Denise Vigil

Dear Research Administrators and Effort Certification Pre-reviewers,

The Effort Reporting period for January 2024 – June 2024 will begin Tuesday, October 1st.

Pre-reviewers will receive a system-generated email on Tuesday, October 1st, indicating the pre-review period has begun. The pre-review period is to be completed within 30 days. Please process any necessary labor redistribution corrections during this time period. After the pre-review period is complete, the Principal Investigator (PI) will receive one email on November 1st, listing all of the employees that are ready for certification. PIs will begin to receive weekly updates listing all employees that are awaiting certification. We will continue to send reminder and delinquent emails to both the Pre-reviewers and the Certifiers to ensure all Effort Reports are certified by the due date of December 1st. Delinquent emails sent to the PIs will be copied to the Department Chair/Director.

If you complete your pre-review ahead of the required 30-day timeframe, please communicate with your PIs that the reports are ready for their certification. PIs will not know that the reports are ready for their action prior to November 1st, unless they are notified.

Thank you for your continued support in meeting this semi-annual Federal requirement.

Refresher courses for both the Pre-reviewers and Certifiers can be arranged by contacting your respective Contract & Grant Accounting Office.

Pre-reviewer and Certifier on-line training and reports in MyReports are available to assist with this process. Please see below for additional information.

For new Pre-reviewers accessing the system, please complete EOD 932 - Required Effort Certification Training for Pre-reviewers (Department Administrators) – available through Learning Central and request the BAR role: "Department Effort Certification Reviewer", this role is listed under the Contract & Grant Accounting roles.

For PIs or pre-reviewers having problems accessing the system, please email maineffortrptng@unm.edu for Main campus or HSC-Effort-Reporting@salud.unm.edu for HSC campus and security access will be verified.

On-line training available thru Learning Central for Pre-review training for Account Administrators and Certify training for PIs:

EOD 932 – Required Effort Certification Training for Pre-reviewers (Department Administrators)
Please request: BAR role: "Department Effort Certification Reviewer"; this role is listed under the Contract & Grant Accounting roles.
EOD 931 – Optional Effort Certification Training for Certifiers (PIs).

MyReports FNRECRT Effort Certification Status Report is located in the Finance tab, F All Campus Reports folder. *This report provides a list of employees in the effort queue by Status and State of the employee record and also allows departments to view any pending actions or actions taken by Organization code.*

MyReports FNRECDS Effort Certification Detail and Summary Report is located in the Finance tab, F All Campus Reports folder. *This report can be run by Employee, Org, and PI (both name and Banner ID). When run in detail, this report allows users to reconcile between individual pay period percentages and allocations to the total reported in the effort report for the six-month effort reporting period. When run in summary mode, this report allows users to run a hard copy of the effort certification for manual signature if certification cannot be done in self service.*

IMPORTANT NOTE: Due to the demise of ePrint reports FRROEC01 and FRROEC02, the FNRECDS summary report type will generate the same information previously contained in these reports.

Other resources and FAQs available at: http://cgacct.unm.edu/effort-certification.html

For more information on training or any questions please contact your respective Contract & Grant Accounting Office:
Main campus – maineffortrptng@unm.edu
HSC campus – HSC-Effort-Reporting@salud.unm.edu

Thank you,

UNM Effort Reporting
Contract & Grant Accounting
Main Campus - 277-4721
HSC - 272-0163

Please consider the environment before printing this e-mail.