

Earlier today, I sent an e-mail to graduate student employees who must certify their effort for the 2011 Spring/Summer term. In this e-mail, I advised them of the requirement to certify their effort by August 31, 2011, provided instructions on completing the certification via Wolverine Access, and suggested they contact their HR administrator if they need assistance.

Graduate student 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 their effort at the conclusion of each academic term. If this effort is not certified in a timely manner, the university could lose federal funding and be subject to financial penalties.

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 for graduate student employees are as follows:

1. Connect to Wolverine Access on the UM homepage.
2. Select UNIVERSITY BUSINESS.
3. Select M-PATHWAYS STUDENT ADMIN AND HUMAN RESOURCE MANAGEMENT SYSTEM.
4. Log in with your unickname, Kerberos password, and MToken.
5. In the folder WORKFORCE ADMINISTRATION, select WORKFORCE REPORTS, and then EFFORT CERTIFICATION STATUS.
6. If you have never run an Effort Status Report, create a Run Control ID by clicking ADD A NEW VALUE. Don't leave spaces in your Run Control ID name. Click ADD.  
If you already have a Run Control ID, enter the first letter in the box and click SEARCH. Then click the report name to move to the next screen.
7. When you reach the screen with a tab at upper left for EFFORT CERTIFICATION STATUS, you're there.
8. In the FISCAL YEAR/TERM box, enter 1102 for 2011 Spring/Summer.
9. Enter criteria. You can run a report by Org Group Code, Administrative Department ID, or individual employee ID - whatever is appropriate. Choose one radio button at lower left: Certified, Not Certified, or Needs Recertifying. Then click RUN TO WINDOW at the top right of the screen and wait for the report to appear.

If there are terminated graduate student 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?auth=true>.

If you need additional information or have questions about effort certification, please e-mail [Cost.Reimbursement.Office@umich.edu](mailto:Cost.Reimbursement.Office@umich.edu) or phone Mary Gauthier at (734) 763-0522.

Thank you for assisting graduate student employees in your area with the requirement to certify their 2011 Spring/Summer term effort by August 31, 2011.

Regards,

Cheryl L. Soper  
Controller & Director of Financial Operations