

A21 Effort Certification and the Kuali Financial System – Guidance for Document Routing and Approval

1. Only Account Project Directors on Federal and Federal Pass-through Projects will receive and approve Effort Reports electronically via OneStart

Only Account Project Directors on Federal and Federal Pass-through Projects are required to certify effort on sponsored projects and therefore Account Project Directors on Non-Federal projects will not receive effort reports in their OneStart Action List. Any effort for Non-federal projects appearing on effort reports will be approved by the Fiscal Officers.

2. Effort Reports will be routed to Fiscal Officers first before being routed to Account Project Directors on Federal and Federal Pass-through Projects

Effort reports, like all KFS documents, will route to each approver's OneStart Action List. The Effort Report will route first to Fiscal Officers of all accounts represented on the document. Once ALL Fiscal Officers approve Effort Reports, the documents will then route to the Account Project Directors for certification approval.

3. Account Project Directors will open Effort Documents in the OneStart Action List for Effort Report review and approval

To approve an Effort Document Account Project Directors will need to access their OneStart Action List. The OneStart Action List can be accessed by following these steps:

- Sign into the OneStart portal
- Click the "Notifications" tab at the top of the page
- Click "Go to Full Action List"
- Click on the document # to access the Effort Certification (let the document fully load)

Account Project Directors should review the effort for each of the accounts for which they are Primary Account Project Director. The primary account PI information is provided on two places within the Effort Reports.

Account Project Directors are listed on the Account Lines of the Effort Report (See Image 01 Below)

Image 01 – Project Information

Effort Certification Backend for mscheutz is in use

Doc Nbr: 13841892 Status: ENROUTE
 Initiator: jfs Created: 06:45 AM 02/22/2013

Document Overview

* Description: 000154343
 Organization Document Number: Explanation:

Report Information

Employee Name: Su, Ya-Yin Report Start Date: 07/01/2012
 * Report Number: 0013-801 Report End Date: 12/31/2012

Effort Summary

add	* Chart	* Account	Sub-Account	Effort	Salary	Actions
1	BL	4029304	-----	100%	267.60	recalculate reset
BLOOMINGTON UNIV OF MIAMI, 840118, (NOBLE) SCHEUTZ (Scheutz, Nathas)				100.0000%	100	267.60
Subtotals:				100%	267.60	267.60
Grand Totals:				100%	267.60	267.60

Effort Detail show

Notes and Attachments (0) show

Account Project Directors that need to approve a document are listed in the **Action Request** sections under the **Route Log** tab. (See Image 02 Below)

Image 02 - Action Requests (Approvers)

Route Log Backend for mscheutz is in use

⚠ This is a non-production environment (Staging)

Job: 13841892

Title: Effort Certification - 000154343
 Type: Effort Certification
 Initiator: jfs
 Route Status: ENROUTE
 Route(s): ProjectManagement

Created: 06:45 AM 02/22/2013
 Last Modified: 06:45 AM 02/22/2013
 Last Approved:
 Finalized:

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	jfs		06:45 AM 02/22/2013	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Scheutz, Nathas	06:56 AM 02/22/2013	KFS-BYS Award Project Director BL 4029304

Future Action Requests

4. Effort Report Approval (Certification)

If no changes are required to account(s) on the Effort Report, the report may be approved to certify employee effort. Click the **approve** icon at the bottom of the report. (See Image 03 below)

Image 03 – Document Actions - Approve

The screenshot displays a 'Route Log' window with a red header bar containing the text 'Backdoor Id mechanism is in use' and a 'refresh' button. The main content area is divided into several sections:

- Document Details:** ID: 13841892, Title: Effort Certification - 0002164343, Type: Effort Certification, Initiator: KFS, Route Status: ENROUTE, Node(s): ProjectManagement. Metadata includes Created, Last Modified, Last Approved, and Finalized, all dated 06:45 AM 02/22/2013.
- Actions Taken:** A table with columns: Action (COMPLETED), Taken By (KFS), For Delegator, Time/Date (06:45 AM 02/22/2013), and Annotation.
- Pending Action Requests:** A table with columns: Action (IN ACTION LIST APPROVE), Requested Of (Schaetz, Matthias), Time/Date (06:56 AM 02/22/2013), and Annotation (KFS-SrS Award Project Director BL 4026304).
- Future Action Requests:** A section with a 'show' button.
- Log Action Message:** A section with a 'log' button.

At the bottom of the window, there is a row of buttons: 'send ad hoc request', 'save', 'reload', 'approve', and 'close'. A black arrow points from the caption 'Image 03 – Document Actions - Approve' to the 'approve' button.

5. Effort Changes

If changes in effort allocation are required, the document may then be changed to accurately reflect the correct employee effort. To change the effort percentage reflected on an account for an employee:

- a. Identify accounts on the Effort Report to be modified
- b. Change the effort percentage on each account by entering the correct effort percentage in the editable **Effort** box. (See Image 04 Below)

Image 04 – Effort Changes

Chart	Account	Sub-Account	Original Effort	Effort	Original Salary	Salary	Actions
1	4023304		100.0000%	100	267.60	267.60	recalculate reset
Subtotals:			100%	100%	267.60	267.60	
Grand Totals:			100%	100%	267.60	267.60	

- c. Once an effort percentage has been changed for an account recalculate for the account line by clicking **recalculate** under **Actions** to the right of the account line. KFS will only allow for whole number percentages.
- d. Repeat for each account line to be modified.
- e. Verify that the Corrected Effort percentage(s) equal 100% and the Salary totals are equal to the Original Salary.
- f. If the Salary amounts are not equal, in the editable Salary box enter the adjusted amount and then click SAVE.
- g. Enter a note of justification on the Effort Report for the changes made under the **Notes and Attachments** tab. Once a note is entered, click **add** under **Actions** to the right of the note entered. (See Image 05 below)

Image 05 – Notes

Posted Timestamp	Author	Note Text	Attached File	Notification Recipient	Actions
		Enter Note of Justification Here			add

- h. Approve document by Click the **approve** icon at the bottom of the report. (See Image 03 above)

Once the Project Director approves (and or edits, then approves) the document, it will continue through the routing sequence to finalization. **The document will not route back to the Fiscal Officer.**

Once fully approved, the Effort Document will become the permanent record of effort certification for the University. Departments will no longer be required to retain paper copies with PI signatures.

6. Adding an Account

To add an account not previously on the Effort Document, enter the account number to be added and the correct effort percentage under **Add New Detail Line** at the top of the **Effort Summary** tab. Click **Add** at the right of the account line under **Actions**. (See Image 06 below) Once the account has been added to the Effort Report Document, click **recalculate** under **Actions** to the right of the new account line.

Image 06 – Add Account

Add New Detail Line					
Chart	Account	Sub-Account	Effort	Salary	Actions
add:					add

After all accounts have been added and effort modified, approve the document by clicking the **approve** icon at the bottom of the report. (See Image 03 above)

Things to Remember:

- **A note of justification must be added to the document for all changes made.**
- If the Ad Hoc function is used, the document the edit function will be closed. Only those in the regular routing have editing rights.
- The **Grand Totals** for Effort Percentage and Total Salary **must equal** Original Effort and Original Salary Totals. (See Image 07 below)

Image 07 – Effort Totals

Federal and Federal Pass Through Accounts							
Chart	Account	Sub-Account	Original Effort	Effort	Original Salary	Salary	Actions
1	45292504		100%	100	267.60	267.60	recalculate reset
Subtotal:			100%	100%	267.60	267.60	
Grand Totals			Grand Totals:	100%	100%	267.60	267.60