

## Time and Effort FAQ's

### 1. What is time and effort certification?

Effort certification is the process in which employees of sponsored projects certify that their time was spent in conformance with commitments made to a project. In other words, employees who were paid from the project must certify that they spent the corresponding amount of time on the project.

### 2. Why do I have to certify?

Time and effort certification is required by the Office of Management and Budget 2 CFR 200 and enables the University to document effort committed to your project.

### 3. Who has to certify?

All full time employees should certify for themselves. Part time employees' records should be certified by the Principal Investigator (PI) on the project. Graduate Assistants' records can only be certified by the PI. If a full time employee is not available to certify, then an alternate certifier (PI, chair, or dean) may certify in his or her place. The alternate certifier should have suitable means to verify that the effort is reflected correctly on the effort certification.

### 4. When do I certify?

ASU certifies three times per year:

Fall Semester Certification: February 1 – March 1

Spring Semester Certification: June 1 – June 30

Summer Term Certification: September 1 – September 30

### 5. How do I certify for myself?

- Login to Self-Service Banner
- Click on the Employee Tab
- Click on Effort Certification (Are you off-campus? If so, please login to the ASU VPN first)
- The Certify My Effort page should appear – double click on your record
- This screen should show your effort record as it currently appears from the payroll system. The top section will show Sponsored Effort (which comes from your grant or contract), and the bottom section will show Non-sponsored Effort (which will come from match and other institutional funds).
- If the record matches how you spent your time over the term (within a 5% variance), click on "Certify" in the bottom right corner.

- Read the certification segment and click on “I Agree”
- If the record doesn’t look correct, please see the instructions under “What if my effort report is not correct?”

#### 6. How do I certify for my part time employees?

- Log in to the Effort Module from Self Service. (Are you off-campus? If so, please login to the ASU VPN first.)
- Click on Review or Certify Reports
- Click on Advanced Search
- Click on the drop down for "Select Attribute" and choose "Effort Period Code"
- Click on the three dots on the right and double click on "2013SUM"
- Click on the next drop down for "Select Attribute" and choose "Chart of Accounts Code"
- Type "J" in the box
- Click on the next drop down for "Select Attribute" and choose "State"
- Click on the drop down on the right and double click on "Unlocked"
- Click on the box that says "Go"
- Double-click to open each record to review and certify

#### 7. What if my effort report is not correct?

- Go to our [homepage](#)
- Click on Labor Redistribution Form (Upper Right Corner)
- Fill out the top portion to reflect how you would like for your effort report to look
- Fill out the bottom portion to reflect how your effort report looks now
- Include notes on why a change needs to be made
- Print a copy
- Click on Submit Form
- Address the e-mail to SPA (which should already be included), the PI, chair, and dean
- Ask the PI, chair, and dean to reply with their approval of the change
- Once all approvals are collected, SPA will send the change to Budget
- Once Budget processes the reallocation, SPA will re-extract the data and let you know that your effort report is ready
- Use the instructions at “How do I certify for myself?” to certify your record
- **IMPORTANT! This process can take 2-3 business days, so allow plenty of time before the end of the certification period to complete a redistribution**