

The federal government requires institutions that receive federal funding to conduct an effort certification process. All employees who have effort allocated to one or more sponsored projects, cost sharing related to sponsored activities, or more than one functional activity (e.g., Instruction, Departmental Administration, Plant Operations and Maintenance) are required to certify.

You are receiving this e-mail because employees in your unit must certify their effort for fiscal year 2011, which covers the period July 1, 2010 through June 30, 2011. Please note that the certification must be completed by August 15, 2011. If this effort is not certified in a timely manner, the university could lose federal funding and be subject to financial penalties.

I recently sent an e-mail to those employees who must certify their effort for FY 2011. In this e-mail, I advised them of the requirement to certify their effort by August 15, 2011, provided instructions on completing the certification via Wolverine Access, and suggested they contact their HR administrator if they need assistance.

To ensure that your unit is in compliance, I encourage you to monitor the status of effort certification in your area. You can do this by accessing your unit's effort certification status reports through Wolverine Access.

These reports will show those employees in your area who need to certify and their status (Certified, Not Certified, or Needs Re-certifying). Instructions for running these status reports are as follows:

1. Connect to Wolverine Access (at lower left on the U-M home page: umich.edu)
2. Select UNIVERSITY BUSINESS
3. Select M-PATHWAYS STUDENT ADMIN AND HUMAN RESOURCE MANAGEMENT SYSTEM
4. Log in with your username, Kerberos password, and MToken
5. In the folder WORKFORCE ADMINISTRATION, select WORKFORCE REPORTS, then EFFORT CERTIFICATION STATUS
6. Create a Run Control ID if necessary, otherwise choose SEARCH (do not leave spaces in your Run Control ID name)
7. You should reach a screen with a tab at the upper left for EFFORT CERTIFICATION STATUS
8. Click on the magnifying glass to the right of the FISCAL YEAR/TERM box
9. Select LOOKUP, then select 2011 (for FY 2011) from the items listed
10. Enter criteria. (You can run a report by Org Group Code, department ID or individual employee ID—whatever is appropriate.) Choose one radio button at lower left: Certified, Not Certified, or Needs Re-certifying.
11. Click the RUN TO WINDOW button on the top right-hand side of the screen and wait for the report to appear.

If there are terminated or retired employees on your "Not Certified" or "Needs Re-certifying" reports, you will need to create an "As Needed Effort Report" for them.

For more information about the university's effort certification process, visit the Standard Practice Guide at <http://spg.umich.edu/pdf/501.10.pdf> and the Financial Operations website at <https://www.finops.umich.edu/programs/effortrptg?auth3Dtrue>. If you need additional information or have questions about effort certification, please e-mail cost.reimbursement.office@umich.edu or phone Mary Gauthier at (734) 763-0522.

Thank you for assisting employees in your area with the requirement to certify their effort by August 15, 2011.

Regards,

Cheryl L. Soper
Controller & Director of Financial Operations