

# UNM Effort Certification Training

**Pre-Review Stage**



# What is Effort

- Effort is the time spent on a sponsored project, it is expressed as a percentage of the employees' total University related duties
  - Effort must equal 100% cumulative total
    - Includes teaching, research, service
    - Does not include any activities outside of University related work
  - Cannot exceed 100% if working on multiple projects
  - It is not measured on a standard 40 hour work week, but on the actual time worked.
  - Tolerance threshold of +/- 5%
    - Original award agreement and time worked
- Recently approved Effort Certification Policy will be added to UNM Faculty Handbook



# Why do we Certify?

- Effort is a mechanism to confirm salaries and wages charged to a sponsored project in relation to the work performed and committed to the agency in proposal.
  - UNM is required to assure Federal and other award sponsors that the allocation of salaries charged are fair, consistent and timely with the effort performed.
    - Potential financial penalties for non-compliance
    - Expenditure disallowance – department would be responsible to repay the charges to the agency
    - Non-compliance on Uniform Guidance Single audit - could impact future funding
- **Applies to non-timesheet employees only**



# Effort Certification

- Reports are displayed by employee
- Certification reports distributed and certified semi-annually through LoboWeb
  - Pre-Review Stage
    - 30 calendar days after reports are generated
  - Fund Financial Manager Certification
    - Begins when Pre-Review stage is completed
    - Ends 60 calendar days after reports are generated
  - Email notification at all stages
    - Fund Financial Manager copied on initial email for Pre-Review
    - Reminder and delinquent notifications will also be sent
- Pre-Review must be completed prior to Certification

# Tips for Reviewing Effort

- Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)
- Compare reported effort percentage to proposed effort in original award document
- Some reasons for variances could include:
  - Absences (generally 3 months or more)
  - Significant reductions of the PI and/or Key Personnel effort (25% or more)
  - Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor prior approval

# Terminology

- Stages:
  - Pre-Review – department personnel, identified by the Fund Financial Manager, reviews the effort report prior to certification. All labor redistributions should be completed during the Pre-Review Stage
  - Certification – Fund Financial Manager (s) will certify employees effort after Pre-Review stage is complete, each Fund Financial Manager certifies respective indices

# Effort Process Flow

System generates effort certification reports twice a year. Accessible in Lobo Web at my.unm.edu employee tab .

Under Review

**Pre-review stage-** Email notification sent to **Pre-reviewer**, FYI to PI.  
**30 days to complete review process.**

**Pre-reviewer** requests labor distribution to correct effort.

Pre-reviewer reviews report and approves. Email notification sent to Certifier.

Awaiting Certification

**Certification Stage - Certifier** looks at record and certifies its accuracy.  
**30 days to complete certification process**

Certified

Certified record is locked and cannot be modified without approval. Email notification sent to PI and Pre-reviewer.

Completed

**Record is Locked**

Request to unlock record must be submitted to C&GA. Special exception memo requires Dean/Director approval.

Re-distribution processed after record unlocked.

Awaiting Refresh - Update

**Record requires Pre-review and Re-certification.**

Awaiting Refresh - Update

Labor re-distribution processed, new report generated for certification after Update process. **Back to Pre-reviewer**

Awaiting Refresh - Update  
Needs correction. Notifies staff labor redistribution needed. **Back to Pre-reviewer**

# Accessing Reports

- <https://my.unm.edu/home> - to log into LoboWeb
- Select the Employee tab - Click on Lobo Web

The screenshot displays the LoboWeb interface for employees. It features three main columns:

- Human Resources:** Contains a list of links under 'General Information', including HR Website, EPAF Resource Page, ePAN, Employment Knowledge Base, Salary Structure Table, Standard Time Sheet for Staff (xlsx), Standard Time Sheet for Staff (Excel 2007), and Standard Timesheet for Staff - Instructions.
- LoboWeb (Employees):** Features a red paw print icon, a description of LoboWeb as a place for employees to view/update personal information, benefits, and deductions, and a prominent red button labeled 'ENTER LOBOWEB' with an arrow pointing to it. Below this are 'Quick links' for Leave Balances, Pay Stub, Finance, and Bursar Account.
- UNM Business:** Lists various applications and reports, including LoboMail, LoboTime, UNMJobs, Workflow, AppReview GradApp, Grad Studies App, Reporting (E-Print, Enterprise Metrics Reporting (EMR), HR Reports).



# Select Effort Certification

[Student](#) [Financial Aid](#) **[Employee](#)** [Payment](#) [Finance](#)

Search

## Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposits. Demographic Self-Service Information (i.e. home address)  
Emergency Contacts  
Annuities and Donations  
W4 Forms  
Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be

### Personal Information

Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public display

### Make Bursar Payments

Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

### Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement

### Pay Information

Direct Deposit, Earnings History, Deductions History, Pay Stubs

### Tax Forms

W4 Form, W2 Statement

### Jobs Summary

List of Jobs and Associated Transactions

### Leave Balances

List of Leave Balances

### Time Sheet (Approvals and View Only)

Departmental Time Entry Approvals and View Only

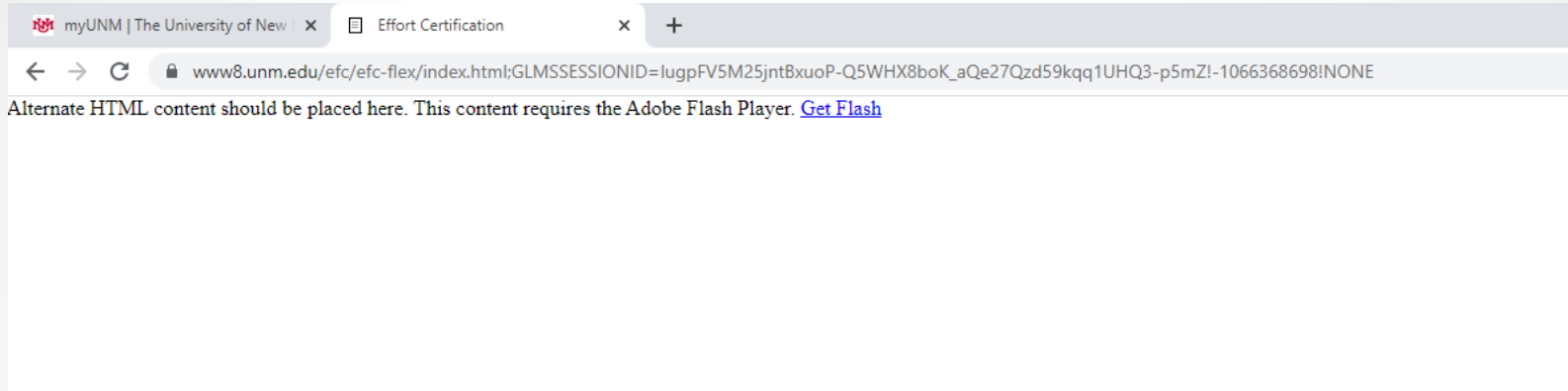
### Effort Certification & Labor Redistribution

New! Certify effort against sponsored projects or initiate/approve labor redistributions.



RELEASE: 8.4.1

# Adobe Flash Warning



When Using Chrome, Firefox and Edge you will receive a warning that Adobe Flash is required

If you are unable to install Adobe Flash you can use Internet Explorer where flash is not required.

When using a Mac or Apple computer you will need to use Safari. Adobe Flash will have to be installed.

# Selecting and Adding Proxy Access

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort  
Review or Certify Reports  
**Proxy or Superuser**

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

## Proxy or Superuser

### Superuser

Act as an Effort Certification Superuser

### Proxy

Act as Proxy For: Self, MSCHWAN  
Self, MSCHWAN  
Shirley Mitchell, MITCHES

**Act as Proxy for someone that has given you authority**

### Update Proxy

Person Name	Remove
Cynthia Browning, CBROWNIN	<input type="checkbox"/>
Chelsea Walker, BWALKER	<input type="checkbox"/>
Barbara West, BWEST	<input type="checkbox"/>

**Add Proxy to give authority to someone to act on your behalf**

Add Proxy Save

Open Items  
▼ Effort Certification  
Andrew Frauenglass

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# Select Review or Certify Reports

The screenshot displays the Banner Effort Certification interface. On the left, a navigation menu includes 'Certify My Effort' (with a right-pointing arrow), 'Review or Certify Reports' (indicated by a black arrow), and 'Proxy or Superuser'. The main content area features a toolbar with 'Effort Report Actions' and buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'. Below the toolbar is a blue header bar with the text 'Certify My Effort'. Underneath is a table with the following columns: 'COA', 'Period Code', 'Report Period', 'Start Date', 'End Date', 'Status', and 'Unlocked/Locked'. The table body is currently empty. In the bottom-left corner, there is an 'Open Items' section with a small square icon. The footer contains 'SUNGARD HIGHER EDUCATION' on the left and 'Banner Effort Certification (Release 8.3.0.5)' on the right.

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked
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# Click Advanced Search

The screenshot shows a web application interface for "Review or Certify Reports". At the top, there are tabs for "Effort Certification" and "Labor Redistribution", and a "Sign Out" button. Below the tabs, there is a "Certify My Effort" section with a "Review or Certify Reports" link. A search bar is present with the text "Search by ID" and a search icon. Below the search bar, there is a dropdown menu labeled "Advanced Search". A black arrow points from a blue callout box at the bottom to the "Advanced Search" dropdown. The callout box contains the text "Click advanced search to view search options". Below the dropdown, there is a table with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. Below the table, there is a "Search Tips" section with text explaining search options and a link to "Advanced Search".

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports

Search by ID

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
-----	-------------	---------------	-----------	------------	----	------------	----------	--------	-----------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

[Advanced Search](#)

Open Items

Click advanced search to view search options

# Select Attribute to Begin Search

The screenshot displays the Banner Effort Certification application. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution'. The main content area is titled 'Review or Certify Reports' and includes a search bar with the text 'Search by ID'. Below the search bar is a dropdown menu labeled 'Select Attribute', which is highlighted by a blue callout box with the text 'Open drop down menu to select the search attribute'. An arrow points from the callout box to the dropdown menu. Below the search area, there is an 'Advanced Search' section with a table of search tips and a table of search results. The table has columns for COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. The table is currently empty, displaying 0 rows.

Open drop down menu to  
select the search attribute

# Open Search Drop Down Box – Chart of Accounts

The screenshot shows a web application interface for "Review or Certify Reports". The top navigation bar includes "Effort Certification" and "Labor Redistribution". The main content area has a blue header with the title "Review or Certify Reports" and a search field labeled "Search by ID". A dropdown menu is open, showing a list of search attributes: "Chart of Account Code", "Effort Period Code", "Effort Period Description", "First Name", and "ID". A blue callout box with a white border and a black arrow pointing to the "Chart of Account Code" option contains the text: "Open drop box, select Chart of Account Code to begin search". Below the dropdown is an "Advanced Search" section with a table of columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. The table is currently empty, displaying "0 rows". A "Search Tips" section is also visible, providing instructions on how to use the search functionality.

Effort Certification | Labor Redistribution | Sign Out

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Select Attribute

- Chart of Account Code
- Effort Period Code
- Effort Period Description
- First Name
- ID

Open drop box, select Chart of Account Code to begin search

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

# Search for Reports to Review

- Select Attribute drop down
  - Chart of Accounts – type a capital “U” – it is very important to use a **Capital U**, otherwise no information will come up.

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Chart of Account Code U

Select Attribute

First Name

ID

Last Name

State

Status

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
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Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

▶ [Advanced Search](#)



# Search for Reports to Review

- Select Attribute drop down  
Effort Period Code – type “202001” and hit Go. System will display all records that you have access to view

The screenshot displays the Banner Effort Certification web application. At the top, there are tabs for "Effort Certification" and "Labor Redistribution", along with a "Sign Out" link and a "Help" icon. The main content area is titled "Review or Certify Reports" and features a search interface. A "Search by ID" field is present, along with a "Chart of Account Code" dropdown set to "U". The "Effort Period Code" dropdown is set to "201801". Below these, there is a "Select Attribute" dropdown. At the bottom right of the search area, there are "Close", "Clear", and "Go" buttons. Two black arrows originate from the text in the list above: one points to the "Select Attribute" dropdown, and the other points to the "Go" button. Below the search area, there is a table with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, Unlocked/Locked, and Comments. The table currently displays "Displaying 0 rows." Below the table, there is a "Search Tips" section with a link to "Advanced Search".

# Search for Reports to Review

- If you know the Banner ID you can just search by that as well

The screenshot displays the Banner Effort Certification web application. At the top, there are tabs for 'Effort Certification' and 'Labor Redistribution', along with a 'Sign Out' button and a 'Help' dropdown. The main content area is titled 'Review or Certify Reports' and features a search bar labeled 'Search by ID'. A black arrow points to this search bar. Below the search bar is a 'Select Attribute' dropdown menu. At the bottom of the search area, there are 'Close', 'Clear', and 'Go' buttons. Below the search area is an 'Advanced Search' link and a table header with columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, Unlocked/Locked, and Comments. A 'Search Tips' section is also visible, providing instructions on how to use the search functionality. The footer includes the 'ellucian' logo and the text 'Banner Effort Certification (Release 8.11.1.4)'.

Effort Certification   Labor Redistribution   Sign Out   Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions   New   Refresh   Open   Save   Copy   Delete   More Actions   Close

Review or Certify Reports

Search by ID

Select Attribute

Close   Clear   Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
-----	-------------	---------------	-----------	------------	----	------------	----------	--------	-----------------	----------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

▶ [Advanced Search](#)

ellucian™   Banner Effort Certification (Release 8.11.1.4)

# Select from Employee List

- Highlight record, double click to view effort report actions
- Note Status and State of each employee

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

Certify My Effort

Review or Certify Reports

Search by ID

Search Descriptions: Chart of Account Code = U

Advanced Search

Displaying 409 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Loaded
U	201101	January 1 - June 30	Hjelle	Brian	100010869	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30	Baca	Aaron	100015121	July 01, 2011	October 31, 2011	Under Review	Changes Submitted
U	201101	January 1 - June 30			100015988	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101242916	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100007589	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101345875	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101375126	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100004537	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100011932	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100013694	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100002181	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101498757	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101093169	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100009750	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101550699	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			101556036	July 01, 2011	October 31, 2011	Under Review	Unlocked
U	201101	January 1 - June 30			100687156	July 01, 2011	October 31, 2011	Under Review	Unlocked

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.3.0.5)

Trusted sites | Protected Mode: Off

4:22 PM 8/22/2011

# Employee Effort Report

- Salary distribution is displayed as percentage; a pie chart also displays the salary distribution
- Tolerance +/- 5% original award vs. effort worked

The screenshot shows a web application interface for an Employee Effort Report. The main content area is titled "Effort Report" and contains two tables: "Sponsored" and "Non Sponsored".

**Sponsored**

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
<b>Total</b>			<b>Sponsored Activity 19.23%</b>

**Non Sponsored**

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	997006 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
<b>Total</b>			<b>Non Sponsored Activity 80.77%</b>

**Effort Report Overview**

Report Status: Awaiting Certification - UnlockedDates: 201101, Jan 1 - June 30 2011, Jul 01, 2011 - Oct 31, 2011

**Status**

**Funding Chart**

3R96E Developmental Care Continuity Progr: 13.9% (13.94)

Category	Effort	Percentage
3R96E Developmental Care Continuity Progr	13.94	13.9%
3U0029 HU Clinical Residuals	61.61	61.61%
3U0034 HU UNMH SOM General	19.16	19.16%
3R39D New Mexico SAFE Program	5.29	5.29%

**Proxy or Superuser**

You are acting as a Superuser

**Total** 100.00%

Buttons: Request Changes, Certify, Add New Funding

# Status Definitions

- **Under Review** – report has been created and is available for viewing
- **Awaiting Certification** – Pre-Reviewer has reviewed and is ready for certification
- **Completed** – effort report has been certified and completed
- **Unlocked** – effort report is available for change by members of the routing queue
- **Locked** – after an effort report is completed it is locked and cannot be modified
- **Awaiting Refresh** – labor re-distribution has been completed and has updated the payroll record, report needs to be updated, reviewed and certified
- **Changes Submitted** – when request change button is clicked



# Tips for Reviewing Effort

- Effort is reported as an average over the reporting period (may be impacted by the number of months the award is active)
- Compare reported effort percentage to proposed effort in original award document
- Tolerance threshold of +/- 5%
- Variances that may require agency prior approval:
  - Absences (generally 3 months or more)
  - Significant reductions of the PI and/or Key Personnel effort (25% or more)
  - Note: It is the PI's responsibility to work with the Pre-award office to obtain sponsor's prior approval

# MyReports Effort reports

Located in the Finance Reports>All Campus Reports

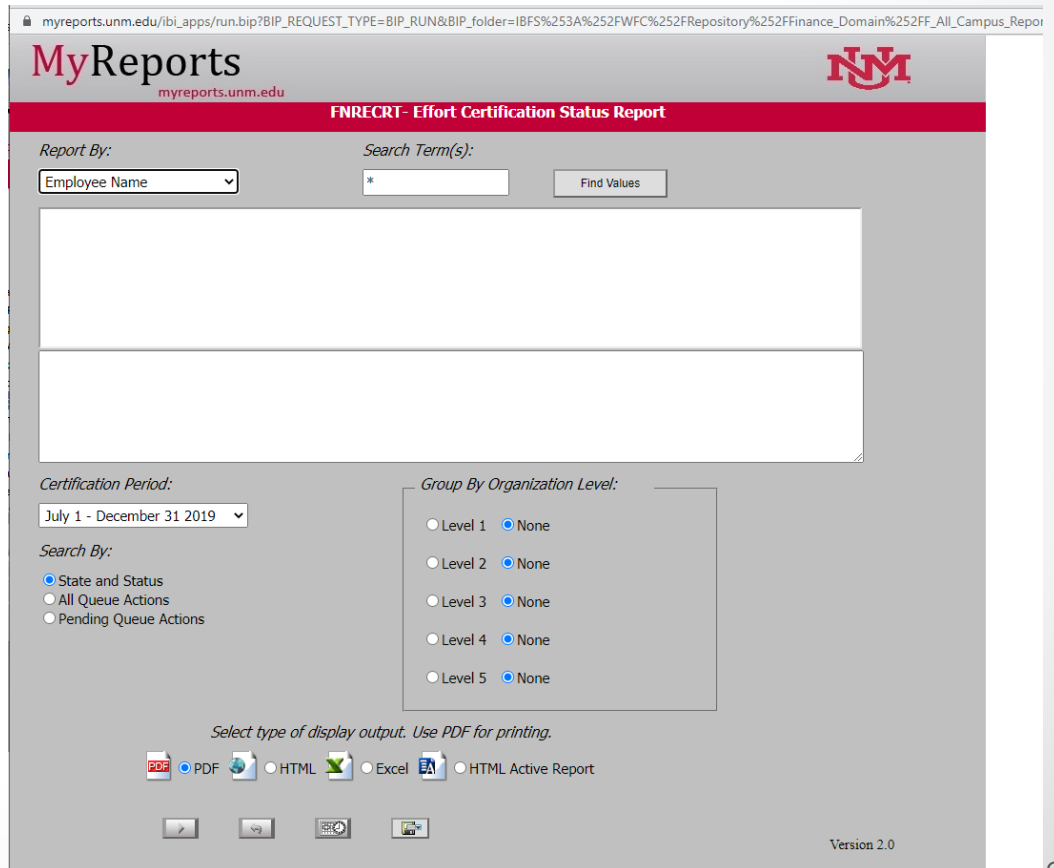
- FNRECDS-Effort Certification Detail and Summary Report
  - Select by ORG, Employee or PI
  - Detail by account code available
  - Reporting Period

The screenshot shows a web browser window displaying the MyReports application. The page title is "FNRECDS - Effort Certification Detail and Summary Report". The interface includes a search bar with a magnifying glass icon, a "SEARCH" button, and a "RESET SELECTIONS" button. Below the search bar, there are two empty boxes labeled "Search Results" and "Report Selections". At the bottom of the page, there are three dropdown menus: "Report type" set to "DETAIL", "Reporting Period" with radio buttons for "PERIOD 01" (selected) and "PERIOD 02", and "Calendar Year" set to "2020". A blue circle highlights the "Reporting Period" section.

# MyReports Effort reports

Located in the Finance Reports>All Campus Reports

- FNRECRT-Effort Certification Status Report
  - List of employees in the effort queue
  - Status of the record
  - Action to be taken



The screenshot displays the MyReports interface for the FNRECRT - Effort Certification Status Report. The browser address bar shows the URL: myreports.unm.edu/ibi\_apps/run.bip?BIP\_REQUEST\_TYPE=BIP\_RUN&BIP\_folder=IBFS%253A%252FWFC%252FRepository%252FFinance\_Domain%252FFAll\_Campus\_Rep... The page features the MyReports logo and the NM logo. The report title is "FNRECRT - Effort Certification Status Report".

**Report By:** Employee Name (dropdown menu)

**Search Term(s):** \* (text input field)

**Find Values** (button)

**Certification Period:** July 1 - December 31 2019 (dropdown menu)

**Search By:**

- State and Status
- All Queue Actions
- Pending Queue Actions

**Group By Organization Level:**

- Level 1  None
- Level 2  None
- Level 3  None
- Level 4  None
- Level 5  None

**Select type of display output. Use PDF for printing.**

PDF  HTML  Excel  HTML Active Report

Version 2.0



# Navigation Tips

- **Scroll Bar**
  - Click F11 if you have multiple items listed under sponsored projects and cannot see the scroll bar
- **Expand the columns**
  - Click on the line you would like to expand and drag the line to make the column larger
- **Sort columns**
  - Click on the top of the column you would like to sort by, you can sort by any of the columns listed
- **View routing queue**
  - Select Routing Queue link on the left panel, to view all individuals in the queue and what actions have been or need to be taken
  - Note: The employee name will appear on routing queue as certifier, the only time they will be required to certify is if they are also the PI
- **View Effort Breakdown by Pay Period**

# Pay Period Summary

- Select Pay Period Summary to view effort by pay period
  - If grant is not active over whole effort certification period, this is where you can view detail by month

Effort Certification | Labor Redistribution | Sign Out

Review or Certify Reports

Effort Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

Effort Report

**Pay Period Summary**

Comments

Routing Queue

Open Items

▼ Effort Certification

Effort Report Overview

Report Status: 201101  
Dates: January 1 - June 30 2011  
Jul 01, 2011 - Oct 31, 2011  
Awaiting Certification - Unlocked

Funding Chart

Proxy or Supenuser

You are acting as a Superuser

**Monthly - Regular 3 2011** March 01, 2011 - March 31, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
707B0 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

**Monthly - Regular 4 2011** April 01, 2011 - April 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
707B0 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

**Monthly - Regular 5 2011** May 01, 2011 - May 31, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
707B0 Physics Astronomy Gen Admin		2U0224 MU I & G		100	16.318

**Monthly - Regular 6 2011** June 01, 2011 - June 30, 2011

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
707B04 Physics Astronomy Faculty #1	2RL82 Investigations in Quantum Metr	2L820 2RL82 Quantum Metrology Entai	RESTRICT Sponsored labor charge	100	18.41

# Pay Period Summary

- Select Monthly – Regular link to view FOAPA detail including index

The screenshot shows the MyUNM web application interface. A modal window titled "Pay Period Monthly - Regular 1 2011" is open, displaying a table of employee data. The table has the following columns: Sequen, Position an, Effective D, Earning Co, Shift, COA, Index, Fund, Organi, Accoun, Program, Activity, Locatio, and Percent. The data rows are as follows:

Sequen	Position an	Effective D	Earning Co	Shift	COA	Index	Fund	Organi	Accoun	Program	Activity	Locatio	Percent
2	FY0378 - 0	July 01, 2011	010 Regul	1	U	254093 235666-TRICORE-Path Tricore	3U003	25480	2000 F	P171 N	254C0		10
2	FY0378 - 0	July 01, 2011	010 Regul	1	U	254566 Med Lab Sciences On line Courses	3U004	254C0	2000 F	P101 Ir	254C15		25.4
2	FY0378 - 0	July 01, 2011	010 Regul	1	U	254001 Pathology	3U004	25480	2000 F	P101 Ir	GNACT		24.6
2	FY0378 - 0	July 01, 2011	010 Regul	1	U	254156 HR - MHC Tech for Non-Human	318E0	254816	2000 F	P16R S	GNACT		24.2
2	FY0378 - 0	July 01, 2011	010 Regul	1	U	254571 Pathology Outside Consults	3U003	254816	2000 F	P222 P	GNACT		15.8

The background interface shows the "Effort Certification" section with a "Pay Period Summary" link selected. A "Funding Chart" is visible on the right, showing a pie chart with four segments: 26.4%, 22.9%, 12.2%, and 38.5%.

# Routing Queue

The screenshot displays the Banner Effort Certification Routing Queue interface. At the top, there are tabs for "Effort Certification" and "Labor Redistribution", and a "Sign Out" button. The main content area is titled "Effort Report Actions" and contains a list of pending items. Each item includes the name of the reviewer, the status "Pending", and the action "E-mail".

Reviewer	Status	Action
Christie Matkos, Review, Pre-Reviewer	Pending	E-mail
Carlton Caves, Alternate Certifier	Pending	E-mail
Wolfgang Rudolph, Alternate Certifier	Pending	E-mail

On the left side, there is a navigation menu with options: "Review or Certify Reports", "Effort Report", "Pay Period Summary", "Comments", and "Routing Queue" (which is highlighted with a blue arrow). Below the menu is an "Open Items" section showing "Carlton Caves" under "Effort Certification".

On the right side, there is an "Effort Report Overview" section showing "Report Status" and "Dates" for "201301" (January 1 - June 30, 2013). Below this is a "Funding Chart" with a pie chart showing the following distribution: 51.05% (green), 34.04% (blue), 1.62% (orange), and 13.09% (red). At the bottom right, there is a "Proxy or Superuser" section indicating "You are acting as a Superuser" and an "Add Member" button.

# Pre-Review Scenarios

- Pre-Review completed – no change necessary
- Pre-Reviewer needs labor re-distribution completed to update record
  - Pre-reviewer prepares labor re-distribution
- Pre-Reviewer requires a labor re-distribution to update record
  - Pre-reviewer is not the department personnel that completes the labor re-distribution, request change through effort report
- Pre-Reviewer completes review, Certifier requests a labor re-distribution to update the record
- 30 days to complete Pre-Review Stage

Note: All Pre-Reviewers must complete review to move to Certification Stage

# Scenario 1 - Pre-Review Effort Report

- Salary distribution is displayed as percentage; a pie chart graph also displays the salary distribution
  - Tolerance +/- 5% original award vs. effort worked
- E-print reports will show status by Org, PI and activity in dollars

**Effort Certification** | Labor Redistribution | Sign Out | ? Help

Review or Certify Reports | Effort Report Actions | Refresh | Open | Save | Copy | Delete | More Actions | Close

**Effort Report**

Pay Period Summary

Comments

Routing Queue

**Sponsored**

Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physi	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

**Total** Sponsored Activity 19.82%

**Non Sponsored**

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

**Total** Non Sponsored Activity 80.18%

**Total** 100.00%

[Request Changes](#) | [Review](#) | [Add New Funding](#)

**Effort Report Overview**

Report Status | Dates

201101  
January 1 - June 30 2011  
Jul 01, 2011 - Oct 31, 2011  
Under Review - Unlocked

**Funding Chart**

7.87%  
19.82%  
72.31%

**Proxy or Supersuser**

You are acting as a Supersuser

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# Scenario 1 – Complete Pre-Review

- Click Review button to complete Pre-Review stage
- Email notification will be sent to PI

**Effort Certification** | Labor Redistribution | Sign Out

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

**Effort Report**

Pay Period Summary

Comments

Routing Queue

**Sponsored**

Grant	Fund	Effort Category	Effort
ZR105 Strange Particles & Heavy Ion Physi	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

**Non Sponsored**

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

Total 100.00%

**Effort Report Overview**

Report Status: 201101  
Dates: January 1 - June 30 2011  
Jul 01, 2011 - Oct 31, 2011  
Under Review - Unlocked

**Funding Chart**

**Proxy or Superuser**  
You are acting as a Superuser

Request Changes **Review** Add New Funding

Open Items

Effort Certification

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Banner Effort Certification (Release 8.3.0.5)

# Scenario 2 – Pre-Review Effort Report

- Pre-reviewer begins review of effort record and needs to complete a labor distribution and is the labor re-distribution initiator for department
  - Does not need to select request changes button as this locks up the effort
  - Completes necessary labor re-distribution in LoboWeb or Banner
  - Review button on record will disappear

The screenshot displays the Banner Effort Certification interface. The main area shows a table of effort records categorized into 'Sponsored' and 'Non Sponsored'. A blue callout box is overlaid on the table, stating: 'Do not need to click any buttons below, complete labor re-distribution with normal process'. The interface includes a left sidebar with navigation options like 'Review or Certify Reports', 'Effort Report', and 'Open Items'. The right sidebar contains an 'Effort Report Overview' section with report status and dates, a 'Funding Chart' pie chart, and a 'Proxy or Supersuser' section. At the bottom, there are buttons for 'Request Changes', 'Review', and 'Add New Funding'. The total effort is shown as 100.00%.

Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physl	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Sponsored Activity 19.82%  
Total Non Sponsored Activity 80.18%  
Total 100.00%

Effort Report Overview:  
Report Status: 201101  
Dates: January 1 - June 30 2011, Jul 01, 2011 - Oct 31, 2011  
Under Review - Unlocked

Funding Chart:  
Pie chart showing: 7.87%, 19.82%, 72.31%

Proxy or Supersuser:  
You are acting as a Supersuser

Buttons: Request Changes, Review, Add New Funding



# Scenario 2 - Labor Re-distribution

## completed

- Labor redistribution processed by department, has not updated payroll records. Note message in upper right corner

Sign Out Help

More Actions Close

Effort Category	Charge Type	Effort
RESTRICT Restricted labor charges	Direct	75
RESTRICT Restricted labor charges	Direct	12.81

Total Sponsored Activity 87.81%

Effort Category	Charge Type	Effort
	Direct	12.19

Total Non Sponsored Activity 12.19%

### Effort Report Overview

Report Status Dates

201001  
January 1 to June 30, 2010  
Apr 14, 2011 - Jun 30, 2011  
Awaiting Certification - Unlocked

▲ Pay events are in process that may affect this effort report.

### Funding Chart

# Scenario 2 – Update Effort Report

- Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report
  - Available for Pre-review certification after update is complete
  - Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays a software interface with a top toolbar containing buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the toolbar is a blue header bar. The main content area features two tables of data. The first table, titled 'Sponsored Activity 19.24%', lists two rows of effort data. The second table, titled 'Non Sponsored Activity 80.76%', lists two rows of effort data. On the right side, a sidebar titled 'Effort Report Overview' shows the report status as 'Awaiting Refresh - Unlocked' and includes an 'Update Report' button with an arrow pointing to it.

Organization	Effort Category	Charge Type	Effort
SAFE 997H00 Pediatrics CDD Faculty #0	RESTRICT Sponsored Labor Charges	Direct	4.24
Care 997006 Neo Staff #3	RESTRICT Sponsored Labor Charges	Direct	15

**Total** Sponsored Activity 19.24%

Organization	Effort Category	Charge Type	Effort
997006 Neo Staff #3		Direct	61.61
al 99702A Neo Dev. Care Admin.		Direct	19.15

**Total** Non Sponsored Activity 80.76%

**Effort Report Overview**

Report Status: Awaiting Refresh - Unlocked

Dates: 201101  
Jan 1 - June 30 2011  
Jul 01, 2011 - Oct 31, 2011

**Update Report**

# Scenario 2 – Complete Pre-Review

- Click Review button to complete Pre-Review stage
- Email notification will be sent to PI

**Effort Certification** | Labor Redistribution | Sign Out

Review or Certify Reports

Effort Report Actions: New Refresh Open Save Copy Delete More Actions Close

**Effort Report**

Pay Period Summary

Comments

Routing Queue

**Sponsored**

Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physi	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

**Non Sponsored**

Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

Total 100.00%

Request Changes **Review** Add New Funding

**Effort Report Overview**

Report Status: 201101  
Dates: January 1 - June 30 2011  
Jul 01, 2011 - Oct 31, 2011  
Under Review - Unlocked

**Funding Chart**

**Proxy or Superuser**

You are acting as a Superuser

Open: Bernd Bassalleck

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# Scenario 3 –Pre-Review Effort Report

- Pre-reviewer begins review of effort record and needs to complete a labor distribution and is not labor re-distribution initiator for department
  - Select Request Changes button; system prompts user to send an e-mail. Send email to department labor re-distribution initiator, include all necessary information to complete labor re-distribution

The screenshot displays the Banner Effort Certification software interface. The main window is titled "Effort Certification" and "Labor Redistribution". The left sidebar shows "Review or Certify Reports" and "Effort Report". The main area contains a table for "Sponsored" activities and a table for "Non Sponsored" activities. A large black arrow points to the "Request Changes" button at the bottom right.

Grant	Fund	Effort-Category	Effort
2R105 Strange Particles & Heavy Ion Phys	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

Fund	Organization	Effort-Category	Effort
ZU0224 MU I & G	030E AS General Administrative		7.87
ZU0224 MU I & G	707B0 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

Total 100.00%

Request Changes Review Add New Funding

# Scenario 3 – Labor Re-Distribution

## has been requested

- Status now Under Review-Changes Submitted (optional).

The screenshot displays a web application interface for an effort report. The main content area features a table with the following data:

	Organization	Effort Category	Charge Type	Effort
rueck	433C15 GHTM PI #6	RESTRICT Restricted labor charges	Direct	33.33
electronics Brueck Adm	433C00 GHTM PI #1	RESTRICT Restricted labor charges	Direct	50
22-JUN-11	433C00 GHTM PI #1	RESTRICT Restricted labor charges	Direct	16.67
<b>Total</b>				Sponsored Activity 100.00%

The right-hand sidebar contains the following sections:

- Effort Report Overview**: Report Status (201001), Dates (January 1 to June 30, 2010; Apr 14, 2011 - Aug 31, 2011), and Status (Under Review - Changes Submitted). The 'Changed by' field is redacted with a blue box.
- Funding Chart**: A pie chart showing the distribution of activity: 50% (green), 33.33% (orange), and 16.67% (blue).
- Proxy or Superuser**: A section for user management.

A red arrow points from the text 'has been requested' to the 'Under Review - Changes Submitted' status in the sidebar. A blue box highlights the top bar of the table in the main content area.

# Scenario 3 - Labor Re-distribution completed

- Labor redistribution processed by department, has not updated payroll records. Note message in upper right corner

Sign Out [? Help](#)

ete More Actions  Close

Effort Category	Charge Type	Effort
RESTRICT Restricted labor charges	Direct	75
RESTRICT Restricted labor charges	Direct	12.81

**Total** Sponsored Activity 87.81%

Effort Category	Charge Type	Effort
	Direct	12.19

**Total** Non Sponsored Activity 12.19%

**Effort Report Overview**

Report Status Dates

201001  
January 1 to June 30, 2010  
Apr 14, 2011 - Jun 30, 2011

Awaiting Certification - Unlocked

Pay events are in process that may affect this effort report.

**Funding Chart**

# Scenario 3 – Update Effort Report

- Changes have been applied and Awaiting Refresh, click the Update Report button to show changes on the effort report
  - Available for Pre-review certification after update is complete
  - Status changes to Under Review – Unlocked and the Review action can be taken

The screenshot displays a software interface for an Effort Report. At the top, there is a menu bar with options: New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below the menu is a blue header bar. The main content area is divided into two tables. The first table shows sponsored activity, and the second table shows non-sponsored activity. To the right, a sidebar titled 'Effort Report Overview' displays the report status as 'Awaiting Refresh - Unlocked' and includes an 'Update Report' button. An arrow points to this button.

Organization	Effort Category	Charge Type	Effort
SAFE 997H00 Pediatrics CDD Faculty #0	RESTRICT Sponsored Labor Charges	Direct	4.24
Care 997006 Neo Staff #3	RESTRICT Sponsored Labor Charges	Direct	15
<b>Total</b>			Sponsored Activity 19.24%

Organization	Effort Category	Charge Type	Effort
997006 Neo Staff #3		Direct	61.61
al 99702A Neo Dev. Care Admin.		Direct	19.15
<b>Total</b>			Non Sponsored Activity 80.76%

# Scenario 3 - Complete Pre-Review

- Select Review button to complete this stage
- PI will receive email notification when record is available to certify

The screenshot displays the Banner Effort Certification interface. At the top, there are tabs for "Effort Certification" and "Labor Redistribution", and a "Sign Out" button. The main area is titled "Review or Certify Reports" and contains a toolbar with options like "New", "Refresh", "Open", "Save", "Copy", "Delete", "More Actions", and "Close". Below the toolbar is a large blue banner image. The interface is divided into several sections:

- Effort Report Overview:** Shows report status (201101), dates (January 1 - June 30 2011, Jul 01, 2011 - Oct 31, 2011), and status (Under Review - Unlocked).
- Funding Chart:** A pie chart showing the distribution of effort: 72.31% (blue), 19.82% (orange), and 7.87% (green).
- Proxy or Superuser:** Indicates the user is acting as a Superuser.

The main data area is split into two tables:

Sponsored			
Grant	Fund	Effort Category	Effort
2R105 Strange Particles & Heavy Ion Physi	21050 MR Strange Particles & Heavy Ion	RESTRICT Sponsored labor charge	19.82

Total Sponsored Activity 19.82%

Non Sponsored			
Fund	Organization	Effort Category	Effort
2U0224 MU I & G	036E AS General Administrative		7.87
2U0224 MU I & G	70780 Physics Astronomy Gen Admin		72.31

Total Non Sponsored Activity 80.18%

At the bottom right, there are three buttons: "Request Changes", "Review", and "Add New Funding". A black arrow points down to the "Review" button. The total effort is shown as 100.00%.

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# Scenario 4 - Certifier Requests a Change

- If effort needs to be corrected after Pre-Review Stage is complete - select request changes to initiate an email to designated department personnel
  - Email should include all necessary information to complete the labor distribution
  - Existing report will be updated after labor re-distribution is completed
    - PI's will receive email notification when updated record has been pre-reviewed and is ready for certification

The screenshot displays the 'Certify My Effort' web application interface. The main content area shows two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table lists two grants: '3R39D New Mexico SAFE Program' with an effort of 5.29, and '3R96E Developmental Care Continuity Progr' with an effort of 13.94. The 'Non Sponsored' table lists two funds: '3U0029 HU Clinical Residuals' with an effort of 61.61, and '3U0034 HU UNMH SOM General' with an effort of 19.16. A tooltip is visible over the '3R96E Developmental Care Continuity Progr' row, showing '3R96E Developmental Care Continuity Progr: 13.9%' and '13.94'. On the right side, there is an 'Effort Report Overview' panel with a 'Funding Chart' and a 'Proxy or Superuser' section. At the bottom, a black arrow points to a 'Request Changes' button, which is highlighted in blue. Other buttons include 'Certify' and 'Add New Funding'. The total effort is shown as 100.00%.

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
Total			Sponsored Activity 19.23%

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	997006 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
Total			Non Sponsored Activity 80.77%

# Clear Changes Requested

- If changes requested button was selected in error
- Click clear changes to restore report to original if review or certification stage

The screenshot displays a software interface with a table of effort data and a 'Clear Changes' button. The table has columns for Organization, Effort Category, Charge Type, and Effort. The data is as follows:

	Organization	Effort Category	Charge Type	Effort
rueck	433C15 CHTM PI #6	RESTRICT Restricted labor charges	Direct	33.33
electronics Brueck Adm	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	50
22-JUN-11	433C00 CHTM PI #1	RESTRICT Restricted labor charges	Direct	16.67
<b>Total</b>				Sponsored Activity 100.00%

Below the table, there is a section for 'Non Sponsored Activity' with a total of 0.00%. At the bottom center, a black arrow points to a blue button labeled 'Clear Changes'. The right sidebar contains an 'Effort Report Overview' section with report status and dates, a 'Funding Chart' section with a pie chart showing 50%, 33.33%, and 16.67% segments, and a 'Proxy or Superuser' section.

# Certification Stage

- Select Certify button
- Complete certification process
  - Note: Certification will not be completed until all Fund Financial Managers have certified

The screenshot displays the 'Effort Report' interface. At the top, there is a toolbar with 'Effort Report Actions' and buttons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. Below this is a navigation pane on the left with 'Certify My Effort' and 'Effort Report' (selected). The main area shows a table of 'Sponsored' and 'Non Sponsored' activities. A 'Total' row indicates 'Sponsored Activity 19.23%' and 'Non Sponsored Activity 80.77%'. At the bottom, there are three buttons: 'Request Changes', 'Certify', and 'Add New Funding'. A black arrow points to the 'Certify' button. A tooltip for '3R96E Developmental Care Continuity Progr: 13.9% (13.94)' is visible over a pie chart in the 'Funding Chart' section on the right. The 'Proxy or Superuser' section indicates 'You are acting as a Superuser'.

Grant	Fund	Effort Category	Effort
3R39D New Mexico SAFE Program	339D4 3R39D - New Mexico SAFE Program	RESTRICT Sponsored Labor Charges	5.29
3R96E Developmental Care Continuity Progr	396E0 3R96E-Developmental Care Continuity	RESTRICT Sponsored Labor Charges	13.94
<b>Total</b>			<b>Sponsored Activity 19.23%</b>

Fund	Organization	Effort Category	Effort
3U0029 HU Clinical Residuals	997006 Neo Staff #3		61.61
3U0034 HU UNMH SOM General	99702A Neo Dev. Care Admin.		19.16
<b>Total</b>			<b>Non Sponsored Activity 80.77%</b>

3R96E Developmental Care Continuity Progr: 13.9% (13.94)

61.61% (13.94) 5.29% 19.16%

Request Changes **Certify** Add New Funding

Total 100.00%

Proxy or Superuser  
You are acting as a Superuser



# Record is Locked

- Once effort has been certified, salary transfers for that period will only be permitted in rare circumstances
  - If it is necessary to adjust the salary charges for a previously certified effort period, a detailed explanation of the need for the salary adjustment and subsequent re-certification is required
  - Request to open a previously certified effort report memo must be completed and signed by Dean or Director
    - Requests can be scanned or sent to your respective C&GA Manager
      - Jessica Alderete– Main Campus
      - Peggy Domiguez- HSC
    - Memos will be retained by Contract & Grant Accounting
- The Effort Report will need to be reviewed and re-certified

# Record is Locked

- When the effort is locked you will see a lock on the side of the labor

The screenshot shows a web application interface for 'Person Search'. The search criteria are 'Search by ID' and 'Search Descriptions: ID = 100007589'. The table displays 44 rows of labor records. The columns are: Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, and Disposition. The row for Pay Year 2011, Pay ID 5R, Pay Number 4 is highlighted in green. A lock icon is visible in the left margin next to this row. The interface includes a navigation menu on the left with 'Person Search', 'Approvals', and 'Proxy or Superuser'. The bottom of the page shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.3.0.5)'.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
			2010	5R	3	0	70, Complete
			2010	5R	4	0	70, Complete
			2010	5R	5	0	70, Complete
			2010	5R	6	0	70, Complete
			2010	5R	7	0	70, Complete
			2010	5R	8	0	70, Complete
			2010	5R	9	0	70, Complete
			2010	5R	10	0	70, Complete
			2010	5R	11	0	70, Complete
			2010	5R	12	0	70, Complete
			2011	5R	1	0	70, Complete
			2011	5R	2	0	70, Complete
			2011	5R	3	0	70, Complete
			2011	5R	4	0	70, Complete
			2011	5R	5	0	70, Complete
			2011	5R	6	0	70, Complete
			2011	5R	7	0	70, Complete
			2011	5R	8	0	70, Complete



# Record is Locked

- Lobo Web

The screenshot shows a web application interface for labor redistribution. The browser address bar displays `www8.unm.edu/efc/efc-flex/index.html`. The application has two tabs: 'Effort Certification' and 'Labor Redistribution'. The 'Labor Redistribution' tab is active, showing a 'Person Search' section with a search for 'ID = 100059142'. Below the search is a table of labor redistribution actions with the following columns: Batch ID, Last Name, First Name, ID, Pay Year, Pay ID, Pay Number, Sequence, Disposition, and Comments. The table contains 281 rows. An error dialog box is overlaid on the table, titled 'Error' and contains the message: 'Payroll event is part of a locked Effort Certification Period. Report must be unlocked before redistributions can be created.' An 'OK' button is located at the bottom right of the dialog box.

Batch ID	Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
	Archuleta	Tamara	100059142	2015	2R	12	0	70, Complete	
	Archuleta	Tamara	100059142	2015	2R	13	0	70, Complete	
	Archuleta	Tamara	100059142			14	0	70, Complete	
	Archuleta	Tamara	100059142	2015	2R		0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142				0	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	2	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	3	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	4	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	5	0	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	6	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	7	4	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	8	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	9	2	70, Complete	
	Archuleta	Tamara	100059142	2016	5R	10	2	70, Complete	

Error

Payroll event is part of a locked Effort Certification Period. Report must be unlocked before redistributions can be created.

OK

# Potential Consequences\*

- Ability to submit proposals could be suspended
- List of non-compliant PI's sent to the departments ADR
- Uncertified effort expenses moved to unrestricted index



\* to be determined by Research faculty



# Contact Information

- Contact your Pre-Reviewer for general/procedural questions
- Effort Email
  - Main campus – [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu)
  - HSC campus – [HSC-Effort\\_Reporting@salud.unm.edu](mailto:HSC-Effort_Reporting@salud.unm.edu)
- For all other questions
  - Contact: Jessica Armijo - Main Campus/Branches
    - [jessald@unm.edu](mailto:jessald@unm.edu)
    - 277-9731
  - Contact: Peggy Dominguez - Health Sciences Center
    - [PKDominguez@salud.unm.edu](mailto:PKDominguez@salud.unm.edu)
    - 272-1335