

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. Certain types of additional pay charged to the fund must also be certified.

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/iri/portal/ECR> and sign onto the system.
3. You should certify your effort and/or additional pay 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.

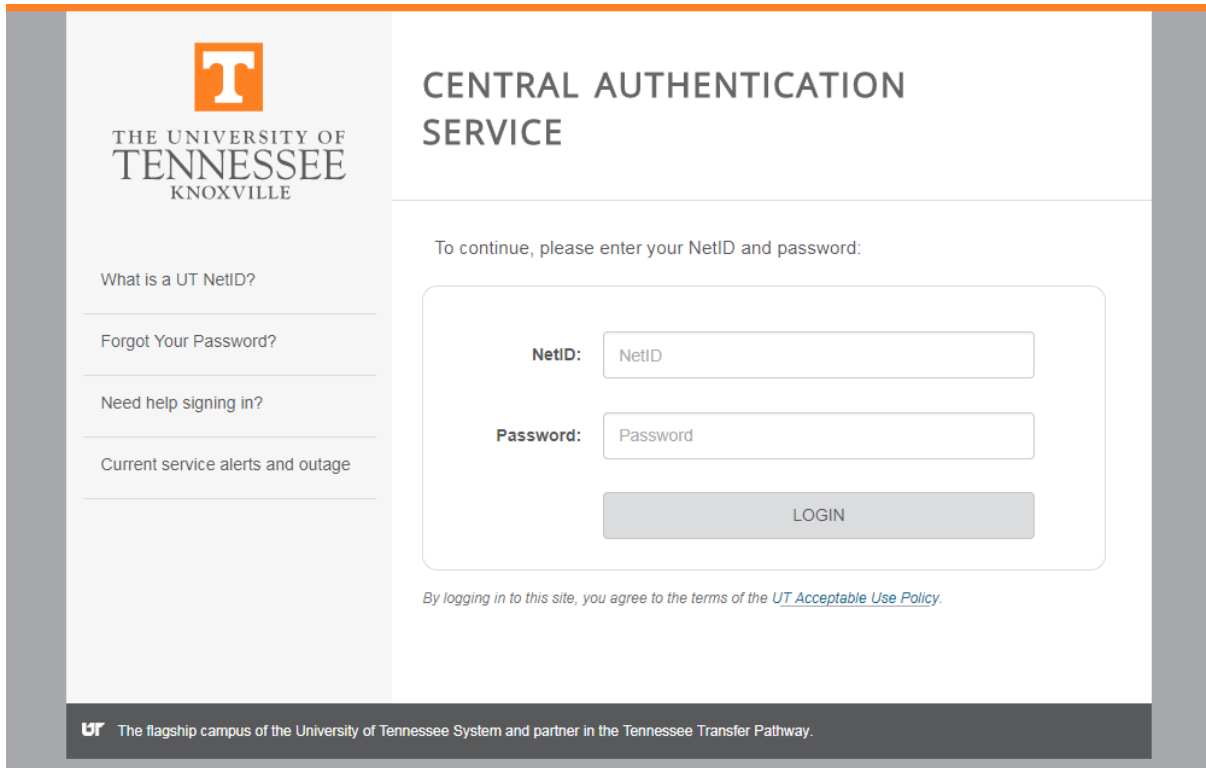
In order for IRIS to accomplish an automatic transfer of salary costs and benefits between funding sources, effort must be certified and approved within 30 days of the semester being certified.

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

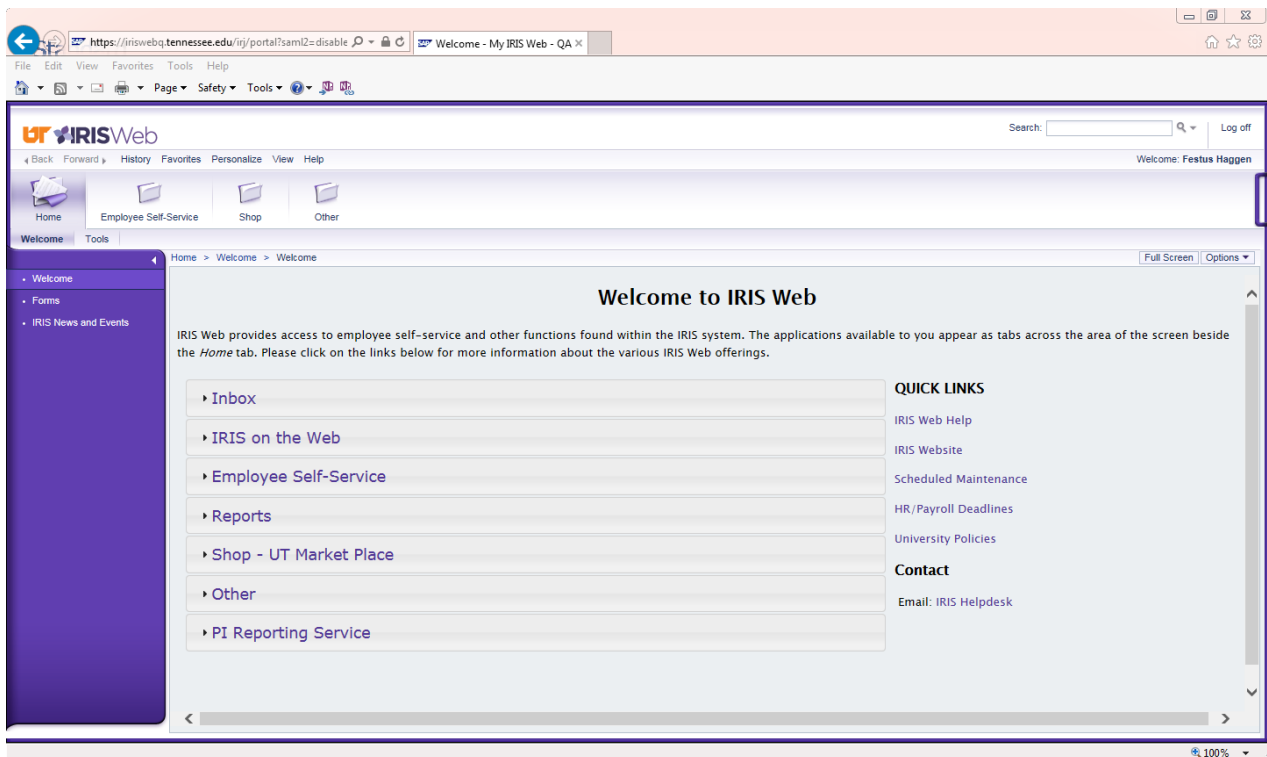
4.0 Logging into the System

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 links on left side of the screen to access the OIT web page with instructions for finding your Net ID and changing your password.

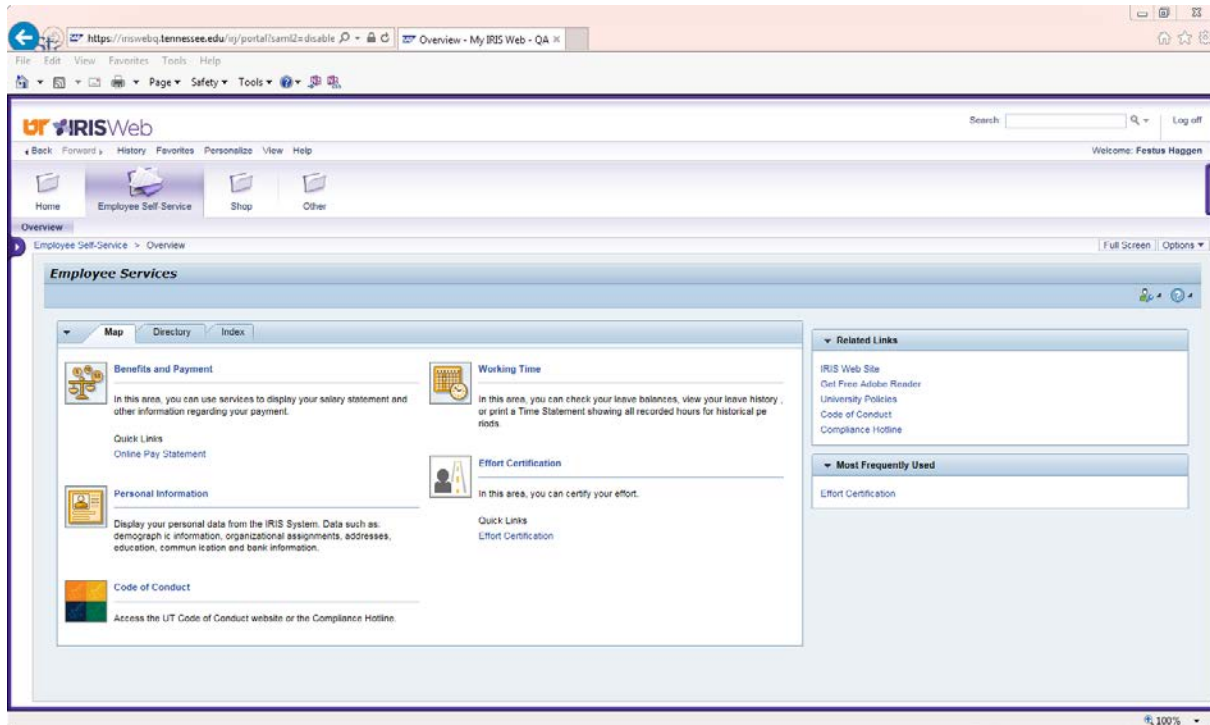
The login screen is shown below.



Enter your NetID and password, as a note, the password is case sensitive; then click the **LOGIN** button. The *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 and/or additional pay 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.

Appendix C – Certifying Effort for Additional Pay

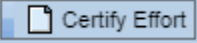
Persons who work on a sponsored project that requires certification of effort must certify specific *Additional Pay* wage types charged to that sponsored project, effective May 1, 2018. The wage types requiring certification include:

- | | |
|--------------------------|-------------------------|
| 2ADL – Additional Pay | 2AWD – Service Award |
| 2ADF – Addl - outside US | 2EVN – Evening School |
| 2APR – Addl Pay - SPC | 2ENR – Eve Schl - SPCt |
| 2BNR – Bonus Pay - FED | 2SUM – Summer School |
| 2BON – Bonus Pay | 2SUR – Sum School - SPC |

Certification of the additional pay confirms that the sponsored project charged and amount previously approved are correct, that any requirements for the additional pay have been met, and that you have received payment.

1. Log into the IRIS Web Portal and navigate to *Effort Certification* to view your *Efforts List*.
2. Click the selection box for the “Addl Pay” *ECR type* line.

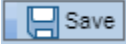
Name	ECR Type	Start Date	End Date	Status	Changed on	Changed by
Smith, Joe	Cost Dist	05/01/2018	05/31/2018	Effort Needs to be Entered		
Smith, Joe	Addl Pay			Pay Needs To Be Certified		


3. Click  **Certify Effort**.
4. Each line of additional pay requires certification. In the *Certified* column, select “Yes”, “No”, or leave the field blank.

Fund	Wage Type	Service from:	Service to:	Amount	Certified	Changed On	Entered By
E112602	2ADL	01/01/2018	05/31/2018	100.00			

- Select “Yes” in the *Certified* column if you met the requirements for the additional pay, have received payment, and there were no changes to funding or amount of the additional pay since it was approved.

- Leave the *Certified* column blank if research is needed to confirm information before certifying or if you haven't received payment yet. The additional pay record will be available for certification when you return to the screen.
- Select "No" in the *Certified* column if information is incorrect, if the wrong sponsored project has been charged, or you did not receive the correct payment. A system generated email will be sent to the bookkeeper of the sponsored project where the additional pay was charged.

5. Click  to save the changes made to the *Certified* status.

6. Click  to navigate back to additional records requiring certification.

Additional Pay effort certifications marked as "Yes" are now complete. No additional approval is required.

Additional Pay effort certifications left blank or marked as "No" will continue to appear in your *Efforts List* screen and on the **ZPR_ECR_UNCERTIFIED – ECR Uncertified Effort Report** run by your departmental staff until any issues are corrected and the additional pay is certified "Yes".