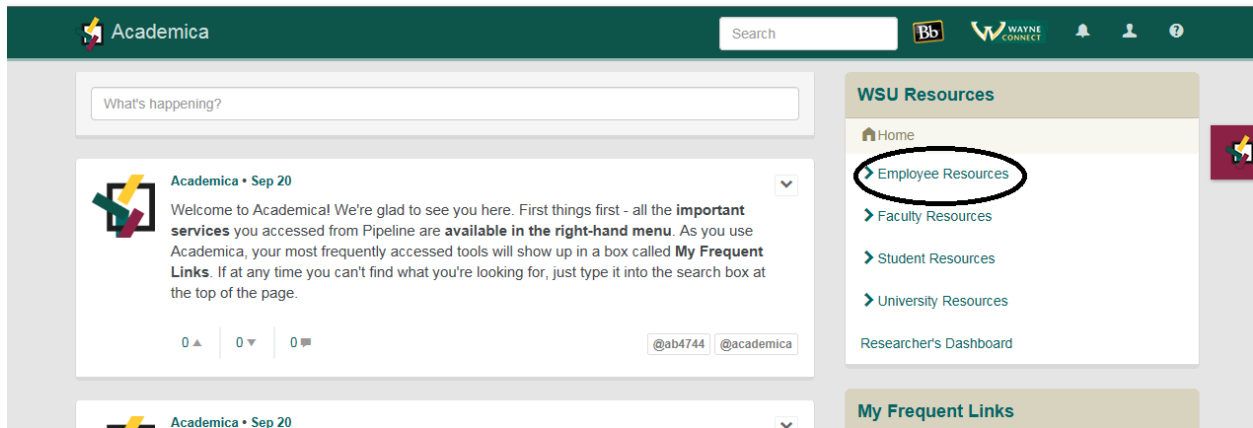
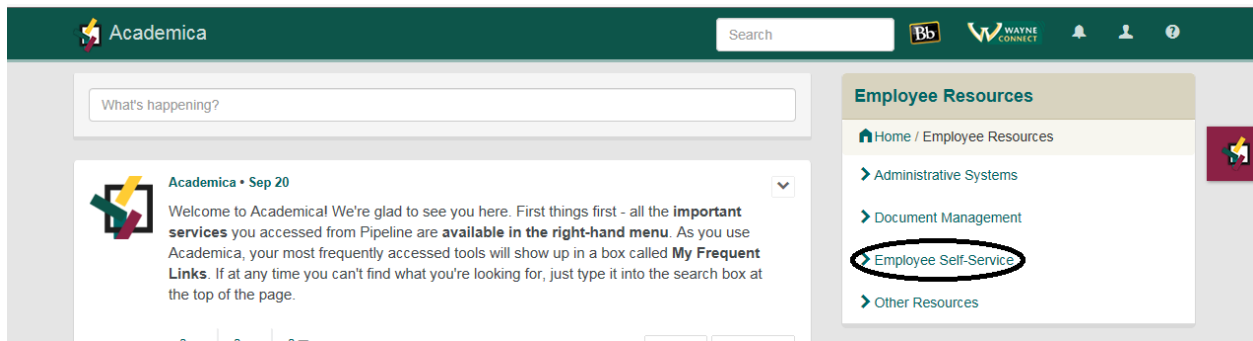


Certifying Your Own Effort

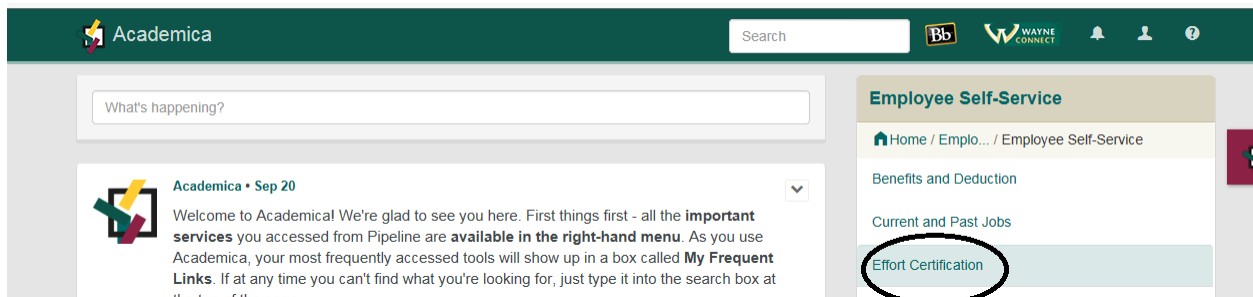
Open Academica and click on “Employee Resources”



Click on “Employee Self-Service”



Click on “Effort Certification”



This is the reporting period!
 Jan- May : Winter Semester
 Aug – Dec: Fall Semester
 Jan – Jun: January 1 to June 30
 Jul – Dec: July 1 to December 31
 SS: Spring/Summer Semester

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked
W	12M-10-B	Jul-Dec 2010	February 14, 2011	April 8, 2011	Awaiting Certification	Unlocked

Double click a record to proceed.

If distribution seems correct click on “certify”. If incorrect, click on “Request changes” and talk to your administrator. He/She will take it from there. The next time that you are notified that you need to certify, it should be correct.

Wayne State University

Back to Employee Tab Email & Calendar Groups Account Logout Help Sign Out ? Help

Effort Certification Labor Redistribution

Mark Howard

Grant	Fund	Effort Category	Charge Type	Effort
2588K University of Me	2588K1 University of M	RESEARCH Research	Direct	20
2581Y Ralph Wilson Me	117M60 VCS 2581Y W	RESEARCH Research	Cost Share	0.31
2M8P NDH R01 AR0425	117N4U VCS 2M8P NDH	RESEARCH Research	Cost Share	7.85
Total Sponsored Activity				28.16%

Fund	Organization	Effort Category	Charge Type	Effort
111220 Medicine	068711 Immunology/7%		Direct	71.84
Total Non Sponsored Activity				71.84%
Total				100.00%

Request Changes Certify Add New Funding