

Request to Open a Previously Certified Employee Effort Report
Sponsored Projects Only

Note: If the redistribution is between unrestricted indices only, this form does not need to be completed. Please contact your Contract & Grant office to unlock the record.

To:	From Index:
From:	To Index:
Date:	Pay Period(s) and Year:
Employee Name:	Employee Banner ID:

- 1. Explanation as to how the correction was determined after original certification took place and reason it was originally certified. Please include detailed reason for the transfer/change. If transferring to a sponsored award, provide justification of allowability to the receiving sponsored award.*
- 2. If the change is greater than 90 days from the original date of the transaction, please include an explanation for the delay. A separate 90-day memo is not required.*
- 3. Corrective actions taken to ensure that effort is allocated appropriately in the future.*

Signature: Effort Certifier (PI)

Signature: Dean/Director

Note: After the labor redistribution has been completed, the employee record will need to be re-certified within two (2) weeks of the date the record was unlocked. The re-certification process will need to be completed by **all** Pre-reviewers and Certifiers associated with this employee for this certification period.

Email signed form to maineffortrptng@unm.edu for processing.

Updated May 31, 2016