**Enhanced Effort Reporting**

Workday has a new release which allows enhanced effort reporting and certification. Dollar amounts being charged to a grant for effort as well as percentages can now be reviewed.

There are two new tabs now included in the Effort Certification Work Area. The **Aggregate** tab has the new composite report (which can be modified potentially for our Alternate Effort Reporting Report) and the **Organization** tab shows the Worker Assignment Organization.

Notifications for effort certifications that need to be submitted for you and for those employees that report to you for whom you will need to certify will be sent through Workday.

1. Click the **Inbox** icon in the upper right corner of the screen or the **Inbox** section of your **Workday home page**.
2. Confirm the **Actions** tab is selected in your Inbox to view the notifications.

1. Alternately, these notifications can be retrieved by clicking the **Grants Management** application icon on the right side of the home page.
2. Click **Effort Certification work area** from the *Effort Certification Reports* area in the right side menu.

3. Click the **Overview** tab, on the *Effort Certification Work Area* screen, to display a **counter** indicating the number of open certifications for your grant.

4. Click the **Administrative Review** field in the bottom left corner of the screen to review and process any open certifications.
5. Click the **Aggregate** tab to review details in the **Total Certified Percentage Estimated** and **Total Certified Amount Estimated** columns to see the percentage and dollar amounts charged to your grants for the corresponding award.

6. Click **Submit** in the lower left corner of the screen to certify this data.

The other new tab is **Organization** which shows the Grant worktags associated to a specific certification.