Effort Reporting 9
Effort Administrator User Guide

9/1/2020
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Helpful Links

GW Effort Reporting Policy: https://compliance.gwu.edu/effort-reporting

Effort Reporting FAQ’s: https://controller.gwu.edu/labor-effort

Effort Reporting Cycle and Labor Cost Transfer Process (link under Labor & Effort):

https://controller.gwu.edu/labor-effort
GW Effort Certification Overview

Effort reporting is the process by which the University determines and documents the effort expended on sponsored agreements during each reporting period. Effort is the relative amount of time spent on a particular activity and it includes time spent working on a sponsored project in which salary is directly charged or contributed (cost-shared effort). Employees compensated in whole or in part by sponsored agreements must verify their effort. GW utilizes the Banner 9 system for both Effort Reporting and Labor Redistribution and both modules are integrated.

This user guide is designed to provide instructions to GW Department Administrators on how to use the automated Effort Reporting module to review, process and certify effort reports. In this module, Department Administrators are assigned the roles of Pre-reviewer and Alternate Certifier.

Effort Reporting Phases

GW’s Effort Certification process consists of the following two phases:

1. **Pre-Review** – in this first phase, the designated pre-reviewer(s) or pre-reviewer’s proxy will review the effort report before it is certified, to ensure that the effort outlined in the report is accurate. This step must be completed before the employee/researcher or alternate certifier can certify the report.

2. **Certify** – this is the second phase of the process, where the employee who has worked on a sponsored project during the effort reporting period, will review and certify his/her report or request changes if they are needed. In the event that the employee is not available to certify the report, a proxy for the certifier, an alternate certifier, or a proxy for the alternate certifier can certify the report.

Effort Reporting Roles

One or more of the following roles will be assigned to users in the system:

- **Pre-Reviewer** – typically the department administrator, who will review the assigned effort reports during the pre-review period to ensure accuracy of efforts.
- **Certifier** – employee or researcher who certifies the report after it is reviewed
- **Alternate Certifier** – someone other than the employee who is designated to certify an effort report and who has the knowledge of the work performed
- **Proxy** – someone assigned by a pre-reviewer, certifier or alternate certifier to review or act on behalf of the assignor. The proxy needs to have knowledge of the work performed for the effort reports he/she will be reviewing or certifying.
Overview of the Effort Report Page

The Effort Report page is comprised of the following sections, as shown below:

- The **Effort Report** tab consists of the following two sections
  - Sponsored section – summary of effort for sponsored activities
  - Non Sponsored section – summary of effort for non-sponsored activities
- The **Pay Period Summary** tab – provides details on the pay periods included in the certification period
- The **Comments** tab – provides the ability to add comments and to view comments previously added
- The **Routing Queue** tab – outlines the status of each stage of the Effort Certification process and the personnel assigned to each role
- The **Effort Report Overview** – gives a summary of the report status and dates for the effort certification period. The Funding Chart provides a graphical representation of the effort for that period.

Outlined below are the different types of status and states that a pre-reviewer, certifier, alternate certifier or proxy may see:

**Status**
- Under Review – Effort report created and ready for review
- Awaiting Certification – Effort report is pre-reviewed and ready to be certified
- Completed – Effort report has been certified and completed
- Awaiting Refresh – Payroll action or labor redistribution has been completed

**State**
- Unlocked – Effort report available to be reviewed, certified for changed by a member of the routing queue
- Locked – Effort report can no longer be updated; all action buttons are removed
- Changes Submitted – changes have been submitted to an authorized person to request changes to the labor distribution via the labor redistribution module. Once those changes are complete the status will change to ‘Awaiting Refresh’.
Logging Into the System

To access the Banner 9 Effort Reporting system follow the steps below:

- Click on this link to go to Banner Self Service in Production - https://banner.gwu.edu/
- Click on the **Banner Self Service PROD** link

- From the GWeb Sign-on page, click on the **Current Faculty & Staff** button
- Login to Banner Self Service using your GW NetID and password

![Login to Banner Self Service](image)

- Enter your password (this will be the same password you use for email) and then enter your 2-Factor-Authentication code when prompted

![Enter password](image)
• After logging into Banner, click on the **Employee Information Menu** tab

- From the Employee Information page, click on the Employee Information NEW link

- Click on the Effort Certification link
Email Notification Configuration

To Configure the Email Handler in Chrome

To configure the settings in the email handler in Chrome to receive email alerts/notifications and to open the email window when you click on the Request Changes button to start the Labor Redistribution process, please follow the steps below (if you have not previously done this configuration):

1. Open a Chrome browser window
2. Locate the horizontal ellipsis (…) in the upper right hand corner of the browser window. (If you position your mouse over it you will see the label “Customize and control Google Chrome”). Click on it
3. Click on Settings
4. Scroll down to the Privacy and Security section
5. Click on the arrow next to Site Settings
6. Scroll down on the page and click on Additional permissions
7. Scroll down to Handlers and click the arrow next to it
8. Move the slide bar to the right to “Allow sites to become default handlers for protocols”
9. Open a new GW email window in Chrome
10. Within the URL window, an eye looking icon will appear - 📥. Click on that icon

11. From the new window that appears, Select Allow then click Done to allow mail.google.com to open all email links
To Confirm the Email Notification Settings

- Follow steps 1-7 above
- The slide bar for “Allow sites to become default handlers for protocols” should now be on the right
- The section under “email” should now say (as shown below): mail.google.com
  Default
Steps to Pre-Review an Effort Report

To access and review effort reports assigned to you, login to Effort Reporting system and click on **Review or Certify Reports** from the **Certify My Effort** screen, then follow the steps below:

- **Select and Review Effort report(s)**
  - From the **Advanced Search** screen, Select ‘Z’ in the **Chart of Account Code** box, select the Effort Reporting period in the **Effort Period Code** box and then click on the **Go** button.
- This will open your queue and show a list of the effort reports assigned to you for Pre-review. Double click on the one you want to review.

![Effort List](image1)

- Review the information in both the Sponsored and Non-Sponsored sections and the associated effort percent.

![Effort Report](image2)
- If the Effort is correct, click on the **Review** button.

- If the Effort report is not correct, a labor redistribution will need to be done to correct the effort report and this will restart the Pre-review process.
  - If you are not able to process the Labor Redistribution, you can click on the "**Request Changes**" button, which will launch a new email window for you to send an email with the desired changes to your Department Administrator, who will process the labor redistribution in the Labor Redistribution module. This will change the effort report status to 'Changes Submitted'. *If this email window does not appear, follow the instructions in the Email Notification Configuration section on pages 9 & 10, then click on the Request Changes button to send the email.*

- **Review an Effort Report Pay Period Summary**
  - To view specific payroll activity on an assigned effort report, click on the **Pay Period Summary** tab
• Add Comments to an Effort Report
  o To add or view comments, click on the **Comments** tab. You will be able view any comments that have been added by other members of the Routing Queue. If you add a comment, it will be saved and available to be viewed by any member of the Routing Queue. Once comments are added, they cannot be updated or deleted.

![Image of IGW dashboard showing the Comments tab and Add Comments button.](image)

• Review an Effort Report Routing Queue
  o To view the progress and details of the effort certification process for a specific effort report, click on the **Routing Queue** tab. You will see the status of each stage of the process. The queue will be updated automatically after each queue member completes his/her task.

• Add an additional Pre-Reviewer to Review an Effort Report
  o If you need to add a person to the routing queue as a Pre-reviewer, click on the **Add Member** button at the bottom left corner of the Routing Queue screen. Please note that all pre-reviewers must review the report (check the report and click on the **Review** button) before it can be certified.

![Image of IGW dashboard showing the Add Member button.](image)

  o Then Click on the ellipses (…) to the right of the **Name** field to search for the person to be added.
Once the person has been selected, Select **Pre-Reviewer** as the **Role**, **Review** as the **Action** and then click on the **Save** button.

- **Add an Alternate Certifier to Certify an Effort Report**
  - If you need to add a person to the routing queue as an Alternate Certifier to certify an assigned report, click on the **Add Member** button at the bottom left corner of the Routing Queue screen.
  - Then Click on the ellipses (…) to the right of the **Name** field to search for the person to be added
  - Once the person has been selected, Select **Alternate Certifier** as the **Role**, **Certify** as the **Action** and then click on the **Save** button.

- **Unlock Locked Effort Reports**
  - If you discover an error in an Effort Report after it has been certified, and you need it unlocked and re-processed, send an email to **effort@gwu.edu**
Steps for Alternate Certifiers to Certify an Effort Report

To access and review effort reports assigned to you, login to Effort Reporting system, click on **Review or Certify Reports** under the **Effort Certification** tab and follow the steps below.

- Select and Review Effort report(s)
  - From the **Advanced Search** screen that appears, Select ‘z’ in the **Chart of Account Code** box, enter the effort reporting period in the **Effort Period Code** box then click on the **Go** button. You can select a status of ‘Awaiting Certification’ to further drill down the query results.
  - The effort reports assigned for you to Certify will be listed in your queue with a status of ‘Awaiting Certification’. Double click on the one you want to certify
• Review the information in both the Sponsored and Non-Sponsored sections and the associated effort percent.

- Review the Effort Report Pay Period Summary
  - To view specific payroll activity on an assigned effort report, click on the Pay Period Summary tab
• Add Comments to an Effort Report
  
  o To add or view comments, click on the **Comments** tab. You will be able view any comments that have been added by other members of the Routing Queue. If you add a comment, it will be saved and available to be viewed by any member of the Routing Queue. Once comments are added, they cannot be updated or deleted.

• Certify the Effort Report

  o If the Effort is correct, then click on the **Certify** button.

  o From the **Certify** screen click on the **I Agree** button to agree to the certification.
If the Effort report is not correct, a labor redistribution will need to be done to correct the effort report and this will restart the Pre-review process.

- If you are not able to process the Labor Redistribution click on the “Request Changes” button, which will launch a new email window for you to send an email with the desired changes to your Department Administrator, who will process the labor redistribution in the Labor Redistribution module. This will change the effort report status to ‘Changes Submitted’. If this email window does not appear, follow the instructions in the Email Notification Configuration section on page 9, then repeat this step to send the email.

- This will restart the Pre-review process.
- If you have questions, contact GCAS-Effort Reporting at effort@gwu.edu

Adding a Proxy

A proxy is someone who can act on your behalf in the Effort Certification process. To add a proxy, follow the steps below:

- From the Review or Certify Reports page, click on the Proxy Super User link in the upper right corner of the page.

- Click on the Add New Proxy then click in the box Select Employee to add as Proxy. Begin typing the name of the person you want to assign as a proxy on your behalf. Select the person’s name when it is displayed. (If the person’s name does not appear, then he/she does not have the proper Banner access). That person will then be listed as a proxy in the Existing Proxies section. Click on the check box next to the person’s name to activate that person to be a proxy on your behalf. Then click on the Navigate to Effort Certification application button to go back to your queue.
For your proxy to see the effort reports assigned to you, your proxy will need to login to the Effort Reporting Module and follow the two steps outlined below:

- First, your proxy should click on the **Proxy Super User** link as shown below.

- Next your proxy will need to select your name from the dropdown list in the **Act as a Proxy for** section, as shown below, and then click on the **Navigate to Effort Certification application** button to see the effort reports in your queue. After completing these two steps, your proxy will not see reports in his/her regular queue, only the reports in your queue will be visible. These two steps will need to be repeated by your proxy whenever he/she logs into the Effort Reporting module/application and needs to act as your proxy and see the effort reports in your queue.
Processing a Labor Redistribution

If a payroll percentage is incorrect during your review of the effort percentages on the Effort Report tab or the Pay Period Summary tab in the Effort Reporting Module, please follow the steps below:

1. From the Effort Reporting Module, once you have reviewed and are ready for next steps, Select the Effort Report Tab

2. Click on the Request Changes button. Clicking on this button will bring up a new email window that you can fill out and to send an email to the appropriate person to start the labor redistribution as needed. If this email window does not appear, follow the instructions in the Email Notification Configuration document then repeat this step to send the email.
3. After clicking the Request Changes button and sending the email, the status of the effort report will also change from ‘Under Review – Unlocked’ to ‘Under Review - Changes Submitted’.

4. Now when you go back to see what is in your queue, the individual(s) that you just requested changes for show up as Changes Submitted under the Unlocked/Locked column. Now the labor redistribution can be processed.
5. Login to the Labor Redistribution Module. From the labor distribution screen enter the GWID of the individual for whom you are processing the LR, and click on Go

6. The individual’s pay period information will be displayed. Select the period for which you want to make your change.
7. Make the appropriate changes the click on the **Ok changes**, and wait for all approvals in the routing queue to be completed

8. Once the labor redistribution has been submitted you can go back into the Effort Reporting module and the effort report status for that individual should be updated to reflect the following *Pay events are in process that may affect this report*
9. Once the labor redistribution has been processed you can go back into the Effort Reporting module and the effort report status for that individual should be updated in your queue to reflect the following ‘Awaiting Refresh’

10. You can now update the report by clicking on the **Update Report** button and then verify the changes have been applied to the effort report
Running the Audit Report (PZRERAU)

1. Click on this link to go to Banner Self Service in Production - https://banner.gwu.edu/
2. Click on Banner PROD Access URL

3. Type PZRERAU in the box as shown below and then click on Effort Audit Report (PZRERAU) to select it
4. From the Process Submission Control Form, click on Go

5. Enter the Effort Report Period parameter by clicking on the box with the ellipses (...). You can also filter by selecting the other parameters (Researcher, Employee Home Orgs, Fund Codes, Report State/Status or PI GWId(s))

6. Page Down and click in the Submission section (this has to be done to Save), then click on Save
7. To view the report, click on the RELATED link in the upper right section of the page then click on the GZAPSTA Job Status Form

8. Select your report once it has finished running (once the status has changed from ‘Running’ to ‘Finished’) then click on View Output
## Monthly Pay Period Summary

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<th>Grant</th>
<th>Fund</th>
<th>Principle Investigator</th>
<th>Month</th>
<th>Effort Percent</th>
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