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Effort Reporting 9 PI-Alternate Certifier's User Guide

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Table of Contents

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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

Background

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 PIs on how to use the automated Effort Reporting module to certify the effort report for an employee or researcher, as PIs may be assigned the role of Alternate Certifier by Department Administrators to certify effort reports for an employee/researcher. The PI needs to have knowledge of the work that the employee/researcher performed on sponsored projects during that Effort Certification period.

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 an 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 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:
  <u>**Status**</u>
  - 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

  <u>**State**</u>
  - 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'.

Overview – Certifying an Effort Report

Outlined below is the process to certify an effort report:
- You will receive notification that the effort report is awaiting certification
- You should check that the effort report and percentages are accurate
- If the effort report is correct, click on the Certify button to certify the report
- If the effort report is NOT correct, you can click on the Request Changes button to send an email to your Department Administrator to process a labor redistribution to correct the effort report
- Once the changes are processed and applied, you will be notified when the effort report is ready for you to review the changes made and certify it.

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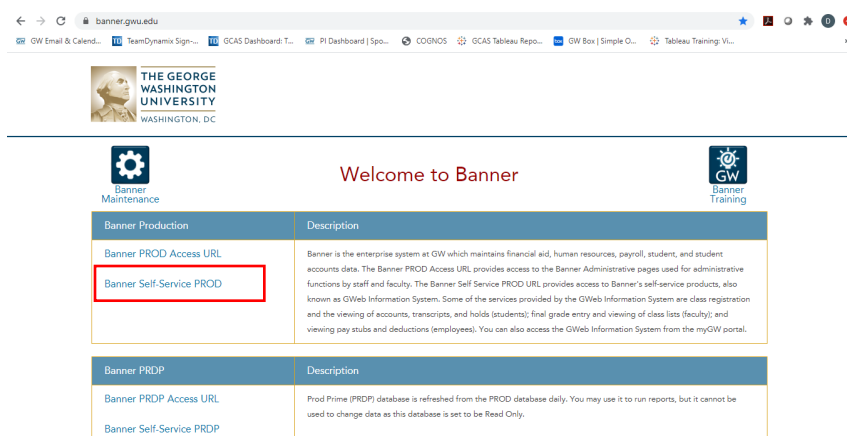
- From the GWeb Sign-on page, click on the **Current Faculty & Staff** button
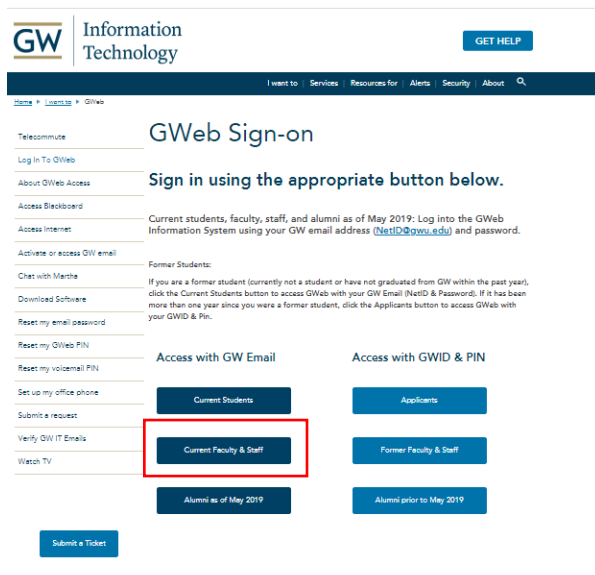
- Login to Banner Self Service using your GW NetID and password

- Enter your password (this will be the same password you use for email) and then enter your 2-Factor-Authentication code when prompted
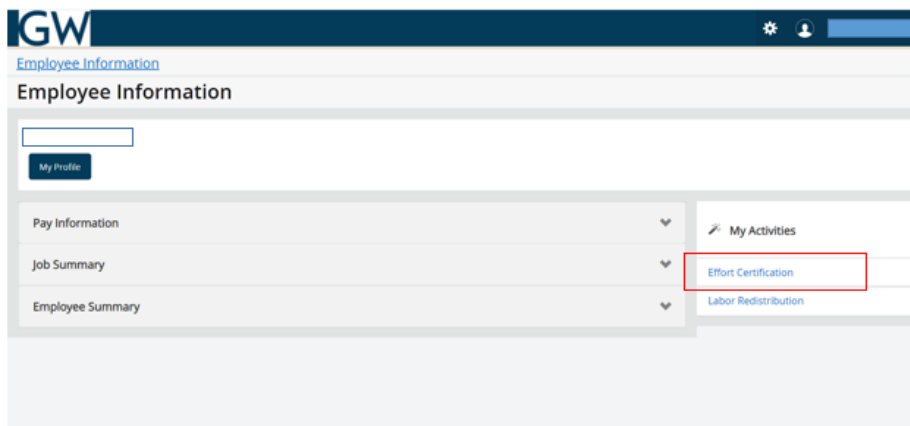
- After logging into Banner, click on the **Employee Information Menu** tab
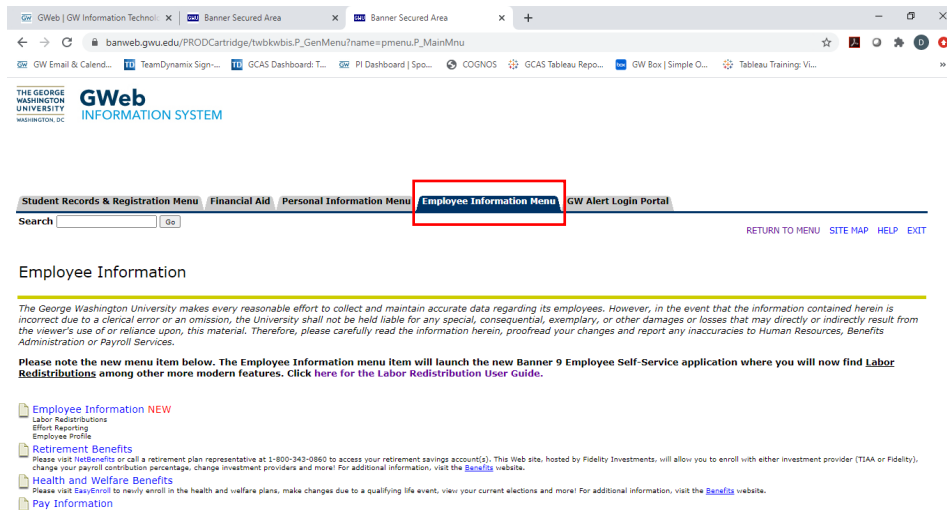
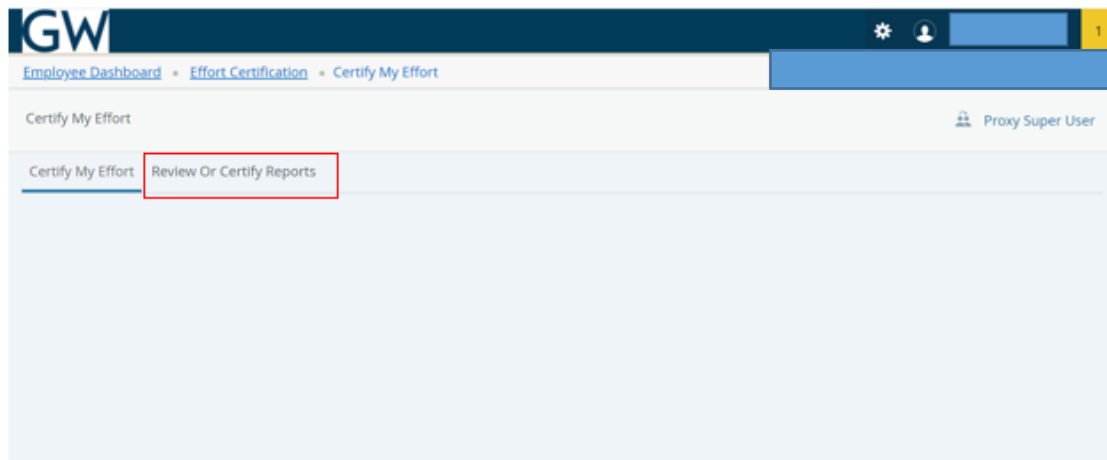- From the Employee Information page, click on the Employee Information NEW link
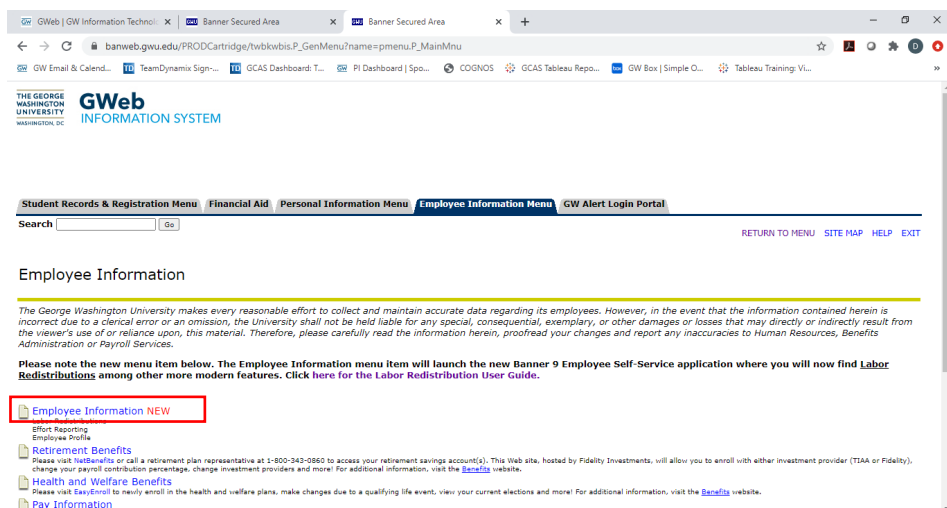
- Click on the Effort Certification link

Steps for Alternate Certifiers to Certify an Effort Report

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

- From the **Advanced Search** screen that appears, Select '**z**' in the **Chart of Account Code** box and select 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.

- Click on the **Effort Report** tab to review the information for Sponsored and Non-Sponsored activities and the associated effort percent.

- To view specific payroll activity click on the **Pay Period Summary** tab.

- 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.

- 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.

- If the effort report is correct, click on the **Effort Report** tab then click on the **Certify** button at the bottom of the screen

  o From the **Certify** screen click on the **I Agree** button to agree to the certification
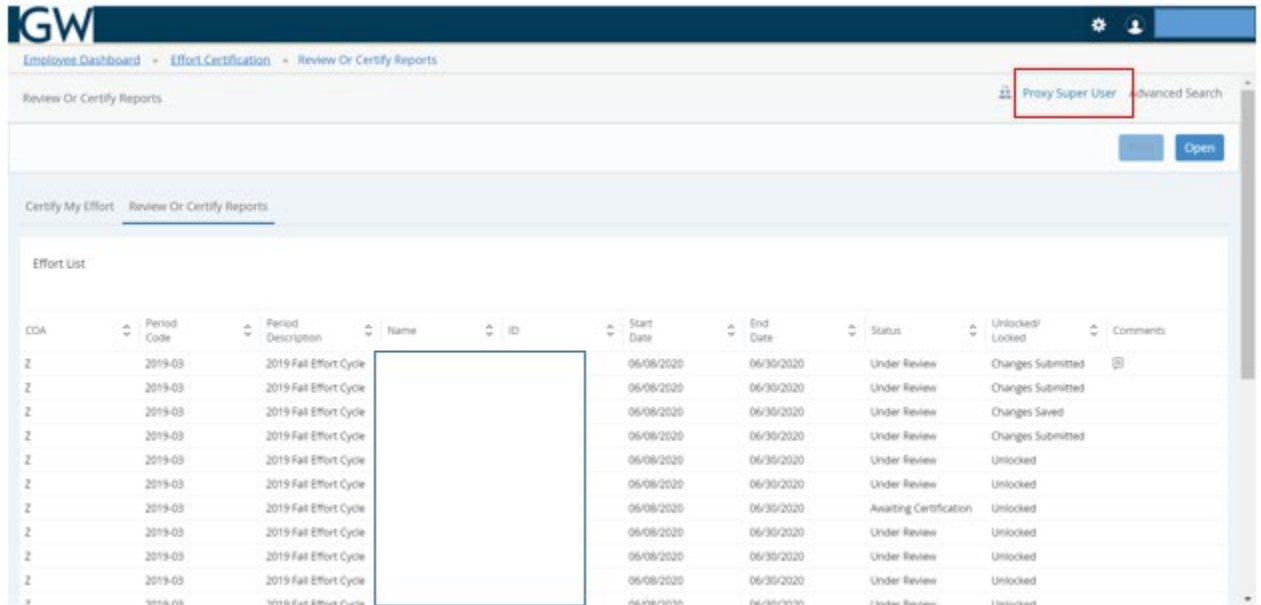
- If the Effort report is NOT correct, a labor redistribution will need to be done to correct the effort report. Click on the "**Request Changes**" button (as shown below) which will launch a new email window for you to send an email with the desired changes to your Department Administrator, who will process the labor redistribution in the Labor Redistribution module. *If this email window does not appear, follow the instructions in the Email Notification Configuration section on pages 16 and 17, then click on the* **Request Changes** *button to send the email.*

- Once the changes are submitted to your department administrator, the status of the effort report will be changed to '**Changes Submitted**'. This will restart the Pre-review process. If you have questions, please contact GCAS-Effort Reporting at effort@gwu.edu

Adding a Proxy

- 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. 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
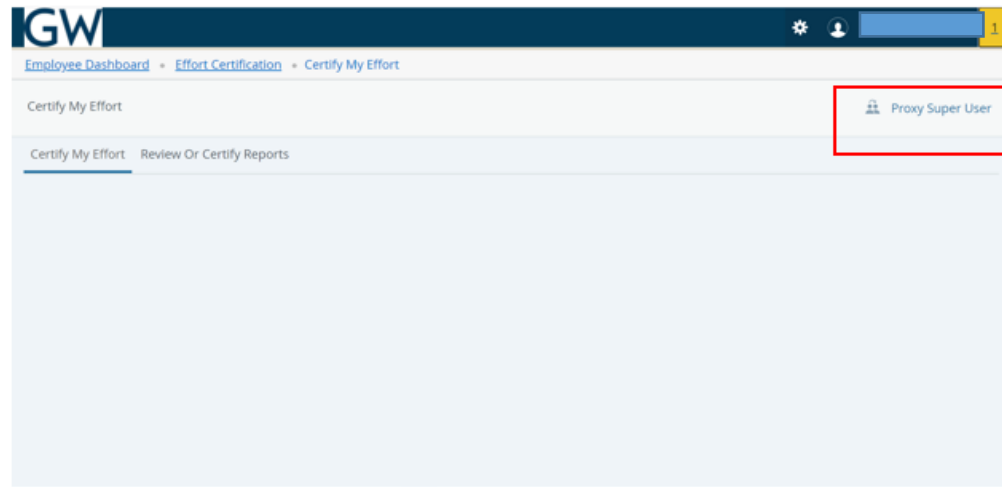
  - Next your proxy will need to select your name from the dropdown list in the **Act as a Proxy for** section, as shown below, and then click on the **Navigate to Effort Certification application** button to see the effort reports in your queue. After completing these two steps, your proxy will not see 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.
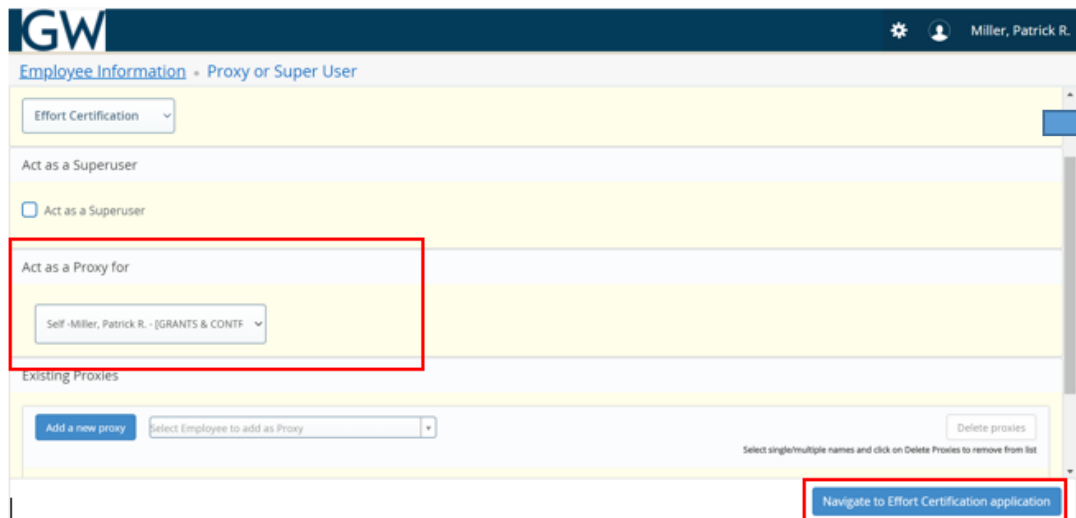
Email Notification Configuration

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:

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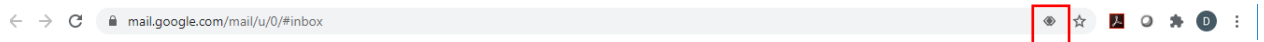
11. From the new window that appears, Select **Allow** then click **Done** to allow mail.google.com to open all email links
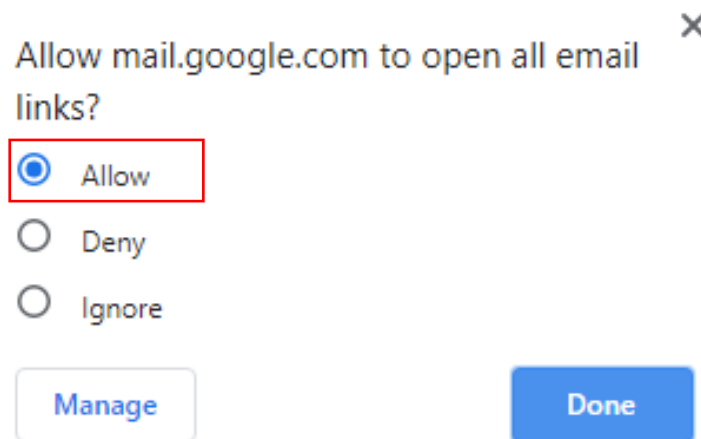
To Confirm the Email Notification Settings

- 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