Effort Reporting & Certification
- Policy and Procedures – finance.umich.edu/finops/payroll/faculty/effort
- Standard Practice Guide – spg.umich.edu/policy/501.10
- Fall 2021 Processing – GSA Effort Report when working Fall Term – youtube.com/watch?v=rj84D4F4rzY&ab_channel=U-MHumanResources
- Fall 2021 Processing – GSA Effort Report when Summer and Fall Term – youtube.com/watch?v=py0HsBO-dwQ&ab_channel=U-MHumanResources

Medical School Effort Reporting Training & Resources
- Faculty & Staff Effort Reporting Resources – faculty.medicine.umich.edu/office-faculty-affairs/faculty-staff-effort-reporting-resources

How and When is Effort Certified

<table>
<thead>
<tr>
<th>Who</th>
<th>How to Certify</th>
<th>When Reports Become Available</th>
<th>Certification Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Staff</td>
<td>Employee Self Service</td>
<td>Fiscal Year – April 1</td>
<td>August 15</td>
</tr>
<tr>
<td>Graduate Students (GSRA, GSI, GSSA)</td>
<td>Employee Self Service</td>
<td>Winter Term – Jan 1 Spring/Summer Term – May 1 Fall Term – Sept 1</td>
<td>April 30 August 31 December 31</td>
</tr>
<tr>
<td>Need to recertify</td>
<td>Employee Self Service</td>
<td>Day after DBE PAR approved</td>
<td>After administrator receives email</td>
</tr>
<tr>
<td>Unable to certify or recertify before inactivation</td>
<td>Administrator directed “As Needed Process”</td>
<td>N/A</td>
<td>Date of termination or lay-off status</td>
</tr>
<tr>
<td>Temporary Employees</td>
<td>Bi-Weekly Time Report</td>
<td>N/A</td>
<td>Payroll Cut-Off</td>
</tr>
<tr>
<td>Non-Instructional Sponsored Pool</td>
<td>Monthly / Bi-Weekly Time Report</td>
<td>N/A</td>
<td>Payroll Cut-Off</td>
</tr>
</tbody>
</table>

Internal Controls Gap Analysis and Procedure Templates
- Employment Process – finance.umich.edu/controls/tools

Understanding Effort
- Navigate Lunch & Learn Presentation – Effort – youtube.com/watch?v=dlUH6BA50wY&t=2s&ab_channel=ORSP%28Research%29andSponsoredPrograms%28Finance%29-UniversityofMichigan
- Navigate E-ssentials eLearning Modules: Understanding Effort and Effort Certification (two different modules) – orsp.umich.edu/training-workshops/e-ssentials-elearning-modules
- NCURA – Part I: Three Mantras of Effort – youtube.com/watch?v=dpkXqQ38m84&t=1s&ab_channel=NCURA1959
- NCURA – Part II: Talking with your Faculty About Effort – youtube.com/watch?v=yNDQX1TezbQ&ab_channel=NCURA1959

Uniform Guidance
- ecr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Retroactive Salary Transfers
- Policy and Procedures – finance.umich.edu/programs/rules/retroactive-salary-transfers
- Standard Practice Guide – spg.umich.edu/policy/501.09