

University of New Mexico Request to Open a Previously
Certified Employee Effort Report Sponsored Projects Only

Preparer Name :		Date Prepared :	
From Index :		Amount :	
To Index :		Pay Period & Year :	
Employee Banner ID :		Employee Name :	

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. Why was the error not corrected during the effort certification?

3. 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.

4. Corrective actions taken to ensure that effort is allocated appropriately in the future.

Signature: Effort Certifier (PI)

Signature: Dean/Director

After the labor redistribution has been completed, the employee record will need to be reviewed and certified again within two (2) weeks of the date the record was unlocked.

Email signed form to:
For HSC: HSC-Effort-Reporting@salud.unm.edu
For Main Campus: Maineffortrptng@unm.edu