

Responsible University Department:

Controller's Office, Grants and Contracts Accounting Services Division of Information Technology, EIS

Effort Reporting 9 Certifier's User Guide

9/1/2020

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Helpful Links

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

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

Effort Reporting Cycle and Labor Cost Transfer (link under Labor & Effort): <u>https://controller.gwu.edu/labor-effort</u>

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 employees/researchers on how to use the automated Effort Reporting module to certify their own effort reports or to assign a proxy to certify their report. In this module, employees/researchers are assigned the roles of Certifiers to certify their own effort report.

Effort Reporting Phases

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

- Pre-Review in this first phase, the designated pre-reviewer(s)/department administrator(s) or prereviewer'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 an 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 the effort report is incorrect. 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:

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GW							* (
Employee D	ashboard • Effe	ort Certification + Effor	Report						
	and a					Print	×		
Effort Repo	ort Pay Period S	ummary Comments	Routing Queue				Effort Report Overv	/iew 🔨	•
Sponsored							Report Status		
Grant		Organization		Effort Category	Charge Typ	e Effort	2019-03 2019 Fall Effort Cycl Iuroe 08, 2020 - Iuroe	le 30. 2020	
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Non Spons	ored						Important Dates		
Grant	Organization		Effort Ca	tegory Ch	arge Type	Effort	Begin Pre-Review		
				DI	RECT	90	June 01, 2020 Certification Period	w 30, 2020	
					atal Non Cooper	and Articity 0	Post Review End	re 979, 2020	

- 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
- o 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 Your Report

Outlined below is the process to certify your 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 Effort Reporting Module to Certify Your Report

To access the Banner 9 Effort Reporting module, follow the steps below:

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

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🖰 🗎 banner.gwu.edu		*
& Calend 🔟 TeamDynamix Sign 🔟 GCAS D	lashboard: T 🚾 PI Dashboard Spo 😵 COGNOS 🔅 GCAS Tableau Repo 🔤 GW Box Simple O	🚯 Tableau Training: Vi
THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC		
Banner Maintenance	Welcome to Banner	-œ́- GW Banner Training
Banner Production	Description	
Banner PROD Access URL	Banner is the enterprise system at GW which maintains financial aid, human resources, payroll,	, student, and student
Banner Self-Service PROD	ecounts data. The Benner PRCD Access URL provides access to the Benner Administrative particular by staff and faculty. The Benner Self Service PRCD URL provides access to Benner's troom as GWab Information System. Some of the services provided by the CWab Information and the viewing of accounts, transcript, and holds (students); final grade entry and viewing of viewing pars table and deductions (manipores). You can also access the CWab Information System. Some Inc.	iges used for administrative self-service products, also i System are class registration i class lists (faculty); and stem from the myGW portal.
Banner PRDP		
Banner PRDP Access URL	Prod Prime (PRDP) database is refreshed from the PROD database daily. You may use it to run	reports, but it cannot be
Ropper Solf Service RDDR	used to change data as this database is set to be Read Only.	

• From the GWeb Sign-on page, click on the Current Faculty & Staff button



• Login to Banner Self Service using your GW NetID and password

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC	GW Sign in Enter your GW Email (NetID@gwu.edu) Can't access your account? Sign-in options	
Login with your GW email address and password.	GW community members can access this service using your GW email address (NetID@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit https://identity.gwu.edu to reset your password.	

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

	THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC	GW C The contract of the cont			
	Community, Login with your GW email address and password.	GW community members can access this service using your GW email address (NettD@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit https://identity.gwu.edu to reset your password.	Serms of use	Privacy & cookies	1
Sign in to your account	+			- 0	×

• After logging into Banner, click on the Employee Information Menu tab



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

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WASHINGTON 25			4
Student Records & Registration Menu Financial Aid Personal Information Menu Employee Information Menu GW Alert Login Portal			
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Employee Information			
The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained her incorrect due to a clenical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to Human Resources, Bene Administration or Payroll Services.	ein is result f fits	from	
Please note the new menu item below. The Employee Information menu item will launch the new Banner 9 Employee Self-Service application where you will now find <u>1</u> Redistributions among other more modern features. Click here for the Labor Redistribution User Guide.	<u>abor</u>		1
Employee Information NEW			
Retirement Benefits Reas viets (NetSendits or all a retirement plan representative at 1-800-343-0860 to access your retirement savings account(s). This Web site, hosted by Fidelity Investments, will allow you to enroll with either investment provider (TIA change your synchronization and more) For additional information, viet the <u>Beveing</u> vebate.	A or Fide	elity),	
Health and Welfare Benefits Please visit EasyEnrol to newly enroll in the health and welfare plans, make changes due to a qualifying life event, view your current elections and more! For additional information, visit the <u>Renefits</u> website.			
La Pay Information			-

• Click on the **Effort Certification** link

GW		* 1
Employee Information		
Employee Information		
My Profile		
Pay Information	*	My Activities
Job Summary	~	Effort Certification
Employee Summary	*	Labor Redistribution

Steps to Certify an Effort Report

• After logging in to the Effort Reporting module, click on **Certify my Effort** under the **Effort Certification** tab and follow the steps below, to access, review and certify your effort report.

GW	* 2
Employee Dashboard - Effort Certification - Certify My Effort	
Certify My Effort	🚊 Proxy Super User
Certify My Effort	

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

mployee D	ashboard • Effort Certification • Effort	rt Report			
Effort Repo	rt Pay Period Summary Comments	Routing Queue		Print ×	Effort Report Overview
ponsored					Report Status
Grant	Organization	Effort SPON:	Category Charge Tj 5 DIRECT	pe Effort	2019-03 2019 Fall Effort Cycle June 08, 2020 - June 30, 2020 Under Review - Unlocked
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Grant	Organization	Effort Category	Charge Type	Effort	Begin Pre-Review
			DIRECT	90	June 01, 2020 Certification Period June 08, 2020 to June 30, 2020
			Tetal New Course		Post Review End

• To view specific payroll activity on your effort report, click on the Pay Period Summary tab

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Employee Dashboard	d • Effort Certific	ation • Effort Report				
Effort Report Pay	Period Summary	Comments Routing	Queue		Print ×	Effort Report Overview
Monthly 9 2019 Sep	tember 01, 2019 -	September 30, 2019				Report Status
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			SPONS Sponsored Projects	10.0001	2.5000	Important Dates
Monthly 10 2019	ctober 01, 2019 - O	ctober 31, 2019				Begin Pre-Review June 01, 2020 Certification Period
Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent	June 08, 2020 to June 30, 2020 Post Review End

• To add or view comments, click on the **Comments** tab. You will be able view any comments that have been added by authorized members of the Routing Queue. If you add a comment, it will be saved and available to be viewed by other members of the Routing Queue. Once comments are added, they cannot be updated or deleted.

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nployee Dashboard • Effort Certification • Effort Report	
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	2019-03 2019 Fall Effort Cycle June 08, 2020 - June 30, 2020
emaining character : 4000	Add Comment
	Important Dates
	Begin Pre-Review June 01, 2020 Certification Period June 08, 2020 to June 30, 2020 Post Review End

• 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.

W	* 2
yee Dashboard + Effort Certification + Effort Report	
Review. Pre-Reviewer	Report Status
Pending mail	2019-03 2019 Fall Effort Cycle
Review, Pre-Reviewer	June 08, 2020 - June 30, 2020 Under Review - Unlocked
	Important Dates
	Begin Pre-Review June 01, 2020 Certification Period June 08, 2020 to June 30, 2020 Post Review End
	Pay Dates

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

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nployee.Dashboard + Effort.Certification + Effort Report					Reviewed successfully
				Print ×	
fort Report Pay Period Summary Comments Routing Queue					Effort Report Overview
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					BW - 18 August 11, 2019-August 24, 2019 BW - 19 August 25, 2019-September 07, 2019 BW - 20 September 08, 2019-September 12, 2019 BW - 21 September 22, 2019-October 15, 2019 BW - 22 October 06, 2019-October 19, 2019 BW - 22 October 06, 2019-Automotive 02, 2019 BW - 24 October 20, 2019-November 02, 2019

• From the Certify screen click on the I Agree button to agree to the certification

GW Inside and Station - In	art Report	* D .
	Certify This Effort Report reflects the distribution of the effort by funding source for the sponsored and non- sponsored time that was speer during the period. During this process you are confirming that the effort charged during the reporting period reasonably agrees with how an individual actually deviced their time during this period. Percentages its add reported reflort charged during the reporting period. Reports are required to reasonably reflect the activities for which employees are compensated. If the percentages listed reasonably reflect the effort employees have deviced, certify the report. Cancel	Min - 21 Anther 20, 2014 Algorenter 03, 2019 Min - 24 Anther 20, 2014 Algorenter 04, 2019 Min - 24 Anomale 01, 2019 Algorenter 04, 2019 Min - 24 Anomale - 17, 2019 Algorenter 04, 2019 Min - 19 Algorenter 01, 2019 Algorenter 03, 2019 Min - 11 Algorenter 01, 2019 Algorenter 31, 2019 Min - 11 Algorenter 01, 2019 Algorenter 31, 2019 Min - 11 Algorenter 01, 2019 Algorenter 31, 2019 Min - 12 Algorenter 01, 2019 Algorenter 31, 2019 Min - 12 Algorenter 01, 2019 Algorenter 31, 2019 Min - 12 Algorenter 01, 2019 Algorenter 31, 2019 Min - 12 Algorenter 01, 2019 Algorenter 31, 2019 Min - 12 Algorenter 01, 2019 Algorenter 31, 2019
		Revenue Rev

• If the Effort report is NOT correct, a labor redistribution will need to be done to correct the effort report. You can 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.*

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Employee Dashboard + Effort Certification + Effort	sort	
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Effort Report Pay Period Summary Comments Ro	g Queue Effort Report Overv	iev A
Sponsored	Report Status	
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• 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 <u>effort@gwu.edu</u>

Adding a Proxy

If you will be out of the office and need to assign another employee as a proxy to review or certify your effort report on your behalf, please follow the steps below,. Your proxy needs to have knowledge of the work you have performed for the effort report(s) he/she will be reviewing or certifying.

• From the **Certify My Effort** page, click on the **Proxy Super User** link in the upper right corner of the page.

GW	* 2
Employee Dashboard + Effort Certification + Certify My Effort	
Certify My Effort	요 Proxy Super User
Certify My Effort	

• 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.

GW	• •
Employee Information + Proxy or Super User	
Proxy or Superuser	
Application Selection	
Effort Certification 🔅 🛩	
Act as a Superviser	
Act as a Supervoer	
Act as a Proxy for	
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Existing Provides	
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	Ranigate to Officer Cartefication application

Page 14 of 17

- For your proxy to see your effort report, 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

GW	* 2
Employee Dashboard + Effort Certification + Certify My Effort	
Certify My Effort	요 Proxy Super User
Certify My Effort	
	1

 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 your effort report. After completing these two steps, your proxy will not see report(s) in his/her regular queue, only your report will be visible. <u>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 your effort report.
</u>

GW	* 1
Employee Information • Proxy or Super User	
Effort Certification	
Act as a Superuser	
Act as a Superuser	
Act as a Proxy for	
Self -Miller, Patrick R (GRANTS & CONTF	
Existing Proxies	
Add a new proxy Select Employee to add as Proxy	Delete proxies Select singlermultiple names and click on Delete Provies to remove from list
	Navigate to Effort Certification application

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

Sett	ings		Q Search settings	
•	You and Google		← Handlers	
Ê	Autofill		_	
۲	Safety check		Allow sites to ask to become default handlers for protocols (recommended)	
•	Privacy and security		email	
۲	Appearance		mail.google.com	
Q	Search engine		Default	:
	Default browser			
ப	On startup			
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Q Q () Adva Exter Abou	Search engine Default browser On startup niced Isions t Chrome		mail.google.com Default	