

INSTRUCTIONS

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.*

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

NOTE: *If documentation exceeds space provided, please attach separate memo with request for.*

Email signed form to

For HSC:

HSC-Effort-Reporting@salud.unm.edu

For Main and Branches

Maineffortrpting@unm.edu

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

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

Updated April 23, 2020