I don't have a Certify Button – why not?

Grants Accounting
Date: 02-23-2023

CONTENTS

If your Effort Report has no Certification button, but you have a Clear Changes Button and under the Report Status, your status is Awaiting Certification – Changes Submitted

This means that someone has performed one of the following:

1. Manually changed the percentage amounts when there are multiple lines of Effort
2. Selected the Request Changes button
3. Selected the Add New Funding button and saved changes.

1.0	CONTACT YOUR BUSINESS OFFICER

IF your Business Officer has been informed of the changes needed, this means that the required Labor Redistribution has not been started.

If any of those actions were made by mistake, selecting the Clear Changes button will erase any changes made to the Effort Report and the percentages reflected will be the salary splits currently in Banner, and the Certify button will be available.

2.0   NO CERTIFY BUTTON – AWAITING CERTIFICATION - UNLOCKED

Effort Report has no Certification button, but you have a status of Awaiting Certification – Unlocked, AND you have a message of "Pay events are in process that may affect this effort report":

This means that a Labor Redistribution has been started but has not been completed.

Once all Approvals are made on the Labor Redistribution, an overnight process will complete the Labor Redistribution.

3.0   NO CERTIFY BUTTON – AWAITING REFRESH-UNLOCKED

Effort Report has no Certification button, but you have a status of Awaiting Refresh – Unlocked, AND you have an Update Report button in the Report Status area, a Labor Redistribution has been completed on the pay period that you are certifying.

Clicking the Update Report button will refresh your Effort Report with the changed Labor Distribution and the Certify button will appear.

Effort Category	Charge Type	Effort
NONRES Non-Research University Funded	DIRECT	90.00
RESEARCH Research University Funded	DIRECT	10.00

Total Non Sponsored Activity 100.00%

Total : 100.00%

Request Changes Add New Funding Save

Report Status

999
Fall 2022
December 31,2022 - January 31,2023

Awaiting Refresh - Unlocked

Update Report

Important Dates

Begin Pre-Review
December 31,2022
Certification Period
December 31,2022 to January 31,2023
Post Review End
January 31,2023

4.0   STATUS COMPLETED-UNLOCKED

If you have a status of <u>Completed – Unlocked</u>, you have certified, but your Effort has been unlocked to perform a Labor Redistribution, but that redistribution has not yet started.

Effort Category	Charge Type	Effort
NONRES Non-Research University Funded	DIRECT	100.00

Total Non Sponsored Activity 100.00%

Total : 100.00%

Request Changes Add New Funding Save

Report Status

999
Fall 2022
December 31,2022 - January 31,2023

Completed - Unlocked

Comments Exist

Important Dates

Begin Pre-Review
December 31,2022
Certification Period
December 31,2022 to January 31,2023
Post Review End
January 31,2023

Status of Completed – Unlocked and you have the "Pay events" message below, you have certified, but your Effort has been unlocked to perform a Labor Redistribution, **but** that redistribution has not yet been completed.

Effort Category	Charge Type	Effort
NONRES Non-Research University Funded	DIRECT	100.00

Total Non Sponsored Activity 100.00%

Total : 100.00%

[Request Changes] [Add New Funding] [Save]

Report Status

999
Fall 2022
December 31,2022 - January 31,2023

Completed - Unlocked

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

Comments Exist

Important Dates

Begin Pre-Review
December 31,2022
Certification Period
December 31,2022 to January 31,2023
Post Review End