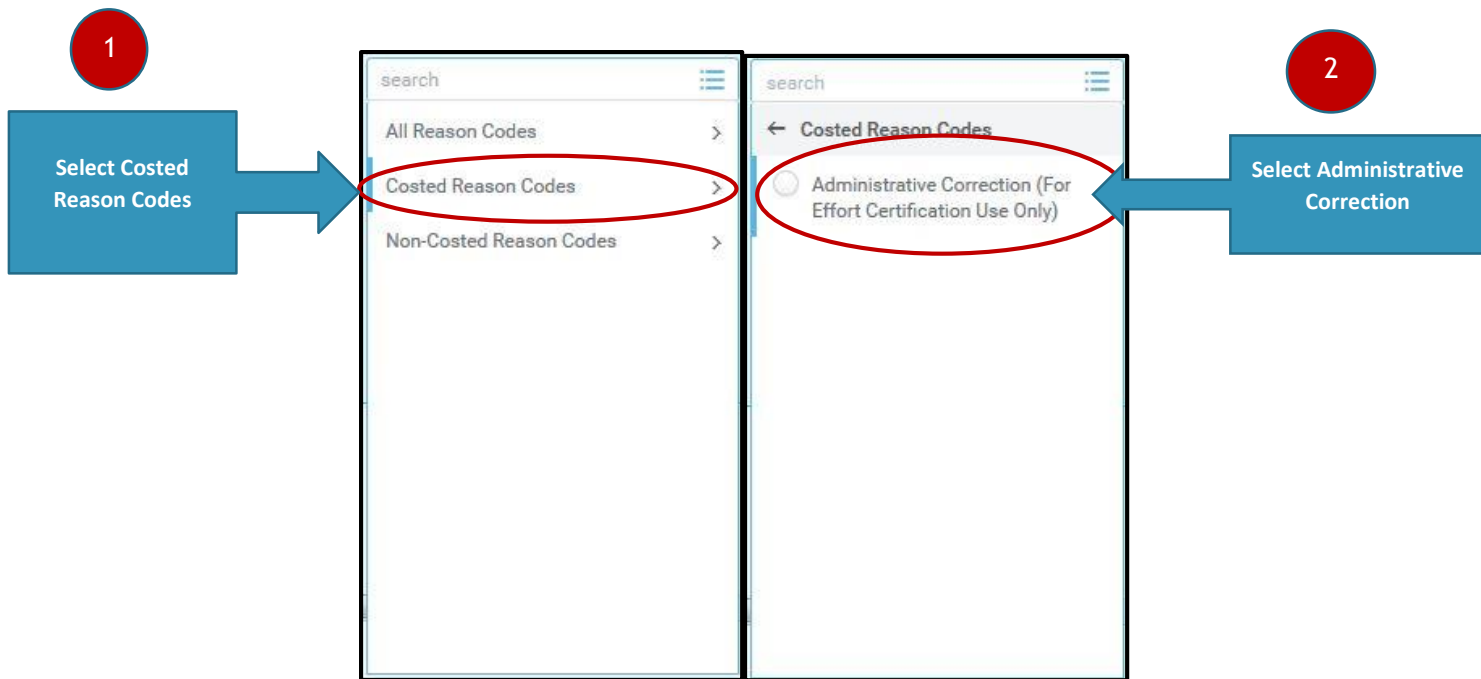
- ii. In the new line, give a reason for the change by doing the following:

- a. In the **Change Reason** column, click the prompt (three lines on the right side of the box).



Period	Change Reason	Activity Code	Cost Center	Fund	Location	Project	PS Account
	Earning: Hourly Pay Job Profile: Temporary Professional Staff Pay Group: Bi-Weekly Regular Run Category: Regular	Activity Code: 1	Cost Center: 2301101 DEAN'S OFFICE - CSAM	Fund: 23 Nongovernmental Grants	Location: Main Campus	Project: 633811 PRISM1	PS Account: 55005 PART-TIME EMPLOYEES

- b. Select *Costed Reason Codes* and then select *Administrative Correction*.



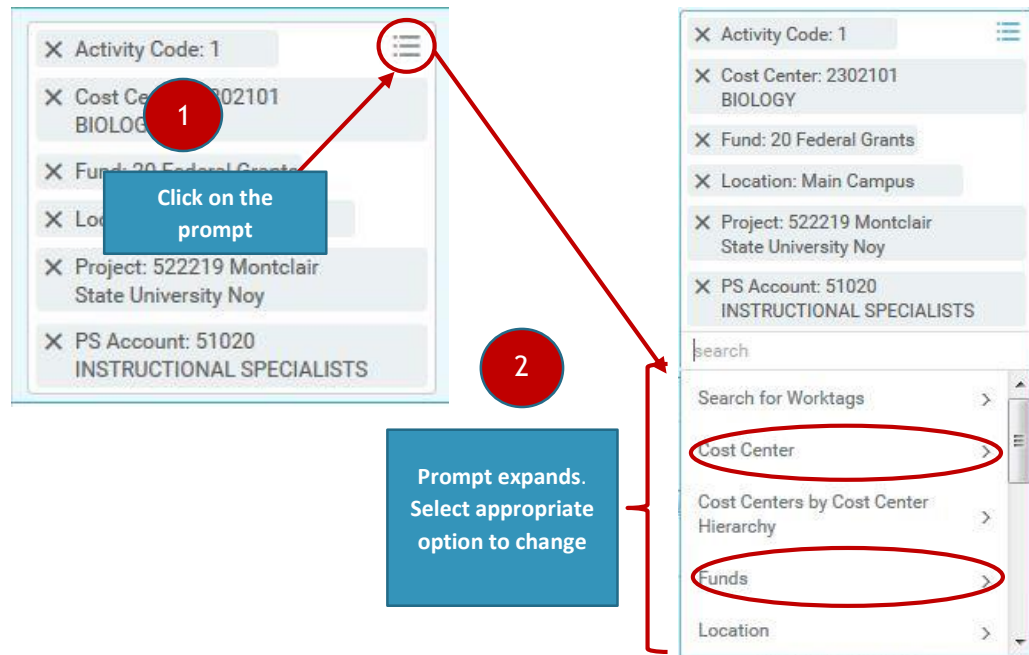
- iii. In the **Certified Percent Estimated** column enter the new percentage.

Effort Certification 3 items

<p>⊕ ⊖</p> <p>Earning: Supplemental Pay - Non-instruction</p> <p>Job Profile: Professor (10M)</p> <p>Pay Group: Bi-Weekly Regular</p> <p>Run Category: Regular</p>	<p>× Activity Code: 1</p> <p>× Cost Center: 2302101 BIOLOGY</p> <p>× Fund: 20 Federal Grants</p> <p>× Location: Main Campus</p> <p>× Project: 522219 Montclair State University Noy</p> <p>× PS Account: 51020 INSTRUCTIONAL SPECIALISTS</p>	<p>0.0%</p> <p>× Administrative Correction (For Effort Certification Use Only)</p> <p>0</p>
--	--	---

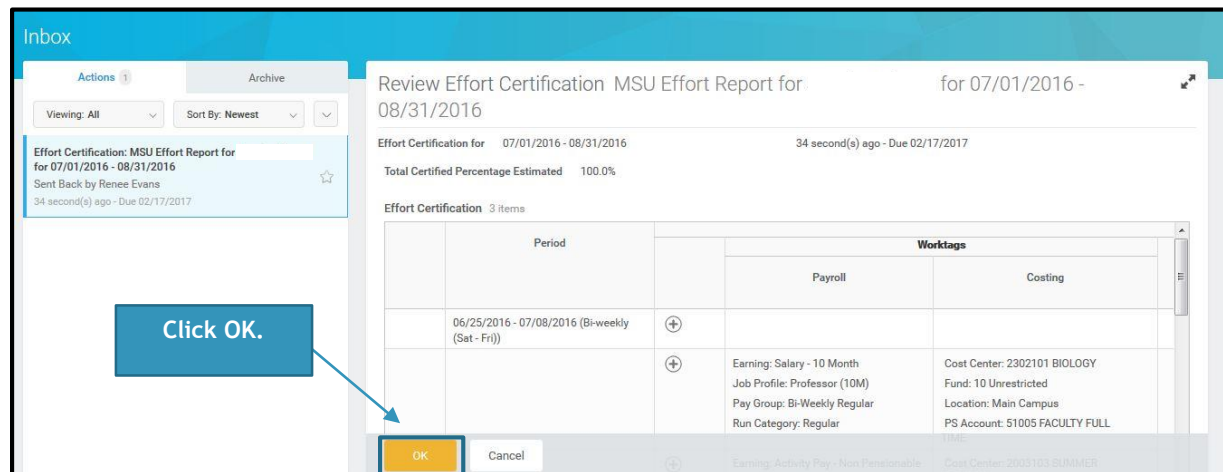
Enter new percentage here

- iv. In the **original line**, repeat steps ii (a), (b) and iii above.
- v. In the **Costing** column of the **new line**, click on the prompt to update the cost center, fund and project in the original and new line.



NOTE: The percentages per pay period must = 100%.

- vi. After making changes, **click OK.**



- vii. **Click on Questions tab** and complete survey questions.

1

Summary
Details
Positions
Questions

Name Effort Certification Survey

Question Is this cost transfer being requested more than 120 days after the original payroll posting?

Answer * X a. Yes, this cost transfer is more than 120 days after the original payroll posting.

Question If "Yes, this cost transfer is more than 120 days after the original payroll posting," then please select the response for this request.

Answer * X a. Administrative Error

Question Why should these changes be transferred?

Answer X b. Costing allocation is incorrect

2

Answer these survey questions

Click on 'Questions' tab

viii. **Check the *I Certify* box then **Submit**.**

Review Effort Certification MSU Effort Report for Sandra Adams for 07/01/2016 - 08/31/2016

Effort Certification Status	Changed Status
In Progress	Changed

Effort Certification for 07/01/2016 - 08/31/2016

34 second(s) ago - Due 02/17/2017

Total Certified Percentage Estimated 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☒


Check the 'I Certify' box

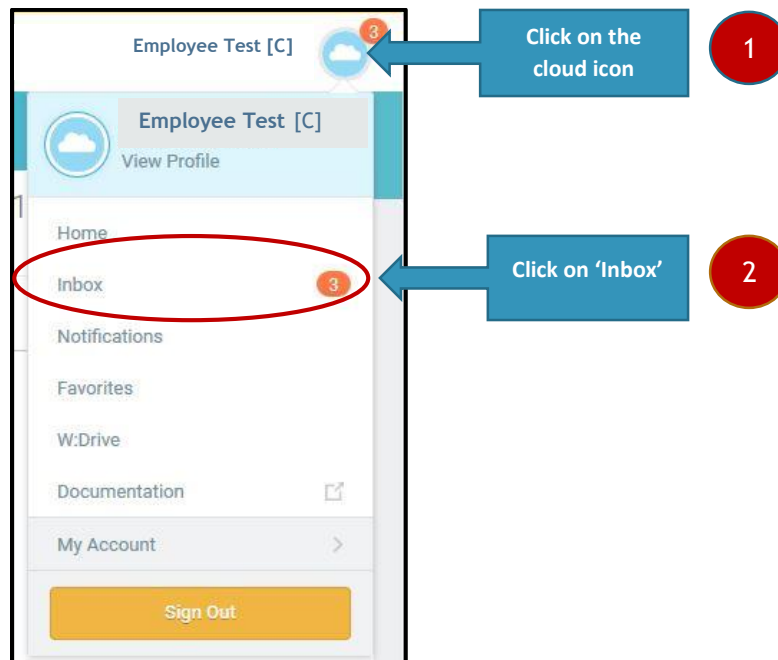
How to Send Back/Reject an Effort Report

Steps:

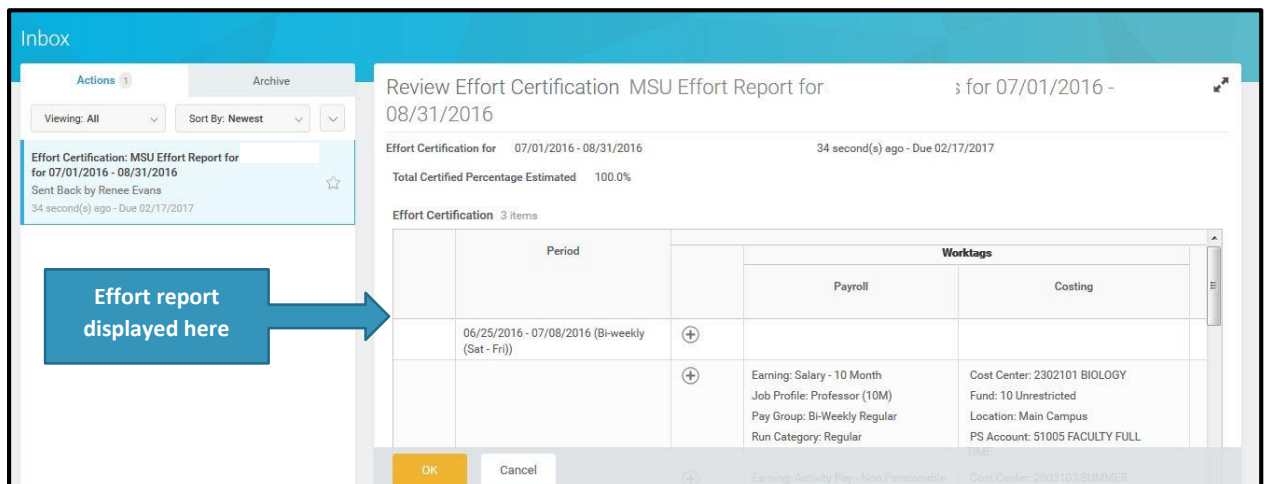
Follow these steps to send back an effort report for review or updating.

1. **Log into Workday.**

2. **Navigate** to your inbox by clicking on the cloud icon  in the upper right hand corner and then select 'Inbox'. You will be taken to your inbox where you will be presented with an effort certification requiring your review.



3. **Select** the effort report to be reviewed. The report will be visible to the right.



4. **Scroll** to review and then click Send Back. You will be presented with the Send Back pop up box.

Review Effort Certification MSU Effort Report for 07/01/2016 - 12/31/2016

Effort Certification Status: In Progress, Changed Status: Unchanged

Effort Certification for: 07/01/2016 - 12/31/2016, 17 hour(s) ago - Due 02/22/2017

Total Certified Percentage Estimated: 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☐

Click here

Submit Change Effort Send Back More

5. **Select** the recipient by clicking the prompt. Enter a reason for rejecting the effort report and **click Submit**.

Send Back

To * X Stan Zimmermann - Administrative Review

Reason *

Submit Cancel

1 Click on the prompt to select recipient of message

2 Enter a reason for rejecting the effort report here

6. You will be presented with the following message: Event Sent Back.
7. **Select Done**.

Section 3: Students/Terminated Workers


*Note: PI/ Managers will certify the effort for students and terminated workers.

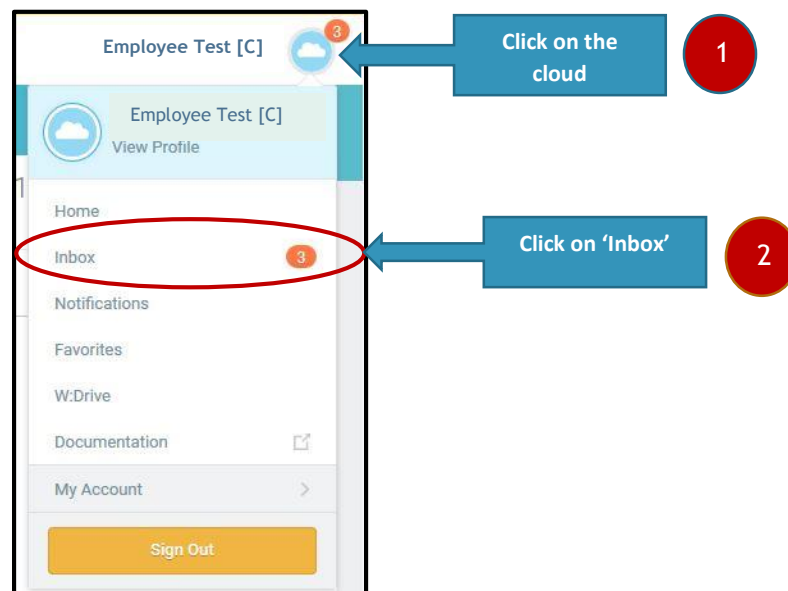
How to Certify an Effort for Student and Terminated Workers

Steps:

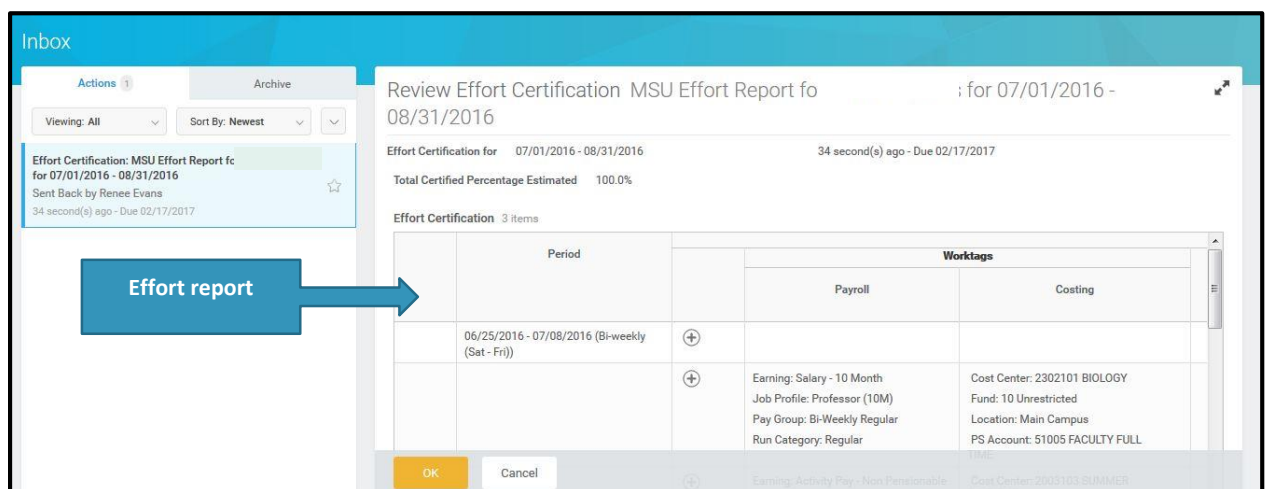
Follow these steps to certify an effort report.

1. **Log into Workday.**

2. **Navigate** to your inbox by clicking on the cloud icon  in the upper right hand corner and then select 'Inbox'. You will be taken to your inbox where your effort report requiring review will be present.



3. **Select** the effort report to be reviewed. The report will be visible to the right.



4. **Scroll** to review and then **check** the '*I Certify*' box.

Review Effort Certification MSU Effort Report for 07/01/2016 - 12/31/2016

Effort Certification Status: In Progress Changed Status: Unchanged

Effort Certification for: 07/01/2016 - 12/31/2016
50 second(s) ago - Due 02/22/2017

Total Certified Percentage Estimated: 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☐

Check the 'I Certify' box


Submit Change Effort Send Back More

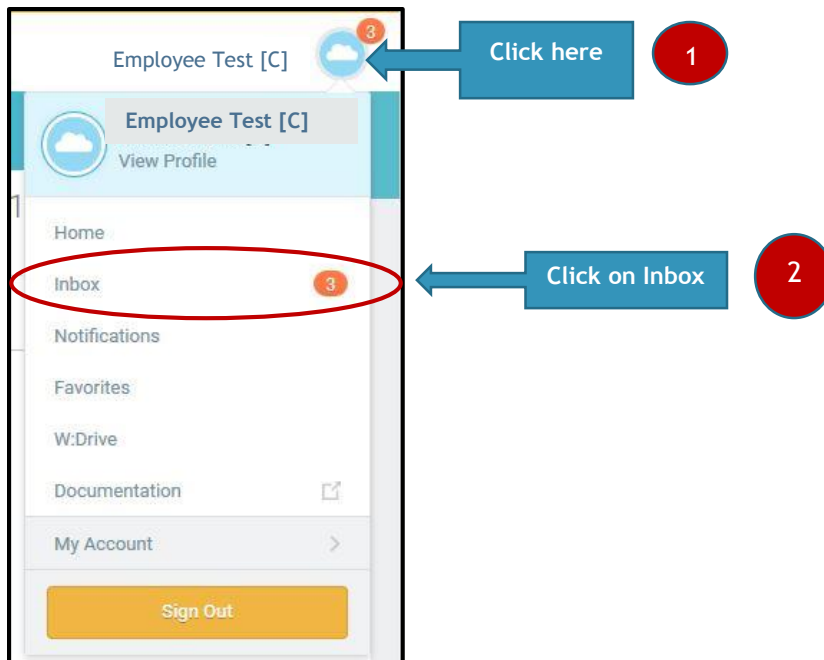
5. **Click Submit.** You will be presented with the following message: Success! Event Submitted (Process Successfully Completed)
6. **Select Done.**

How to Change an Effort Report

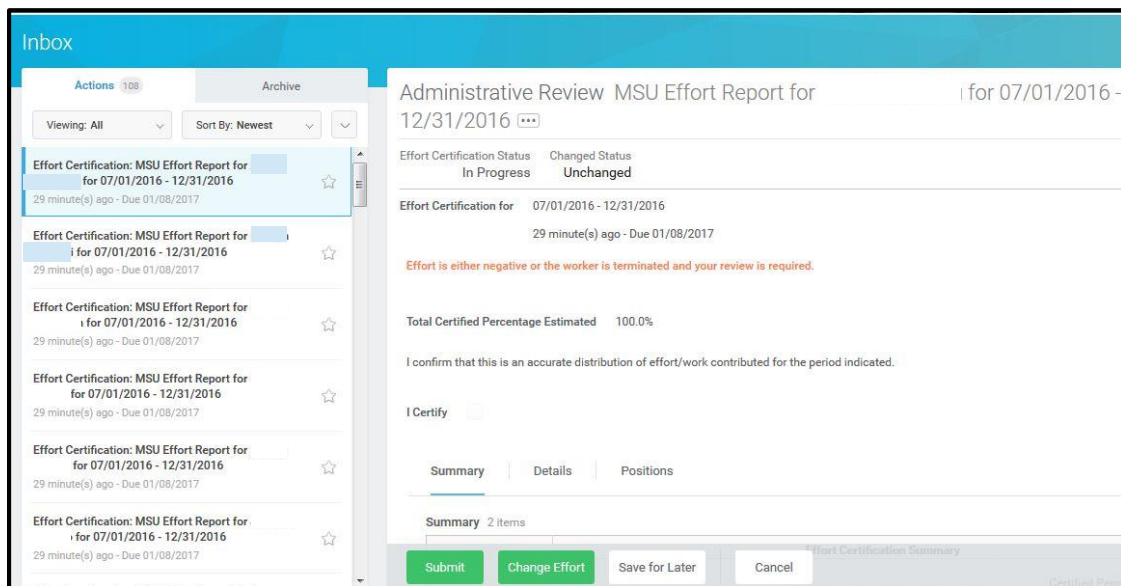
Steps:

Follow these steps to make changes to an effort report.

1. **Log into Workday.**
2. **Navigate** to your inbox by clicking on the cloud icon  in the upper right hand corner and then select 'Inbox'. You will be taken to your inbox where an effort certification requiring review will be present.



3. Select the effort report.



4. Select 'Change Effort'



a) Changing an effort requires adding a new line. Do the following to make changes to your effort.

NOTE: Adding a new line will allow you to make changes to the cost center, fund, project, PS Account, location and activity code as well as the percentage (%) allocation.

- i. **Click** the (+) symbol. A line will be added with the original information copied into the new line.

The screenshot shows the 'Effort Certification' form with 11 items. The table has columns for 'Period', 'Payroll', and 'Costing'. The first row shows the period '07/23/2016 - 08/05/2016 (Bi-weekly (Sat - Fri))'. A red circle highlights a '+' button in the 'Payroll' column. A blue arrow points to this button with the text 'Click here'.

- ii. Give a reason for the change by doing the following:
 - a. In the **Change Reason** column, click the prompt (three lines on the right side of the box).

The screenshot shows the 'Effort Certification' form with 11 items. The 'Change Reason' column is highlighted. A red circle highlights a prompt icon (three lines) in the 'Change Reason' column. A blue arrow points to this icon with the text 'Click here'.

- b. Select **Costed Reason Codes** and then select Administrative Correction.

The first screenshot shows a list of 'Reason Codes' with 'Costed Reason Codes' circled in red. A blue arrow points to this option with the text 'Select Costed Reason Codes'. A red circle with the number 1 is next to this arrow. The second screenshot shows the 'Costed Reason Codes' list with 'Administrative Correction (For Effort Certification Use Only)' circled in red. A blue arrow points to this option with the text 'Select Administrative Correction'. A red circle with the number 2 is next to this arrow.

- iii. In the **Certified Percent Estimated** column enter the new percentage.

The screenshot shows the 'Effort Certification' form with 3 items. The 'Certified Percent Estimated' column is highlighted with a value of 0.0%. An orange callout box with an arrow points to this column with the text 'Enter new percentage here'.

- iv. In the **original line**, repeat steps ii (a), (b) and iii above.
- v. In the **Costing** column of the **new line**, click on the prompt to update the cost center, fund and project.

The first screenshot shows a list of fields: Activity Code: 1, Cost Center: 2302101 BIOLOGY, Fund: 20 Federal Grants, Location: Main Campus, Project: 522219 Montclair State University Noy, and PS Account: 51020 INSTRUCTIONAL SPECIALISTS. A red circle highlights a prompt icon next to the Cost Center field. A blue callout box says 'Click on the prompt'.

The second screenshot shows the expanded menu with options: Search for Worktags, Cost Center, Cost Centers by Cost Center Hierarchy, Funds, and Location. Red circles highlight the 'Cost Center' and 'Funds' options. A blue callout box says 'Prompt expands. Select appropriate option to change'.

NOTE: The percentages for each pay period must = 100%.

- vi. After making changes click OK.

Inbox

Actions 1 Archive

Viewing: All Sort By: Newest

Effort Certification: MSU Effort Report for 07/01/2016 - 08/31/2016
Sent Back by Renee Evans
34 second(s) ago - Due 02/17/2017

Review Effort Certification MSU Effort Report for 07/01/2016 - 08/31/2016

Effort Certification for 07/01/2016 - 08/31/2016 34 second(s) ago - Due 02/17/2017

Total Certified Percentage Estimated 100.0%

Effort Certification 3 items

Period	Worktags	
	Payroll	Costing
06/25/2016 - 07/08/2016 (Bi-weekly (Sat - Fri))		
	Earning: Salary - 10 Month Job Profile: Professor (10M) Pay Group: Bi-Weekly Regular Run Category: Regular	Cost Center: 2302101 BIOLOGY Fund: 10 Unrestricted Location: Main Campus PS Account: 51005 FACULTY FULL

Click OK.

OK Cancel

vii. Click on Questions tab and complete survey questions.

Summary Details Positions Questions

Click on 'Questions' tab

Name Effort Certification Survey

Question Is this cost transfer being requested more than 120 days after the original payroll posting?

Answer * X a. Yes, this cost transfer is more than 120 days after the original payroll posting.

Question If "Yes, this cost transfer is more than 120 days after the original payroll posting," then please select the most appropriate response for this request.

Answer * X a. Administrative Error

Question Why should these changes be transferred?

Answer X b. Costing allocation is incorrect

Answer these survey questions

viii. Check the **I Certify** box then **Submit**.

Review Effort Certification MSU Effort Report for Sandra Adams for 07/01/2016 - 08/31/2016

Effort Certification Status Changed Status
In Progress Changed

Effort Certification for 07/01/2016 - 08/31/2016

34 second(s) ago - Due 02/17/2017

Total Certified Percentage Estimated 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☒

Check the I Certify
box

Section 4: Principal Investigators/Project Managers/Department Managers

How to Review Project Labor Distribution Review Report

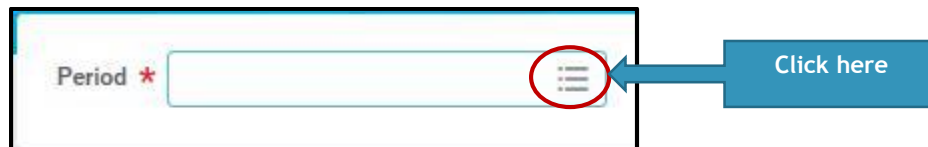
Steps:

Follow these steps to review the labor distribution report.

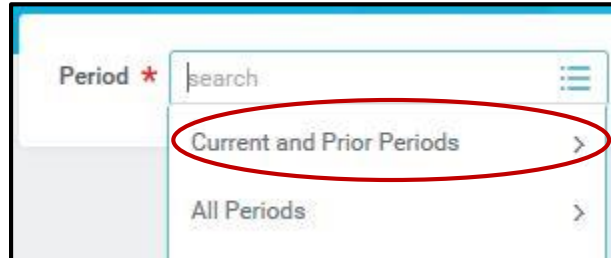
1. In the search box, **type** 'Project Labor Distribution Review'.



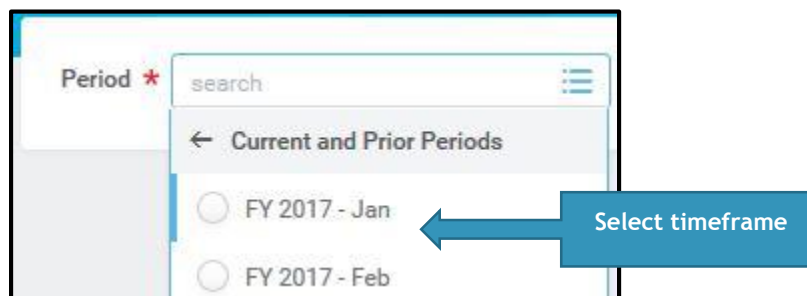
2. **Press Enter.** You will be navigated to the Project Labor Distribution Review page.
3. In the period field, select the appropriate timeframe (eg. FY2017 Dec) by doing the following:
 - a) **Click** on the *prompt* (three lines to the right). The menu will expand.



- b) **Select** *Current and Prior Periods*.



- c) **Select** appropriate timeframe (eg FY2017 Dec).



4. **Click OK** to view report. The report will be generated.
5. Review the report. The report will list your projects with the ability to see the employees assigned to your projects. See sample report below.

← Project Labor Distribution Review (Testing Effort Certification) ...

Period FY 2017 - Dec

145 items

Project	Jul	Aug	Sep	Oct	Nov	Dec	Total
000212 The Longitudinal Leadership De	825,696.65	779,218.73	575,165.30	474,986.38	474,986.38	474,986.38	4,155,139.12
000222 Development of a New, Effectiv	0	0	0	1,425.60	0	0	1,425.60
000225 Montclair State University EEC1	3,080.00	1,496.00	2,304.00	1,680.00	0	0	8,560.00
	22,079.82	14,644.20	11,803.70	5,405.94	0	0	53,933.66
	1,490.54	893.54	205.52	0	0	0	2,589.60
	1,121.04	1,121.05	1,481.47	0	0	0	3,723.56
	1,490.54	893.54	205.52	0	0	0	2,589.60


Projects listed here

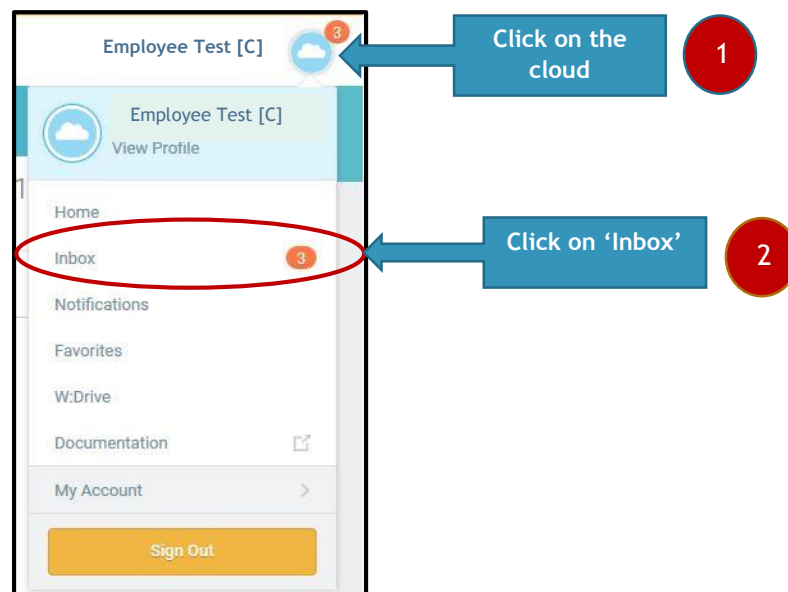
How to Certify an Effort for Students and Terminated Workers

Steps:

Follow these steps to certify an effort report.

1. **Log into Workday.**

2. **Navigate** to your inbox by clicking on the cloud icon  and then select 'Inbox'. You will be taken to your inbox where your effort report requiring review will be present.



3. **Select** the effort report to be reviewed. The report will be visible to the right.

The screenshot shows an 'Inbox' interface. On the left, there's a list of items. One item is highlighted: 'Effort Certification: MSU Effort Report for 07/01/2016 - 08/31/2016'. A blue arrow points from this item to the right-hand pane. The right-hand pane shows the details of the selected report: 'Review Effort Certification MSU Effort Report for 07/01/2016 - 08/31/2016'. It includes a table with columns for 'Period', 'Payroll', and 'Costing'. The table has one row with data for the period '06/25/2016 - 07/08/2016 (Bi-weekly (Sat - Fri))'. The 'Payroll' column contains 'Earning: Salary - 10 Month', 'Job Profile: Professor (10M)', 'Pay Group: Bi-Weekly Regular', and 'Run Category: Regular'. The 'Costing' column contains 'Cost Center: 2302101 BIOLOGY', 'Fund: 10 Unrestricted', 'Location: Main Campus', and 'PS Account: 51005 FACULTY FULL TIME'.

4. **Scroll** to review and then **check** the *I Certify* box.

The screenshot shows the 'Review Effort Certification' form. The title is 'Review Effort Certification MSU Effort Report for 07/01/2016 - 12/31/2016'. Below the title, there's a section for 'Effort Certification Status' with 'In Progress' and 'Unchanged' options. The 'Effort Certification for' section shows the period '07/01/2016 - 12/31/2016' and '50 second(s) ago - Due 02/22/2017'. The 'Total Certified Percentage Estimated' is '100.0%'. Below this, there's a statement: 'I confirm that this is an accurate distribution of effort/work contributed for the period indicated.' At the bottom, there's a section for 'I Certify' with a checkbox. A blue arrow points to this checkbox with the text 'Check the 'I Certify' box'. At the bottom of the form, there are buttons for 'Submit', 'Change Effort', 'Send Back', and 'More'.


5. **Click Submit.** You will be presented with the following message: Success! Event Submitted (Process Successfully Completed).
6. **Select Done.**

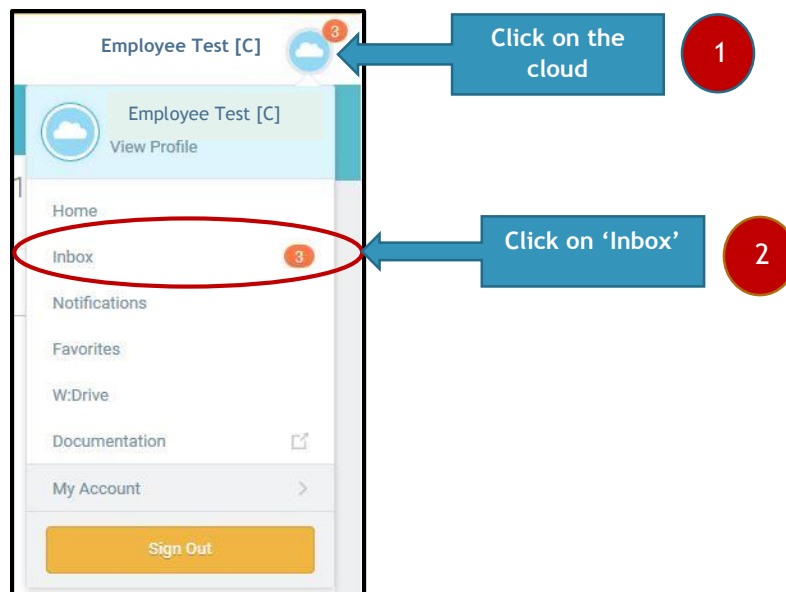
How to Approve Changes to an Effort Report

Steps:

Follow these steps to approve changes made to an effort report.

1. **Log into Workday.**

2. **Navigate** to your inbox by clicking on the cloud icon  and then select 'Inbox'. You will be taken to your inbox where your effort report requiring review will be present.



3. **Select** the effort report to be reviewed. The report will be visible to the right.



4. **Review** and then **select Approve**.

Actions 3 **Archive**

Viewing: All Sort By: Newest

Effort Certification: MSU Effort Report for Abrion Williams for 07/01/2016 - 12/31/2016
6 minute(s) ago - Due 02/26/2017

Time Entry: Chinweude Okani - 14 hours from 02/04/2017 to 02/17/2017
7 day(s) ago

Costing Allocation for Start Additional Job: Sirawar Matin - Upward Bound Project (Temporary) (Donna Lorenzo)
8 day(s) ago - Due 02/17/2017; Effective 01/03/2017

Review Effort Certification: MSU Effort Report for Abrion Williams for 07/01/2016 - 12/31/2016
6 minute(s) ago - Due 02/26/2017

Effort was already reviewed and now requires approval

For MSU Effort Report for Abrion Williams for 07/01/2016 - 12/31/2016

Overall Process Effort Certification: MSU Effort Report for Abrion Williams for 07/01/2016 - 12/31/2016

Overall Status In Progress

Due Date 03/03/2017

Calendars In Use Consecutive Days (No Calendars Selected)

Details to Review

Effort Certification Status In Progress

Effort Certification MSU Effort Report for Abrion Williams for 07/01/2016 - 12/31/2016

Approve **Send Back** **Cancel**

5. You will be presented with the following message: Success! Event Approved


6. **Select Done.**

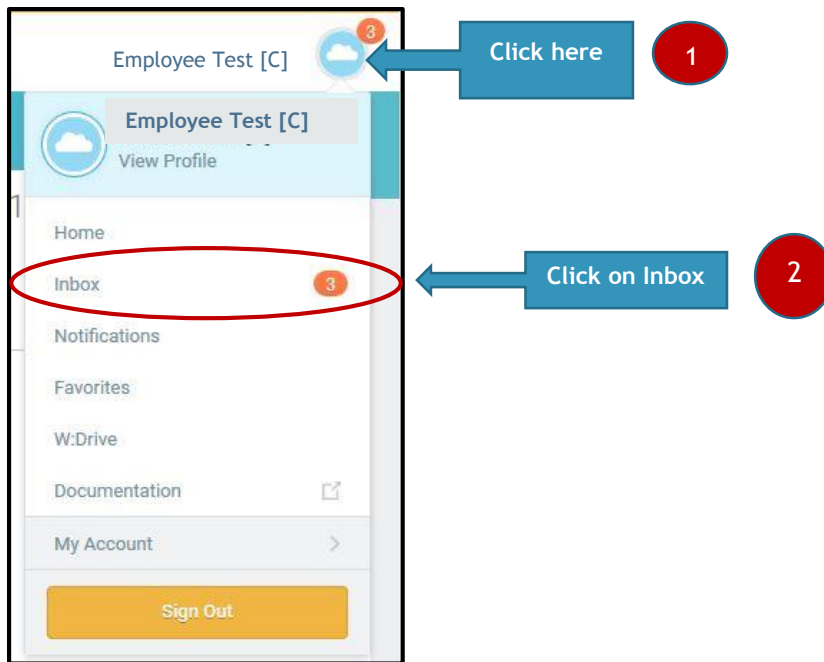
How to Change an Effort Report

Steps:

Follow these steps to make changes to an effort report.

1. **Log into Workday.**

2. **Navigate** to your inbox by clicking on the cloud icon  and then select 'Inbox'. You will be taken to your inbox where an effort certification requiring review will be present.



3. **Select** the effort report.

4. **Review** report and then **select 'Change Effort'**

Change Effort

a) **Change Effort by Adding Lines**

NOTE: Adding a new line will allow you to make changes to the cost center, fund, project, PS Account, location and activity code as well as the percentage (%) allocation.

- i. Click the (+) symbol. A line will be added with the original information copied into the new line.

Effort Certification 11 items		Worktags	
Period		Payroll	Costing
07/23/2016 - 08/05/2016 (Bi-weekly (Sat - Fri))	+	Job Profile: T Staff	Code: 1 Center: 2301101 DEAN'S OFFICE - CSAM
	+	Pay Group: Bi-Weekly Regular	Fund: 23 Nongovernmental Grants
		Run Category: Regular	Location: Main Campus
			Project: 633811 PRISM1
			PS Account: 55005 PART-TIME EMPLOYEES

- ii. Give a reason for the change by doing the following:
 - a. In the **Change Reason** column, click the prompt (three lines on the right side of the box).

Effort Certification 11 items

Earning: Hourly Pay
Job Profile: Temporary Professional Staff
Pay Group: Bi-Weekly Regular
Run Category: Regular

Activity Code: 1
Cost Center: 2301101 DEANS OFFICE - CSAM
Fund: 23 Nongovernmental Grants
Location: Main Campus
Project: 633811 PRISM1
PS Account: 55005 PART-TIME EMPLOYEES

0.0%

Click here

b. Select **Costed Reason Codes** and then select Administrative Correction.

1

Select Costed Reason Codes

search

All Reason Codes >
Costed Reason Codes >
Non-Costed Reason Codes >

2

Select Administrative Correction

search

Costed Reason Codes

Administrative Correction (For Effort Certification Use Only)

iii. In the **Certified Percent Estimated** column enter the new percentage.

Effort Certification 3 items

Earning: Supplemental Pay - Non-instruction
Job Profile: Professor (10M)
Pay Group: Bi-Weekly Regular
Run Category: Regular

Activity Code: 1
Cost Center: 2302101 BIOLOGY
Fund: 20 Federal Grants
Location: Main Campus
Project: 522219 Montclair State University Noy
PS Account: 51020 INSTRUCTIONAL SPECIALISTS

0.0%

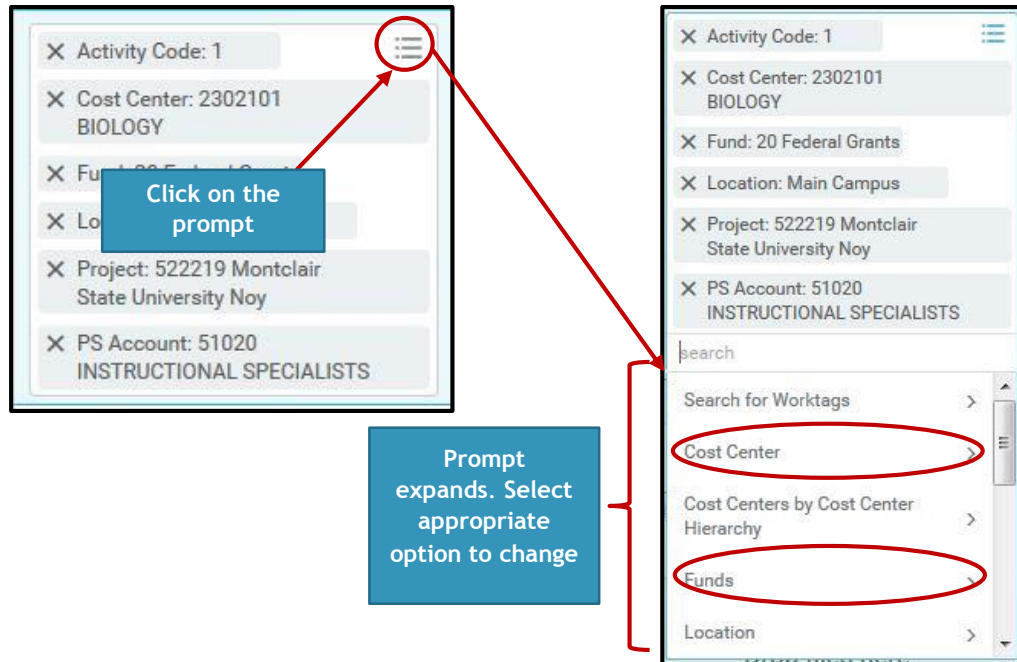
Administrative Correction (For Effort Certification Use Only)

0

Enter new percentage here

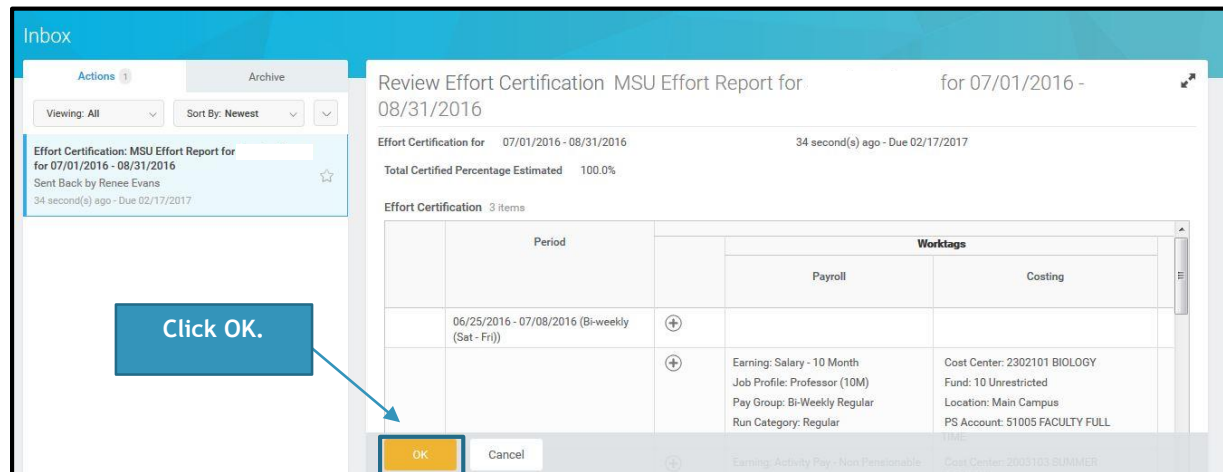
iv. In the **added line**, repeat steps ii (a), (b) and iii above.

v. In the **Costing** column in the **added line**, click on the prompt to update the cost center, fund and project.



NOTE: The percentages for each pay period must = 100%.

- vi. After making changes click OK.



- vii. Click on the Questions tab and complete survey questions.

Summary | Details | Positions | **Questions**

Name: Effort Certification Survey

Question: Is this cost transfer being requested more than 120 days after the original payroll posting?

Answer: ☒ a. Yes, this cost transfer is more than 120 days after the original payroll posting.

Question: If "Yes, this cost transfer is more than 120 days after the original payroll posting," then please select the response for this request.

Answer: ☒ a. Administrative Error

Question: Why should these changes be transferred?

Answer: ☒ b. Costing allocation is incorrect

Answer these survey questions

viii. **Check the *I Certify* box then click **Submit**.**

Review Effort Certification MSU Effort Report for Sandra Adams for 07/01/2016 - 08/31/2016

Effort Certification Status	Changed Status
In Progress	Changed

Effort Certification for: 07/01/2016 - 08/31/2016

34 second(s) ago - Due 02/17/2017

Total Certified Percentage Estimated: 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☒


Check the I Certify box

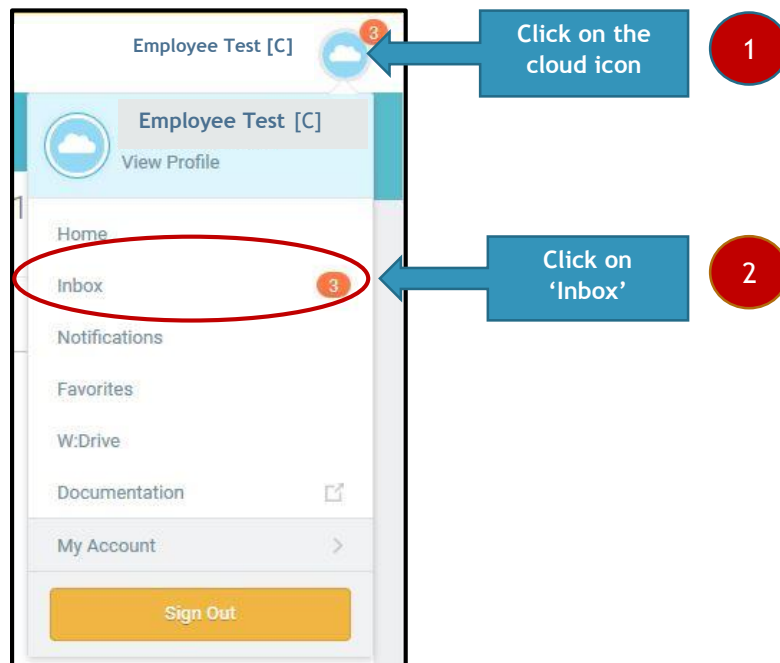
How to Send Back/Reject an Effort Certification

Steps:

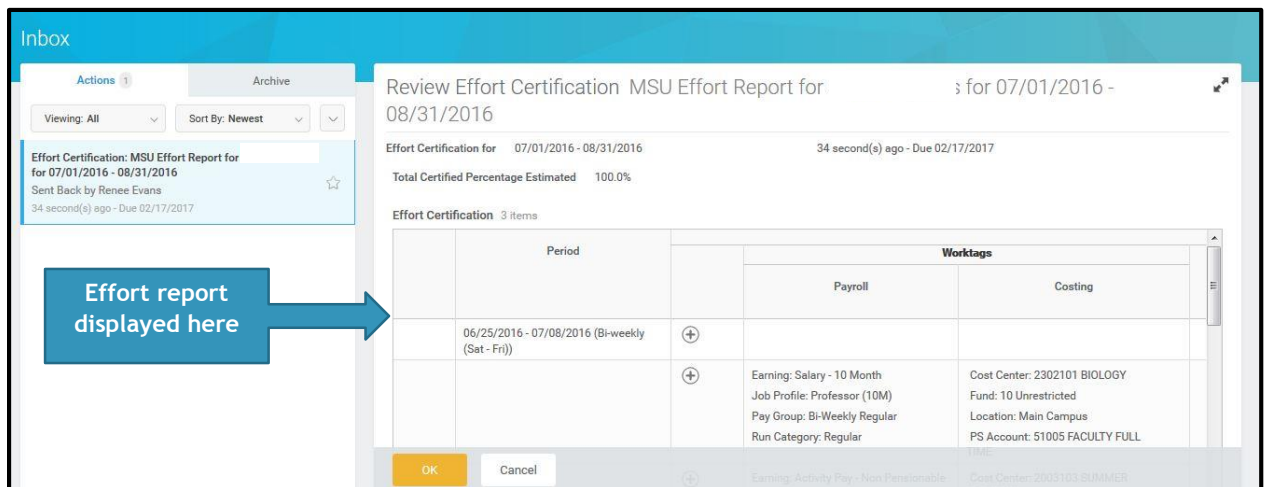
Follow these steps to send back/reject an effort report.

1. **Log into** Workday.

2. **Navigate** to your inbox by clicking on the cloud icon  and then select 'Inbox'. You will be taken to your inbox where you will be presented with an effort certification requiring your review.



3. **Select** the effort report to be reviewed. The report will be visible to the right.



4. **Review** report and then **click** Send Back. You will be presented with the Send Back pop up box.

Review Effort Certification MSU Effort Report for 07/01/2016 - 12/31/2016

Effort Certification Status: In Progress, Changed Status: Unchanged

Effort Certification for: 07/01/2016 - 12/31/2016
17 hour(s) ago - Due 02/22/2017

Total Certified Percentage Estimated: 100.0%

I confirm that this is an accurate distribution of effort/work contributed for the period indicated.

I Certify ☐

Click here

Submit Change Effort Send Back More

5. **Select** the recipient by clicking the prompt. Enter a reason for rejecting the effort report and click Submit.

Send Back

To * X Stan Zimmermann - Administrative Review

Reason *

Submit Cancel

Click on the prompt to select recipient of message

Enter a reason for rejecting the effort report here

6. You will be presented with the following message: Event Sent Back.

7. **Select** Done.

