

Employee Self-Service (ESS) Effort Certification

1.0 Introduction

Every person who works on a fund that requires certification of effort must certify the effort he/she expends on that project. These funds include:

- Sponsored project WBS elements
- Federally funded Agriculture Cost Centers (Hatch, McIntire, and Smith Lever)

Persons who must submit an hourly time sheet in order to be paid are assumed to certify their effort when they submit the hours worked on the fund that requires effort certification each pay period. (These are the “Staff: Hourly Input” employee subgroups in IRIS.) Employees other than these “Staff: Hourly Input” employees must certify electronically the effort they expend on a fund that requires effort certification. The certification requires the entry of both a cost and effort percentage.

2.0 The Basic Process

1. On the 1st of every month, an e-mail notification will be sent to persons who are paid on funds that require effort certification and who are NOT “Staff:Hourly Input” employees.
2. You should go to <https://irisweb.tennessee.edu/irj/portal/ECR> and sign onto the system.
3. You should certify your effort by completing the information and submitting.
4. If the effort certified indicates a need for salary costs to be transferred between funding sources, after you submit your certification:
 - a. The bookkeeper (or other designated person) in your department may review the entry for completeness if your department chooses.
 - b. Your department head or his designee will review the entry and approve or reject it.

Only steps 3 and 4 of the basic process are documented in this manual.

All of the screens shown are based on the test system. Some of the screens will be slightly different when you see them. Any major change between the test and production systems is noted in the manual.

3.0 Timing of Effort Certification

Certification of effort is required, and it is **STRONGLY** recommended that it be done monthly. The monthly certification of effort will allow grant billing to be kept accurate and up to date.

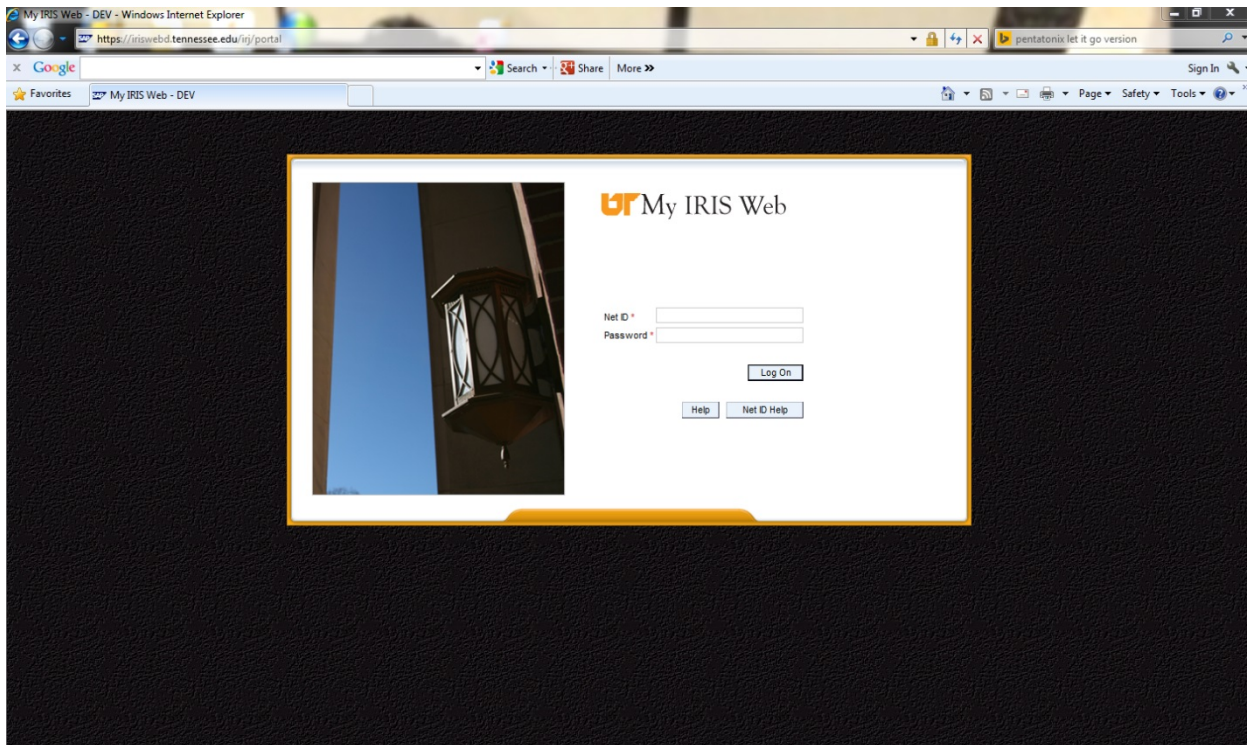
In order for IRIS to accomplish an automatic transfer of salary costs and benefits between funding sources, effort must be certified and approved within 30 days of the semester being certified.

The automatic transfer of costs is a retroactive change to the pay records and is commonly referred to as a “retro”.

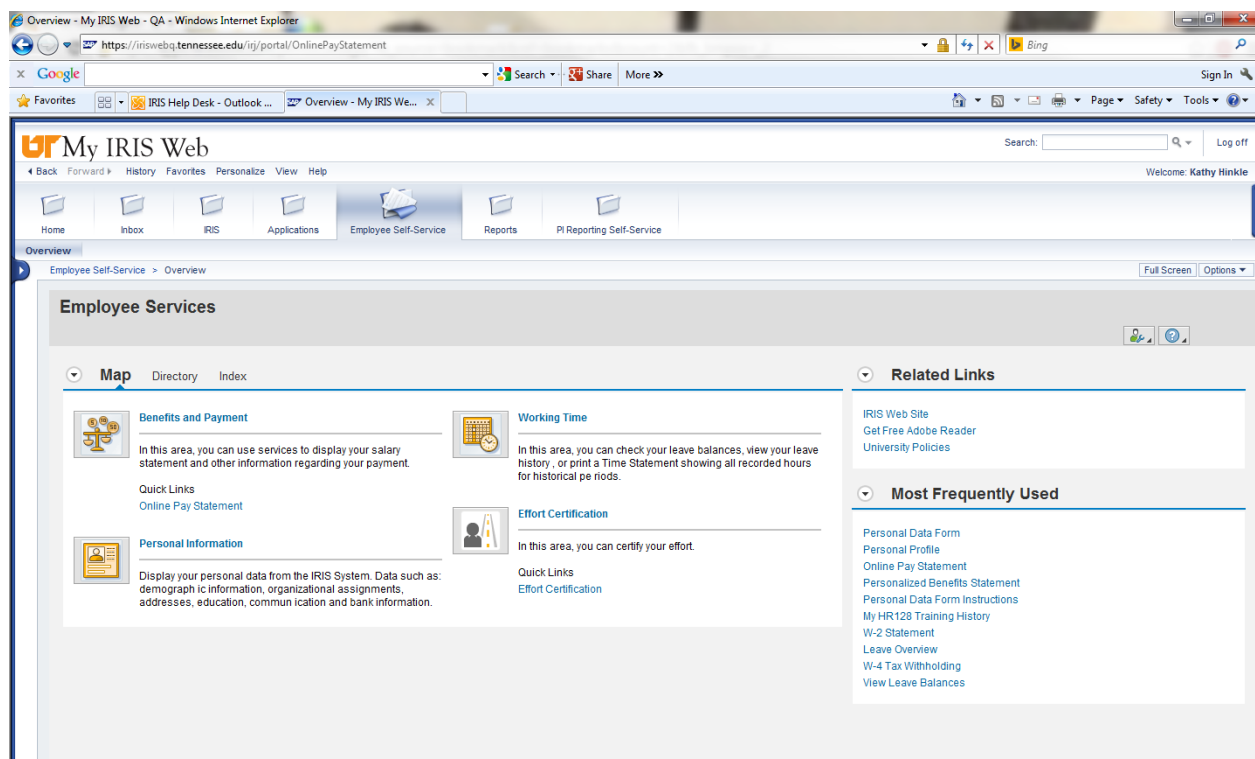
4.0 Logging into the System

You need your NetID and password to log onto <https://irisweb.tennessee.edu>. All faculty, staff and students at the University of Tennessee should have a NetID and password. If you are not sure of your ID and password, click the **Net ID Help** button on the login screen, to access the OIT web page with instructions for finding your Net ID and changing your password.

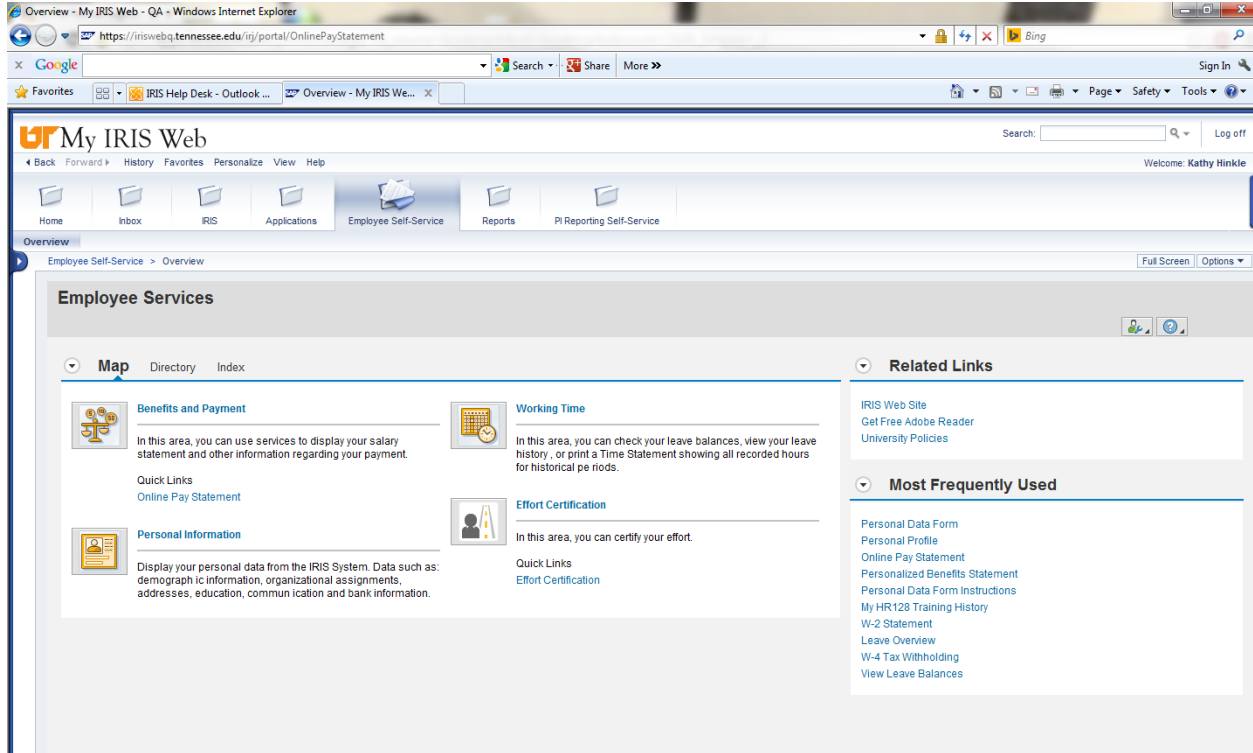
The login screen is shown below. If you have forgotten your password or if you need to change your password, click on the **Net ID Help** button.



Enter your NetID and password, as a note, the password is case sensitive; then click the **Log On** button. The *My IRIS Web* welcome screen will be displayed as shown below.



Select Employee Self Service (**ESS**) from the group of folders at the top of the screen.



Click the quick link for **Effort Certification** near the bottom of the screen.

A screen should appear showing the months of effort that have not yet been certified.

5.0 Certifying Effort

5.1 *Selecting the Period to Certify*

The first screen in the effort certification process is shown below. It will list the effort periods to be certified. The certification is designed to be done monthly. The certifications will appear as separate lines, one for each month. If you certify your effort every month, there will only be one month to certify when you sign on to the Web site. However, if you have skipped a month, there will be one line for each of the months that have not been certified.

All effort should be certified and approved within 6 months of the period the salary cost was charged and within 30 days of the end of the semester.

Efforts List

Name: Whelan, Jay G Pernr: 00100063

Begin Date: 01/01/2013 End Date: 10/31/2014

Close Window Display Effort Certify Effort Refresh List Select: List Efforts Requiring Certification

Efforts to Certify:

Name	Start Date	End Date	Status	Changed on	Changed by
Whelan, Jay G	05/01/2013	05/31/2013	Effort Needs to be Entered		
Whelan, Jay G	04/01/2013	04/30/2013	Effort Needs to be Entered		
Whelan, Jay G	03/01/2013	03/31/2013	Effort Needs to be Entered		
Whelan, Jay G	02/01/2013	02/28/2013	Effort Needs to be Entered		
Whelan, Jay G	01/01/2013	01/31/2013	Effort Needs to be Entered		

In the *Efforts List* section on the screen there is some basic information, *Name*, *Pernr*, and *Begin Dates* and *End Dates*.

- The *Begin Date* and *End Date* show the period from the earliest retro date forward. But, there might be efforts before the earliest retro date (even as far back as January, 2002) that need to be certified. The start date can be changed to an earlier date to pick those up.
- The *Select* feature has three options:
 - a. *List Efforts Requiring Certification* (default) – all months that have to be certified.
 - b. *List Efforts Available for Certification* – this shows all months that have

to be certified but do not require it, such as months where the person was only paid on a cost center (but they might need to add a sponsored Project that they worked on that month). It also shows months entered for approval, but not yet approved and those which have been certified with No Payroll Update needed (for 15 days).

c. *List Historical Efforts* – efforts already approved and posted.

The *Efforts to Certify* section contains several columns:

- The *Name* column should show your name.
- The *Start Date* and *End Date* columns show the starting and ending date of the time period to be certified for the line.
- The *ECR Status* column will normally show “Effort Needs to be Entered”. Other common statuses for effort that had been previously entered could be “Effort entered-No PR Update”, “Effort Approved”, “Approval Rejected”, or “Cost Distr Changed after Certification”. A status of “Status Reset” indicates that the effort had been previously certified, but an error was discovered after it had been approved and posted. If an error is discovered, your campus business office can reset the status to allow you to correct the error. (If the error is before the retro period, the effort can be re-certified electronically, but any transfer of costs will need to be done manually.)
- The *Changed On and Changed By* columns shows either the Net ID of the last person to have saved this record and the date on which it was saved. If the record has not been worked with, then these fields will be blank. In the example screen above, the record has not been worked with.
- To choose a month to work with, click in the box to the left of the line you want to certify and click the **Certify Effort** button.

The effort certification screen will appear as shown in the next section.

5.2 The Effort Certification Screen

The information at the top of the screen repeats the data that was shown on the initial selection screen, including the starting and ending dates of the period to be certified on this screen. It also includes your personnel number (Pernr) in the IRIS system.

There is one line of information for each cost center or WBS element from which you received pay during the time period to be certified. A sample showing multiple sources of salary is shown below.

Change Effort THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 05/01/2013 **End Date:** 05/31/2013
Pernr: 00100063 **Changed on:** **Changed by:** **Status:** Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19			<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50			<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64			<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93			<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83			<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73			<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18			<input type="checkbox"/>
Total:						100.00	100.00	0.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

The screen shows the following information:

Position – the position number associated with this line. Most employees have only a single position, but it is possible to have multiple positions. For example, a person might be a part-time director and a part-time professor. The director position would have a different position number than the professor position. In the example shown, the person has two different position numbers, indicating that there are two positions.

Position Text – the title associated with the position number.

Cost Center – starts with an “E”, is usually a state appropriated departmental source of funding. If the salary costs for this line are charged to a WBS element, this field will be blank.

WBS element – starts with an “R” or an “N”, is the IRIS identifier for non-permanent source of funds. If salary costs for this line are charged to a cost center, this field will be blank.

Cost Center/WBS Description -- the name of the cost center or WBS element paying for this line

Wage Type - wage type. Typically this is 1REG, but it is not required to be.

Cost %- literally the percentage of the total salary cost that was originally charged to the cost center or WBS element during the time period to be certified.

New Cost %- the new cost percentage is the percentage of salary cost that should have been charged to this line based on the actual effort expended. When the ECR record is created, this percentage is made equal to the original percentage. This may be changed if actual salary cost needs to be transferred. IF THE TWO COST PERCENTAGES ARE NOT EXACTLY EQUAL, SALARY AND BENEFITS WILL BE TRANSFERRED TO MATCH THE NEW COST PERCENTAGE.

ECR % - this column is blank. You must type in the actual percentage of your effort that was spent on each of the sources of your salary costs. Since you will not be physically signing this form, typing the effort percentages (rather than having the system automatically default them to the cost percentage) constitutes a verification of the entry.

Variance - if the percentage of effort you have entered differs from the new cost percentage, a variance code must be entered to explain the difference. (See section 5.3.6 and Appendix A for more detail.)

Payroll Update - payroll update. After making changes and clicking the *Check* button, this line will have an “X” if the change in cost will require an update of payroll to transfer some or all of the salary costs to another source.

5.3 **Certifying Effort**

1. **Simple case – one source**

The very simplest case for effort certification has salary paid from only one source as shown in the sample screen below. All of the employee’s effort is spent on this one project. Type the cost percentage, 100, in the *ECR %* field and click on **Check** button. Even if you are a part-time employee, if all of the time you work is devoted to this one funding source, then your effort is 100%.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: ECR ESS, Heather **Begin Date:** 09/01/2014 **End Date:** 09/30/2014
Pernr: 10304679 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

	Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
	75002493	Business Manager		R011024027	NSF DMR-9703692 WUND	1REG	100.00	100.00		▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
Total:							100.00	100.00	0.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

A message will be displayed at the top of the screen indicating if errors exists. In this example there are no errors found as shown in the screen below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

✓ Effort submitted for approval

Efforts List

THE UNIVERSITY of TENNESSEE **UT**

Name: ECR ESS, Heather Pernr: 10304679

Begin Date: 01/01/2013 End Date: 10/31/2014

Select: List Efforts Requiring Certification

Efforts to Certify:

Name	Start Date	End Date	Status	Changed on	Changed by
ECR ESS, Heather	08/01/2014	08/31/2014	Effort Needs to be Entered		
ECR ESS, Heather	07/01/2014	07/31/2014	Effort Needs to be Entered		
ECR ESS, Heather	06/01/2014	06/30/2014	Effort Needs to be Entered		
ECR ESS, Heather	05/01/2014	05/31/2014	Effort Needs to be Entered		
ECR ESS, Heather	04/01/2014	04/30/2014	Effort Needs to be Entered		
ECR ESS, Heather	03/01/2014	03/31/2014	Effort Needs to be Entered		
ECR ESS, Heather	02/01/2014	02/28/2014	Effort Needs to be Entered		
ECR ESS, Heather	01/01/2014	01/31/2014	Effort Needs to be Entered		
ECR ESS, Heather	12/01/2013	12/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	11/01/2013	11/30/2013	Effort Needs to be Entered		
ECR ESS, Heather	10/01/2013	10/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	09/01/2013	09/30/2013	Effort Needs to be Entered		
ECR ESS, Heather	08/01/2013	08/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	07/01/2013	07/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	06/01/2013	06/30/2013	Effort Needs to be Entered		
ECR ESS, Heather	05/01/2013	05/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	04/01/2013	04/30/2013	Effort Needs to be Entered		
ECR ESS, Heather	03/01/2013	03/31/2013	Effort Needs to be Entered		
ECR ESS, Heather	02/01/2013	02/28/2013	Effort Needs to be Entered		
ECR ESS, Heather	01/01/2013	01/31/2013	Effort Needs to be Entered		

If you have no additional months of effort to certify, you are finished, click on the **Close Window** button. If you have additional months to certify, continue to certify any remaining months.

In this example, since there was no difference between the cost, the new cost and the effort percentage, your certification will be posted to IRIS with no approval required. The status will change to "Effort entered-No payroll update".

2. Simple case – Multiple sources, no changes

If you have been paid from multiple WBS elements/cost centers during the time period, but your division of effort percentage exactly matches the division of the cost percentage, type exactly the same number as is in the new cost percentage into the effort percentage field for each funding source. Follow the same process as in the first case, and click the check box to agree to Effort Certification. A sample screen is shown below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 05/01/2013 **End Date:** 05/31/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

	Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
	20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
	20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
	20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
	20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.93	▼	<input type="checkbox"/>
	20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
	20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	0.73	▼	<input type="checkbox"/>
	20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.18	▼	<input type="checkbox"/>
										▼	<input type="checkbox"/>
Total:							100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☒ By checking you agree to the above Certification Statement

Click the **Submit** button.

Since there was no difference between the cost, the new cost, and the effort percentage, your certification will be posted to IRIS with no approval required.

Note the effort for this period no longer shows in the effort list as shown in the screen below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 03/01/2013 **End Date:** 03/31/2013
Pernr: 00100063 **Changed on:** **Changed by:** **Status:** Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.00	61.00	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	1.36	1.36	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.48	2.48	▼	<input type="checkbox"/>
Total:						100.00	100.00	0.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

Click the Check button and a checkmark will appear in the Payroll Update column of the cost distribution which will cause a change in payroll. This record will require approval by the department head.

Click the checkbox agreeing to the Certification Statement and click the **Submit** button as in the previous example

The message at the top of the screen now says "Effort submitted for approval" and effort for this period is removed from the Effort List as shown below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Change Effort

Name: Whelan, Jay G

Pernr: 00100063

Begin Date: 02/01/2013

Changed on:

End Date: 02/28/2013

Changed by:

Status: Effort Needs to be Entered

Copy Row
 Delete Row
 Check
 Submit
 Return

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19		▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50		▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64		▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93		▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83		▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73		▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18		▼	<input type="checkbox"/>
									▼	<input type="checkbox"/>
Total:						100.00	100.00	0.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

To delete a line, leave the new cost percentage and effort percentage fields blank as shown below for WBS Element R084005024. If the user adds a line and determines it is not needed the *Delete Row* button may be used, this is only available on rows a user has added, not on prepopulated ones.

To add one or more lines, type the *Position*, *cost center* or *WBS Element*, *Wage Type*, *New Cost* and *Effort Prct* as shown below on the final line for WBS Element R011025018. You may have up to 16 different cost sources within an effort certification period.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93			▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	0.73	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.18	▼	<input type="checkbox"/>
20000032			R011025018		1REG		61.93	61.93	▼	<input type="checkbox"/>
Total:						100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

You may change the effort percentage only for two wage types, 1REG and 2AGY. The 2AGY applies only to a limited number of Institute of Agriculture employees. All other employees may change effort only for wage type 1REG.

Note that no variance codes were entered because the percent of effort was typed to EXACTLY match the percent of new cost.

The total new cost and effort percentages to be certified must always add to 100% after your additions and/or deletions.

The Copy Row button allows you to select an existing row and copy the information to a new line. The user will need to type the correct cc or WBS for the new line.

Click the **Check** button.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

✓ No errors found

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93			▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	0.73	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.18	▼	<input type="checkbox"/>
20000032			R011025018		1REG		61.93	61.93	▼	<input type="checkbox"/>
									▼	<input type="checkbox"/>
Total:						100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

When the changes are correct, click on the **Submit** button.

5. Creating an effort record

If you had no salary costs paid from a fund that requires effort certification during a month, you will not automatically receive an e-mail requesting you to certify your effort. If you did work on a fund that requires effort certification and need to certify your effort, you may do so. In order to find this effort record to certify it, they will have to select *List Efforts Available for Certification* from the Status dropdown menu. You have a record available, but it only shows the cost center that was charged for your salary costs. Follow the instructions in the section above for adding lines to add the WBS element line.

6. Adding Variances

If the percentage of effort you have entered differs from the new cost percentage, the difference must be explained. A list of allowable reasons (and their codes) is given in Appendix A.

A common example of needing to use the variance code is the situation of a graduate student who has both a GTA and a GRA position. In many cases the rate of pay is different for the two positions. The student may be split 50-50 in terms of effort, but the cost percentage might be split 44-56. Both percentages are correct. A variance code of “C – Different pay rates” would be entered on both lines in this case to explain the differences.

You must enter this code if there are new cost/effort differences.

You can see a list and brief description of the codes by clicking on the dropdown arrow in the *Variance* field . The available codes are also listed and explained in more detail in Appendix A - Variance Options.

The sample of the list available via the dropdown arrow is shown below.

ECR %	Variance	Payroll Upd	
25.50	▼	<input type="checkbox"/>	
<div> <div>< 5 % Variance</div> <div>Salary Supplement - No Effort Required</div> <div>Different Pay Rate</div> <div>Non-duty Time</div> <div>Mandatory Cost Sharing</div> <div>Voluntary UnCommitted Cost Sharing</div> <div>Voluntary Committed Cost Sharing</div> <div>Summer - 9 and 12 month positions</div> </div>			

The effort and new cost percentages cannot differ by even .01 of a percentage point without the difference being explained by a variance code.

There five allowable reasons for using a variance option:

- The effort percentage was estimated to an even percentage so it differs slightly from the new cost percentage. For example, instead of using a new cost distribution of 41.32 – 58.68, the effort was estimated at a more realistic 40 – 60 distribution. The difference is within an allowable less than 5 percentage point rounding, so the variance option would be “<5% Variance”.

- The person receives a salary supplement requiring no effort as a regular wage type (1REG). Use variance option “Salary Supplement – No Effort Required”.
- There are different rates of pay for different positions held by the same person. For example, a student holds both a GTA and a GRA position. The cost distribution is 44 – 56, but the effort distribution is 50 – 50. The difference is because the GRA position is paid a higher rate than the GTA position. The variance option “Different Pay Rate” should be used to explain the difference.
- There are three types of cost sharing identified, each with its own code. For example, a person is paid 100% on the departmental cost center, but actually spends 15% of their effort on a WBS element. None of the person’s salary costs are charged to the WBS element because the department has agreed to cost-share the person’s time. The cost distribution is 100 – 0, but the effort distribution is 85 – 15 with one of the cost-sharing variance options.
- The person holds both 9- and 12-month positions or a flex position. For 9-over-12 positions, during the summer months of May, June and July there is no effort expended on the 9-month position although the person is paid on this position during that time. However, there is effort on the 12-month position during the summer. For example the cost distribution between 9- and 12-month positions for June might be 50 – 50, but the effort distribution would be 0 – 100 with a variance option entered on all lines. Employees with a flex position would use variance option “Non-duty pay” for months when they are on flex time.

Appendix B contains examples and details details more complex cases of effort certification entry.

7. Common error messages

When a detectable error has occurred, you will get an error message at the top of the screen when you check or try submit your entry. A sample screen is shown below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Enter a variance code when effort and cost percent not equal

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:** **Status:** Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.00	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	1.36	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.48	▼	<input type="checkbox"/>
									▼	<input type="checkbox"/>
Total:						100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

The most common error messages are explained below.

1. *Enter a variance option when effort and cost percentage not equal*

The effort percentage you entered does not EXACTLY match the new cost percentage. You must enter a variance option to explain the difference. A sample of this error is shown below.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Enter a variance code when effort and cost percent not equal

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

[Copy Row](#) [Delete Row](#) [Check](#) [Submit](#) [Return](#)

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.00	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	1.36	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.48	▼	<input type="checkbox"/>
									▼	<input type="checkbox"/>
Total:						100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

If none of the allowable variance options fit the reason why your effort did not match the new cost, you must change the new cost to match the actual effort, and salary costs will need to be transferred because you did not divide your effort as expected when the original cost distribution was done.

2. Total effort percentage not equal to 100

After you enter your new effort or cost percentages, if the sum of all of the lines does not equal 100% you will see a screen similar to the one below. The screen appears when you click the **Check** or **Submit** button.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

Total effort percentage is not equal to 100.

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.93	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	0.73	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.08	2.08	▼	<input type="checkbox"/>
									▼	<input type="checkbox"/>
Total:						100.00	99.90	99.90		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

☐ By checking you agree to the above Certification Statement

The screen shown is for the effort percentage, but the new cost percentage error screen is very similar.

All the percentages must add to 100% before you will be allowed to submit the effort record. You can look at the Total line below the distributions to see which column is off.

3. **WBS RXXXXXXXXX element does not exist** **The value entered is not a valid number**

This error will only occur if you have added one or more lines to the certification screen. The error screen is shown below for a bad WBS element, but the message for a cost center is similar.

Effort Certification - My IRIS Web - DEV - Windows Internet Explorer

! WBS element R011000256 does not exist
! The value entered is not a valid number

Change Effort

THE UNIVERSITY of TENNESSEE **UT**

Name: Whelan, Jay G **Begin Date:** 02/01/2013 **End Date:** 02/28/2013
Pernr: 00100063 **Changed on:** **Changed by:**
Status: Effort Needs to be Entered

Effort Distributions Detail

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.93	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	0.73	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.08	2.08	▼	<input type="checkbox"/>
20000032			R011000256		1REG		0.10	0.10	▼	<input type="checkbox"/>
Total:						100.00	100.00	100.00		

Comments: (limit 3000 characters)

Certification Statement

By submitting this information, you are certifying that you have reviewed your distribution of salary payments for the period shown and certify, with first hand knowledge, all work performed as represented by your percent of effort entered.

There are two possible causes for this error.

The most obvious is a typing error.

The second possible problem is one of timing. The cost center or WBS element may not have existed in the period you are certifying. For example, if you are certifying September and you try to transfer cost to a WBS element that has a start date of October, you will see a message that the WBS element is invalid. You cannot enter costs or effort to a WBS element or a cost center that did not exist in the time period you are certifying.

Appendix A – Variance Options

Any difference, no matter how small, between the cost percentage and the effort percentage must be explained. The acceptable explanations are defined below.

The situations in which they may be used are defined below.

< 5% Variance

The estimated effort spent on different WBS elements/cost centers may differ slightly from the way in which the salary is divided. As long as the difference is no more than 5 percentage points, no further explanation is needed.

Examples:

1. A person split between two sources of salary may be paid 47.31% and 52.69%, but the estimated effort for the period is 45-55. Because the differences are only 2.31 percentage points it falls within the less than 5 percentage points and should use this option to explain the difference.
2. Using cost split above of 47.31% and 52.69%, it might be easier to assign effort as 47% and 53% rather than attempt to estimate it to two decimal places. Again the difference is under 5 percentage points so use this option to explain the difference.

Salary Supplement – No Effort Required

This option should be used ONLY if the employee has REG or AGY cost distribution on a gift or discretionary type WBS element that requires no additional effort. For example, it might be an award made for previous efforts. In this case there would be a cost distribution associated with the WBS element, but the current effort would be zero. This variance option would be used to explain the difference in cost and effort.

If the cost distribution is on a grant/contract type WBS element, this is not an appropriate option, use options that deal with cost sharing below.

Different Pay Rate

The person has more than one position (appointment) and they are paid at different rates for the different positions. The cost percentage does not accurately reflect the person's actual effort split. An example of this could be a faculty member split 50-50 between an academic position paid on a cost center and a research project director position paid from a fund that requires effort certification. If the pay rates for the two positions are not the same, the cost percentage split would not be 50-50.

Non-duty Time

This option should be used when a person has a flex-year appointment. For the time periods when the person is taking his/her non-duty time, the certification must still be done. The new cost percent and effort percentages must each still add to 100%; however, this variance option is used to reflect that part or all of that time was actually non-duty time. This variance option can be entered even if the effort and cost percents are the same. This variance option can only be used for people with a Flex Year Percent in IRIS of greater than zero.

Mandatory Cost Sharing

Cost sharing is considered *mandatory* when (1) a sponsoring agency requires the recipient to bear some portion of a project's costs and (2) the cost sharing is specified in the notice of grant award. For instance, many agencies and most foundations limit the amount of F&A they will support. When the agency or foundation has a formal, written policy of limiting F&A payments, the difference between the University's normal F&A rate and the amount the agency will support is mandatory cost-sharing of the F&A costs of the project. Many equipment or facilities improvement grants also contain provisions for mandatory cost sharing.

Voluntary Uncommitted Cost Sharing

Cost sharing is considered *voluntary uncommitted* when a sponsor does not require the recipient to share a portion of the costs of the project and the recipient has not specified cost sharing in the proposal or notice of grant award.

Voluntary Committed Cost Sharing

Cost sharing is considered *voluntary committed* when a sponsor does not require the recipient to share a portion of the costs of the project, but the recipient chooses to specify cost sharing in the proposal. This voluntary sharing of a project's costs is often performed as an indication of the University's commitment to a project. For example, a person may commit effort to a project but not receive any salary from the project. The salary has been paid by the department and the effort is considered voluntary cost sharing by the department in support of the project.

Summer - 9 and 12 month positions

Persons on 9-month positions whose salary was charged to a fund that requires effort certification do not need to certify their effort on those positions during the summer months of May, June and July even though they continue to be paid on this position during the summer.

If a person has both a 9 and a 12 month position and the salary for the 12 month position is charged to at least one fund that requires effort certification, the effort for the 12 month position must be certified during the summer.

On the Effort Certification screen this variance option should be entered on all of the 12-month position lines to explain why cost and effort differ during the summer.

Appendix B – A Set of ECR examples

This appendix contains examples and details more complex cases of effort certification entry.

Examples 1 through 4, given in this appendix, are based on the original screen shown below:

Effort Distributions Detail											
Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd	
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19		▼	<input type="checkbox"/>	
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50		▼	<input type="checkbox"/>	
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64		▼	<input type="checkbox"/>	
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93		▼	<input type="checkbox"/>	
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83		▼	<input type="checkbox"/>	
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73		▼	<input type="checkbox"/>	
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18		▼	<input type="checkbox"/>	
									▼	<input type="checkbox"/>	
Total:						100.00	100.00	0.00			

1. No Changes Required

If there is no difference between the cost and the new cost, you may either type the ECR effort percentage to be identical to the new cost and not use a variance option or you can round the effort percentage and use a variance option to explain the minor difference.

A Without a variance option needed

The new cost and ECR effort percentages are exactly equal (to the hundredth of a percentage point). No variance code is required as in the example below. The effort record will be posted with no approval.

Effort Distributions Detail											
Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd	
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2.19	▼	<input type="checkbox"/>	
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	25.50	▼	<input type="checkbox"/>	
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1.64	▼	<input type="checkbox"/>	
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	61.93	▼	<input type="checkbox"/>	
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	5.83	▼	<input type="checkbox"/>	
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	.73	▼	<input type="checkbox"/>	
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2.18	▼	<input type="checkbox"/>	
									▼	<input type="checkbox"/>	
Total:						100.00	100.00	0.00			

B With a variance option

The ECR effort percentages have been rounded to the nearest whole percent. Therefore they do not exactly match the new cost percentages. A variance option should be selected from the Various dropdown menu in the example below. The effort record will be posted with no approval.

Effort Distributions Detail											
Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd	
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2	< 5 % Variance ▼	<input type="checkbox"/>	
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	26	< 5 % Variance ▼	<input type="checkbox"/>	
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	1	< 5 % Variance ▼	<input type="checkbox"/>	
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	62	< 5 % Variance ▼	<input type="checkbox"/>	
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	6	< 5 % Variance ▼	<input type="checkbox"/>	
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	1	< 5 % Variance ▼	<input type="checkbox"/>	
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2	< 5 % Variance ▼	<input type="checkbox"/>	
									▼	<input type="checkbox"/>	
Total:						100.00	100.00	0.00			

2. Cost Sharing

There are three different options to represent the three possible types of cost sharing. Regardless of which type of cost sharing is done, the way in which it is entered on the ECR is the same. In the example below, the option for mandatory cost sharing has been used.

Except for the variance option entered, the entries would be the same if it were voluntary uncommitted cost sharing or voluntary committed cost sharing

In this example, the R011025018 project requires cost sharing.

The department has decided to contribute 10% of this person's effort to the project as cost sharing. 38.26% of this person's salary comes from the departmental cost center, E111605.

This cost sharing does not impact the other projects on the original effort screen, R084005024 R011405030 and R011405027. Because nothing is paid to this employee from the cost shared project, R011025018, there is no line for this project on the original screen. So a line must be added.

The cost percentages do not change because the distribution of salary costs will not change.

The departmental cost center is contributing 10 % of the person as cost sharing, so the effort on the second line must be reduced from 25 to 15. The variance option for mandatory cost sharing should be entered to explain the difference in cost and effort.

The effort for the other projects remains the same. But the effort has been entered as a rounded value, so a variance option (< 5% Variance) must be entered for those lines.

For the new line, enter the position number, company code and cost center or WBS element. Please note that although there will be no cost for this line, a wage type must be entered. Use 1REG as the wage type. The cost percentage for the new line is left blank. The effort for the new line is 10%. The variance option for mandatory cost sharing should be entered to explain the difference in cost and effort.

The resulting screen is shown below.

Effort Distributions Detail											
Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance		Payroll Upd
20001407	Professor & Head	E011770		NUTRITION	1ADA	2.19	2.19	2	< 5 % Variance	▼	<input type="checkbox"/>
20000032	Professor	E111605		ANIMAL SCIENCE	1REG	25.50	25.50	15	Mandatory Cost Sharing	▼	<input type="checkbox"/>
20001407	Professor & Head	E125315		FAMILY&CONSUMER SCIE	1ADA	1.64	1.64	2	< 5 % Variance	▼	<input type="checkbox"/>
20000032	Professor		R084005024	ROBERT H COLE CHAIR	1REG	61.93	61.93	62	< 5 % Variance	▼	<input type="checkbox"/>
20000032	Professor	E125315		FAMILY&CONSUMER SCIE	1REG	5.83	5.83	6	< 5 % Variance	▼	<input type="checkbox"/>
20000032	Professor		R011405030	ACCOUNTING DEVELOPME	1REG	0.73	0.73	1	< 5 % Variance	▼	<input type="checkbox"/>
20000032	Professor		R011405027	ERNST & YOUNG PROFES	1REG	2.18	2.18	2	< 5 % Variance	▼	<input type="checkbox"/>
20000032			R011025018		1REG			10	Mandatory Cost Sharing	▼	<input type="checkbox"/>

3. Different Pay Rates

If a person occupies more than one position, the pay rates may be different on the two positions. In this case, the effort percentage distribution can differ from the cost percentage distribution. To explain the difference the variance option, “Different Pay Rate” should be entered.

The example below shows a case where the employee’s effort is distributed 50-50, but because there are two different positions with different pay rates the correct cost distribution is 44.53 - 55.47.

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
75002512	Business Manager	E011024		CHEMISTRY	1REG	44.53	44.53	50	Different Pay Rate	<input checked="" type="checkbox"/>
75002512	Business Manager		R011024030	AMERICAN CHEM SOC-UN	1REG	55.47	55.47	50	Different Pay Rate	<input checked="" type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
Total:						100.00	100.00	0.00		

4. Persons with 9 and 12 Month Positions

Persons with a 9-month academic position who are paid on a fund that requires effort certification will not need to certify their effort during the summer months of May, June and July because the salary they are paid from this position in the summer was really earned by their effort in the previous 9 months.

Persons with a 12-month position who are paid on a fund that requires effort certification will need to certify their effort during the summer months.

Some employees have both a 9- and a 12-month position. In this case the effort certification screen will show all of the cost distributions for both the 9- and 12-month position, but only the distributions for the 12- month position need to be certified.

To simplify what could be a confusing situation, the cost distributions for the 9-month position have been “grayed out” on the screen. The effort for these lines is defaulted to zero (0) and the variance option, “Summer – 9 and 12 month positions” has been automatically entered to explain why new cost and effort differ for the line(s).

For cost distributions on the 12-month position, the effort must add to 100%. The total percentage of the new cost for this position must remain the same as the total old cost for this position, although the distribution of the new cost between distribution lines may change. The

variance option, “Summer – 9 and 12 month positions” must be entered on all lines with an effort and new cost greater than 0.

The record below shows an example of how a summer ECR screen would look for a split appointment. Note there are two different position numbers. The Research Assistant line is a 9-month position and does not require effort in the summer. The Assistant Professor position is a 12-month position and all of the summer effort is on this position. The 9-month line is shown, but is “grayed out” to prevent any entry. The 12-month position should have an effort of 100% entered and the variance option, “Summer – 9 and 12 month positions” must also be entered to explain why the effort and the new cost percentages differ.

Position	Position Text	Cost Center	WBS Element	Cost Center / WBS Description	Wage Type	Cost %	New Cost %	ECR %	Variance	Payroll Upd
75002513	Business Manager	E011024		CHEMISTRY	1REG	50.00	50.00	0	Summer - 9 and 12 month positions	<input checked="" type="checkbox"/>
75002513	Business Manager	E170131		IRIS Admin Support	1REG	45.00	45.00	1	Summer - 9 and 12 month positions	<input type="checkbox"/>
75002513	Business Manager		R053520026	US DEPT COMMERCE	1REG	5.00	5.00	0	Summer - 9 and 12 month positions	<input checked="" type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>