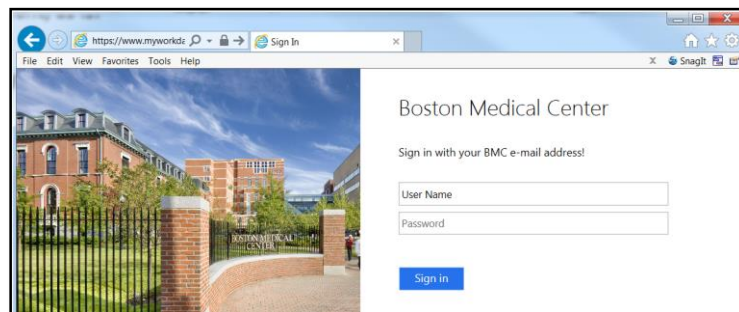


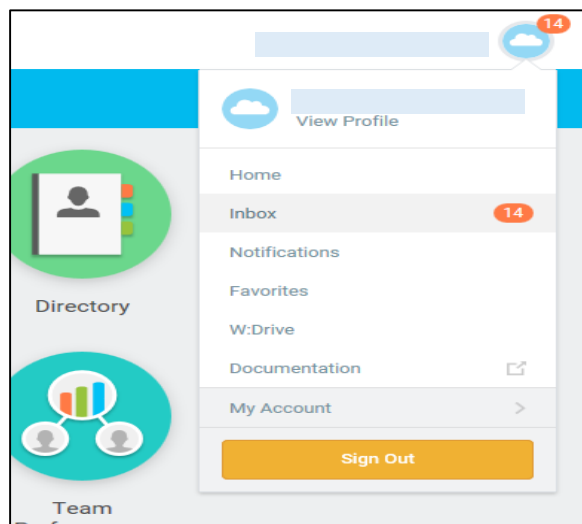
Workday Effort Certification – Effort Reviewer

The purpose of this job aid is to provide instructions regarding the review and modification of effort statements in the Workday Time and Effort System. The reports are initiated by the Effort Manager (Research Finance) and routed to the Effort Reviewer (Research Administrator) for the department. As the Effort Reviewer, you will be responsible for reviewing the effort report before the employee has the opportunity to certify. The effort certification will be available for your review, and will appear in your Workday Inbox once the process has been initiated by Research Finance. Both the Effort Reviewer and the Employee will have the opportunity to modify the report to accurately reflect where time and effort was spent across the 6-month reporting period. In the case where the effort report is already correct, simply submit the report, as is.

1. Log into Workday: <https://www.myworkday.com/bmc>



2. Once you have logged in, click on your name located in the upper right and choose 'Inbox' from the drop-down menu. Note orange oval with a number inside.

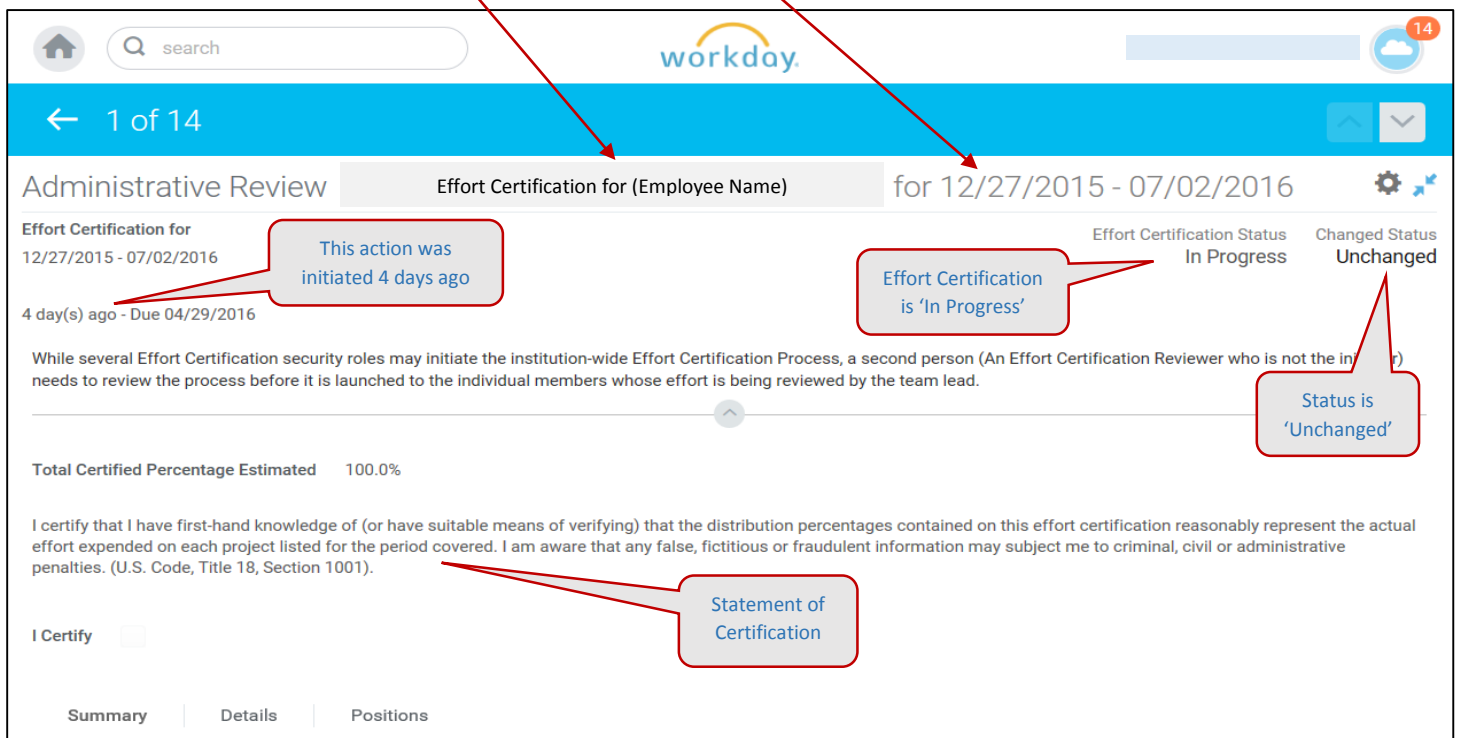


Workday Effort Certification – Effort Reviewer (cont.)

- A list of active certifications pending your review is located on the left side of the screen. Clicking an item from the list will open it on the right side of the screen. Click the toggle icon to switch to full screen.



- Anatomy of an Effort Certification:
The name of the employee and certification period are located along the top of the screen.



Note: the Effort Certification Status will change to 'Submitted' once the employee certifies the statement and change to 'Certified' once the statement is approved by Research Finance. The Changed Status simply changes to 'Changed' if changes are made to the effort distribution.

Workday Effort Certification – Effort Reviewer (cont.)

5. Scroll to the middle of the screen to view the time and effort totals for the period. There are Summary, Details and Positions tabs. The Summary tab displays the cumulative percentage average for the entire certification period.

Summary Details Positions			
Summary 3 items			
Effort Certification Summary			
	Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
Research Grants	100.6002980.0298007 Tuberculosis Clinical Diagnostics Research Consortium (CDRC)-Administrative Core BMC Weekly	75.0%	75.0%
	100.6003541.0354102 TBRU - Biomarkers and Mechanisms of Paucibacillary and Latent Tuberculosis BMC Weekly	25.0%	25.0%
	Total:	100.0%	100.0%

6. This Details tab should be your primary focus. This tab shows every pay period contained in the certification period. Ensure that the correct cost centers and corresponding effort percentages reflect the project(s) the employee expended effort towards for the reporting period in review.

Summary Details Positions				
Details 12 items				
Period	Worktags		Original Percent	Certified Percentage of Period Estimated
	Payroll	Costing		
12/27/2015 - 01/02/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6002980.0298007 Tuberculosis Clinical Diagnostics Research Consortium (CDRC)-Administrative Core	75.0%	75.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003541.0354102 TBRU - Biomarkers and Mechanisms of Paucibacillary and Latent Tuberculosis	25.0%	25.0%
		Total:	100.0%	100.0%
01/03/2016 - 01/09/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6002980.0298007 Tuberculosis Clinical Diagnostics Research Consortium (CDRC)-Administrative Core	75.0%	75.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003541.0354102 TBRU - Biomarkers and Mechanisms of Paucibacillary and Latent Tuberculosis	25.0%	25.0%
		Total:	100.0%	100.0%
01/10/2016 - 01/16/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6003541.0354102 TBRU - Biomarkers and Mechanisms of Paucibacillary and Latent Tuberculosis	25.0%	25.0%
	Pay Group: BMC Weekly	Cost Center: 100.6002980.0298007 Tuberculosis Clinical Diagnostics Research Consortium (CDRC)-Administrative Core	75.0%	75.0%
		Total:	100.0%	100.0%
01/17/2016 - 01/23/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6002980.0298007 Tuberculosis Clinical Diagnostics Research Consortium (CDRC)-Administrative Core	75.0%	75.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003541.0354102 TBRU - Biomarkers and Mechanisms of Paucibacillary and Latent Tuberculosis	25.0%	25.0%
		Total:	100.0%	100.0%

Note: for the purposes of this work aid, we have only included four pay periods. During the semi-annual effort certification period, you will be reviewing 26 weekly pay periods.

Workday Effort Certification – Effort Reviewer (cont.)


7. Positions tab:

Summary Details <u>Positions</u>	
Positions 1 items 	
Position	FTE
50150124 Research Study Coordinator - Sandra	100%


8. Scroll to the bottom of the screen to view the ‘Process History’ and a field used to enter comments.
Please keep in mind that these comments will be permanently attached to this record and reviewable during routine audits. This field should only be used to aid downstream certifiers and reviewers to understand the reasoning behind modifications to the original effort statement.

In this example, we see that the certification is awaiting ‘Administrative Review’ which means it is ready for review by the Effort Reviewer assigned to the employee.


Note: the first step in the process will always state ‘Effort Certification – Step Completed’. This simply indicates that Research Finance has initiated the Effort Certification process. This does not mean that the statement has been certified, only that the certification has been initiated and is now ready for your review.



Process History



Kalina Mathurin
Effort Certification- Step Completed
- Due 06/15/2016



Effort Reviewer
Administrative Review- Awaiting Action
- Due 04/29/2016

Workday Effort Certification – Effort Reviewer (cont.)

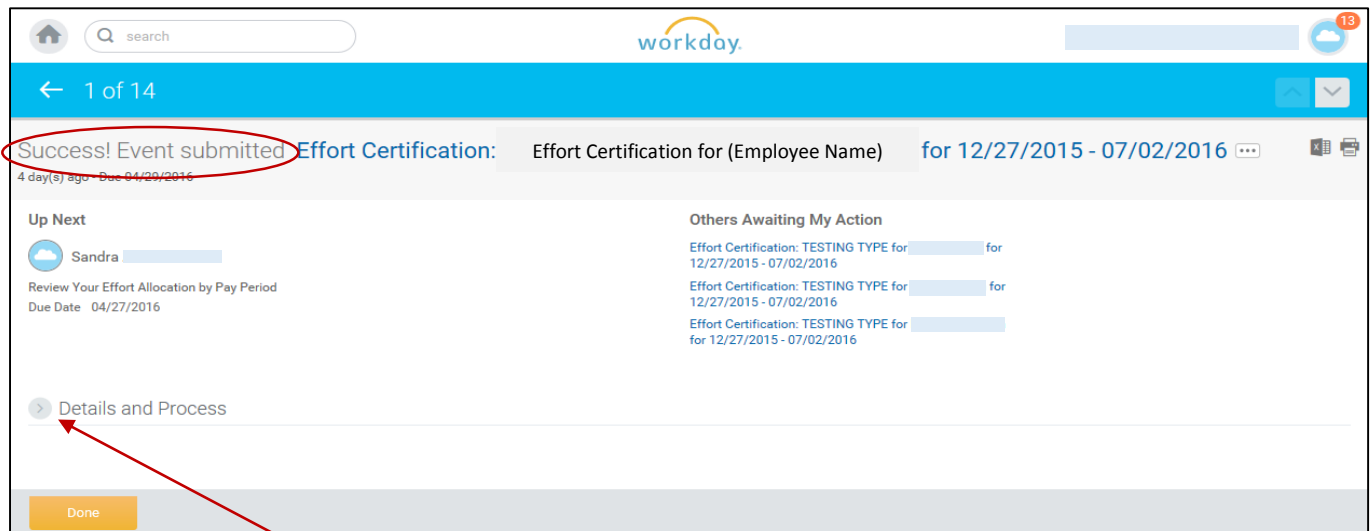
Scenario 1: NO CHANGES ARE REQUIRED

The following steps will explain how to submit an Effort Certification exactly how it is stated, i.e., without any changes.

1. If the effort statement is correct and ready for the employee's review, simply click 'Submit' and it will be automatically routed to the employee.



2. The following screen will appear showing that you successfully submitted the report.



3. Clicking 'Details and Process' will show you exactly where the Effort Certification is in the business process and who is up next. Click 'Done' at the bottom-left of the screen to return to the home menu.

Details <u>Process</u>						
Process History 3 items						
Process	Step	Status	Completed On	Due Date	Person	Comment
Effort Certification	Effort Certification	Step Completed	04/15/2016 10:44:41 AM	06/15/2016	Kalina Mathurin	
Effort Certification	Administrative Review	Submitted	04/20/2016 08:24:24 AM	04/29/2016	(Effort Certification Reviewer)	
Effort Certification	Review Your Effort Allocation by Pay Period	Awaiting Action		04/27/2016	Sandra (Employee As Self)	

Note: If no changes are made by the employee, the Effort Certification will automatically route to Research Finance for final review.

Workday Effort Certification – Effort Reviewer (cont.)

Scenario 2: REALLOCATING EFFORT PERCENTAGES BETWEEN EXISTING LINES

The following steps will explain how to redistribute percentages of effort across cost centers that are already included on the Effort Certification

1. In this example, starting with the Details screen, we see that this is an employee whose time is allocated between two cost centers; 70% attributed to one cost center and 30% to the other. Let's assume that these percentages should have been assigned in the reverse order.

Period	Worktags		Original Percent	Certified Percentage of Period Estimated
	Payroll	Costing		
12/27/2015 - 01/02/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%	30.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%	70.0%
	Total:		100.0%	100.0%
01/03/2016 - 01/09/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%	30.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%	70.0%
	Total:		100.0%	100.0%
01/10/2016 - 01/16/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%	30.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%	70.0%
	Total:		100.0%	100.0%
01/17/2016 - 01/23/2016 (Boston Medical Weekly)	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%	70.0%
	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%	30.0%
	Total:		100.0%	100.0%

Submit Change Effort Save for Later Cancel

2. Click 'Change Effort' in the bottom-left corner to begin the process

Workday Effort Certification – Effort Reviewer (cont.)

3. You should now see a new column titled, 'Change Reason' with blank fields in each row.

Administrative Review

Effort Certification for (Employee Name)

12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016

5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

Effort Certification 4 items

Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
		Payroll	Costing				
12/27/2015 - 01/02/2016 (Boston Medical Weekly)	⊕						
	⊕	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%		70	▼▼
	⊕	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%		30	▲▲
				100%		-100	
01/03/2016 - 01/09/2016 (Boston Medical Weekly)	⊕						
	⊕	Pay Group: BMC Weekly	Cost Center: 100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care	70.0%		70	▼▼
	⊕	Pay Group: BMC Weekly	Cost Center: 100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users	30.0%		30	▲▲
				100%		-100	

4. Click the cursor in the blank field. Click the icon to the right of the field and a drop down menu will appear. Choose 'All Reason Codes' and then select the appropriate reason code (i.e. 05 Effort Adjustment).

The screenshot shows a dropdown menu titled 'All Reason Codes'. It contains a list of reason codes, each with a radio button. The options are: 01 Hired Into Incorrect AU, 02 Delayed Employee Transfer, 03 Business Change/Reorganization, 04 New Research Project, 05 Effort Adjustment, 06 Cost Share, 07 Salary Cap, and 08 Other Administrative. A red arrow points from the 'Change Reason' column in the table above to the dropdown menu.

Note: this will need to be repeated for each pay period and cost center that require adjustment.

Workday Effort Certification – Effort Reviewer (cont.)

- The field boxes are now editable in the column titled, 'Certified Percent Effort'. This is where we will make changes to the effort distributions. The numbers always default to the original percentage amounts.

Change Reason	Certified Percent Estimated
<input type="text" value="05 Effort Adjustment"/>	<input type="text" value="70"/>
<input type="text" value="05 Effort Adjustment"/>	<input type="text" value="30"/>
	100

- Change the effort % on each line and verify that the total at the bottom of the column still sums to 100%
- When you are satisfied with the changes, click 'OK' at the bottom-left of the screen.

Workday Effort Certification – Effort Reviewer (cont.)

8. You will now notice two things: 1) the Changed Status is now 'Changed', and 2) the Summary percentages have changed to reflect the changes made to the Details

Administrative Review
Effort Certification for (Employee Name)
12/27/2015 - 07/02/2016

Effort Certification for
12/27/2015 - 07/02/2016
Effort Certification Status
In Progress

Changed Status
Changed

5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

I certify that I have first-hand knowledge of (or have suitable means of verifying) that the distribution percentages contained on this effort certification reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

I Certify ☐

Summary
Details
Positions

Questions

Summary 3 items

Effort Certification Summary			
	Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
Research Grants	100.6003235.0323501 Simulation Modeling to Improve HIV/HCV Screening, Treatment & Care BMC Weekly	60.1%	60.1%
	100.6003351.0335104 Intensive Models of HCV Care for Injection Drug Users BMC Weekly	39.9%	39.9%
	Total:	100.0%	100.0%

Submit
Change Effort
Save for Later
Cancel

9. Before you can submit this changed statement you must write a short description explaining any changes. Click on the tab titled, 'Questions'

Workday Effort Certification – Effort Reviewer (cont.)

10. The field box is used to explain how changes to effort benefit the project(s). Use the toggle icon to open a larger window.

Enter the justification for the modification in the 'Answer' field.

Summary | Details | Positions | Questions

Name Effort Change Questionnaire

Question Explain how changes to effort benefit the project(s)?

Answer * Normal [Rich Text Editor Icons] [Toggle Icon]

The percentages were entered incorrectly and now reflect where the employee expended time and effort for the period in question. In the future, a master log of allocation percentages will be maintained and cross-referenced before entering anything into the time and effort system.

Submit Change Effort Save for Later Cancel

11. If the effort statement and justification is correct and ready for the employee's review, click 'Submit' and it will be automatically routed to the employee.

Workday Effort Certification – Effort Reviewer (cont.)

12. The following screen will appear showing that you successfully submitted the report. Click on Details and Process to see routing information. Note that your Inbox count went down by one.

Success! Event submitted **Effort Certification:** Effort Certification for (Employee Name) 12/27/2015 - 07/02/2016

32 second(s) ago - Due 04/29/2016

Up Next

Employee Name

Review Your Effort Allocation by Pay Period

Due Date 04/27/2016

Others Awaiting My Action

Effort Certification: TESTING TYPE for [redacted] for 12/27/2015 - 07/02/2016

Effort Certification: TESTING TYPE for [redacted] for 12/27/2015 - 07/02/2016

Effort Certification: TESTING TYPE for [redacted] for 12/27/2015 - 07/02/2016

[Details and Process](#)

Done

13. We see below that the Employee is the next person to act:

Details and Process

For TESTING TYPE for Jake [redacted] for 12/27/2015 - 07/02/2016

Overall Process Effort Certification: TESTING TYPE for Jake [redacted] for 12/27/2015 - 07/02/2016

Overall Status In Progress

Due Date 06/15/2016

Details | **Process**

Process History 3 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Effort Certification	Effort Certification	Step Completed	04/15/2016 10:44:38 AM	06/15/2016	Kalina Mathurin	
Effort Certification	Administrative Review	Submitted	04/20/2016 12:19:22 PM	04/29/2016	[redacted] (Effort Certification Reviewer)	
Effort Certification	Review Your Effort Allocation by Pay Period	Awaiting Action		04/27/2016	Jake [redacted] Employee As Self	

Workday Effort Certification – Effort Reviewer (cont.)

14. Once you submit a statement you will notice that it moves from your 'Actions' inbox to your 'Archive' inbox

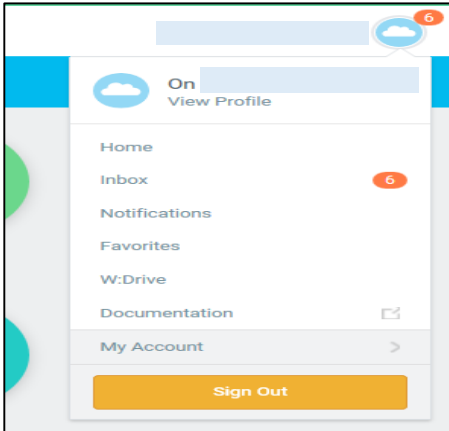
The screenshot displays the Workday user interface for Effort Certification. At the top, there is a navigation bar with a home icon, a search bar containing 'start pr', the Workday logo, and a notification bell with '12' alerts. Below this is a blue header labeled 'Inbox'. On the left side, there are two tabs: 'Actions 12' and 'Archive 2'. The 'Archive 2' tab is highlighted with a red circle, indicating the current view. Below the tabs, there is a 'Sort By: Newest' dropdown and a 'From Last 30 Days' filter. The main content area shows a list of effort certification entries. The first entry is highlighted in blue and reads: 'Effort Certification: TESTING TYPE for Jake [redacted] for 12/27/2015 - 07/02/2016' with a timestamp of '7 minute(s) ago - In Progress: Jake [redacted]'. The second entry reads: 'Effort Certification: TESTING TYPE for Sandra [redacted] for 12/27/2015 - 07/02/2016' with a timestamp of '4 hour(s) ago - In Progress: Sandra [redacted]'. On the right side, there is a 'View Event' section for 'Effort Certification: Effort Certification for (Employee Name)' for the period '12/27/2015 - 07/02/2016'. It shows a timestamp of '7 minute(s) ago - In Progress: Jake [redacted]'. Below this, there are fields for 'For' (TESTING TYPE for Jake [redacted] for 12/27/2015 - 07/02/2016), 'Overall Process' (Effort Certification: TESTING TYPE for Jake [redacted] for 12/27/2015 - 07/02/2016), 'Overall Status' (In Progress), and 'Due Date' (06/15/2016). At the bottom, there are tabs for 'Details' and 'Process', and a section for 'Effort Certification Status' showing 'In Progress'.

Workday Effort Certification – Effort Reviewer (cont.)

SCENARIO 3: ADDING/REMOVING A COST CENTER

The following steps will explain how to add a cost center that is not already included on the effort statement and redistributing effort across the cost centers.

Navigate to the inbox



1. Choose the effort statement that you want to change and click 'Change Effort' located on the bottom-left of the screen

Administrative Review Effort Certification for (Employee Name) 12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016

Effort Certification Status: In Progress Changed Status: Unchanged

5 day(s) ago - Due 04/29/2016

While several Effort Certification security roles may initiate the institution-wide Effort Certification Process, a second person (An Effort Certification Reviewer who is not the initiator) needs to review the process before it is launched to the individual members whose effort is being reviewed by the team lead.

Total Certified Percentage Estimated 100.0%

I certify that I have first-hand knowledge of (or have suitable means of verifying) that the distribution percentages contained on this effort certification reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

I Certify ☐

Submit Change Effort Save for Later Cancel

Workday Effort Certification – Effort Reviewer (cont.)

- To add a line, you must copy an existing line and then change the information contained in that line. Click on the '+' sign located on the left side of an existing row.

Effort Certification 4 items

	Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
			Payroll	Costing				
	12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	
					100%		100	
	01/03/2016 - 01/09/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	
					100%		100	
	01/10/2016 - 01/16/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	

OK Cancel

- You should now see two of the same line. Click the 'X' to the left of 'Cost Center' in the Costing column to remove the duplicate cost center

Effort Certification 4 items

	Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
			Payroll	Costing				
	12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	
		+	Pay Group: BMC Weekly	X Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	0.0%		0	
					100%		100	

Workday Effort Certification – Effort Reviewer (cont.)

- Type the cost center that you want to add in the blank field and press enter. The cost center format in Workday is: Company/AU/Activity in the following format: 123.6001234.0123401. From the drop down menu that appears, click the check-box next to the cost center that you want to add.

Administrative Review Effort Certification for (Employee Name) for 12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016 5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

Effort Certification 4 items

Period	Payroll	Original Percent
12/27/2015 - 01/02/2016 (Boston Medical Weekly)		
	Pay Group: BMC Weekly	100.0%
	Pay Group: BMC Weekly	0.0%
		100%

196 Results

- ☐ Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth
- ☐ Cost Center: 100.6003601.0360102 Advancing Geriatrics Infrastructure and Network Growth
- ☐ Cost Center: 100.6003602.0000000 Post Fellowship Salary Support: Dr. Lissy Woodhams
- ☒ 100.60036

Administrative Review Effort Certification for (Employee Name) for 12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016 5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

Effort Certification 4 items

Period	Payroll	Original Percent
12/27/2015 - 01/02/2016 (Boston Medical Weekly)		
	Pay Group: BMC Weekly	100.0%
	Pay Group: BMC Weekly	0.0%

196 Results

- ☒ Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth
- ☐ Cost Center: 100.6003601.0360102 Advancing Geriatrics Infrastructure and Network Growth
- ☐ Cost Center: 100.6003602.0000000 Post Fellowship Salary Support: Dr. Lissy Woodhams

search

- ☒ Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth

Workday Effort Certification – Effort Reviewer (cont.)

- Click the cursor anywhere outside of the dropdown box to choose the selected cost center.

Place the cursor in the 'Change Reason' field and click the icon to the right side of the field box.

Administrative Review Effort Certification for (Employee Name) 12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016 5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

Effort Certification 4 items

Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
		Payroll	Costing				
12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
	+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	▼▼
	+ -	Pay Group: BMC Weekly	<div> X Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth </div>	0.0%		0	▲▲
				100%		100	

- A drop down menu will appear. Choose 'All Reason Codes' and then select the appropriate reason code (i.e. 05 Effort Adjustment).

Categories

- All Reason Codes >
- Costed Reason Codes >
- Non-Costed Reason Codes >

search

← All Reason Codes

- 01 Hired Into Incorrect AU
- 02 Delayed Employee Transfer
- 03 Business Change/Reorganization
- 04 New Research Project
- 05 Effort Adjustment
- 06 Cost Share
- 07 Salary Cap
- 08 Other Administrative

Note: this will need to be repeated for each pay period and cost center that require adjustment.

Workday Effort Certification – Effort Reviewer (cont.)

7. You will notice that there is now a field available to add a percentage to the new line.

Effort Certification 4 items								
	Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
			Payroll	Costing				
	12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	▼▼
		+ -	Pay Group: BMC Weekly	<div> <div>×</div> <div>Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth</div> </div>	0.0%	<div> <div>×</div> <div>05 Effort Adjustment</div> </div>	0	▲▲
					100%		100	

8. Enter “50” in the Certified Percent Estimated column for the new row and then click in the Change Reason field of the existing line. Note that the total percentage is temporarily “150” (it must be 100 before submitting).

Effort Certification 4 items								
	Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
			Payroll	Costing				
	12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
		+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%		100	▼▼
		+ -	Pay Group: BMC Weekly	Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth	0.0%	05 Effort Adjustment	50	▲▲
					100%		150	

Workday Effort Certification – Effort Reviewer (cont.)

- Enter Administrative Correction and “50” into the empty fields in the existing line and then click the cursor anywhere to refresh the total. You should now see that the total is the desired 100%

Period		Worktags		Original Percent	Change Reason	Certified Percent Estimated	Order
		Payroll	Costing				
12/27/2015 - 01/02/2016 (Boston Medical Weekly)	+						
	+	Pay Group: BMC Weekly	Cost Center: 100.6003652.0365201 Project ACHIEVE: Achieving Patient-Centered Care and Optimized Health in Care Transitions by Evaluat	100.0%	X 05 Effort Adjustment	50	
	+ -	Pay Group: BMC Weekly	Cost Center: 100.6003601.0000000 Advancing Geriatrics Infrastructure and Network Growth	0.0%	05 Effort Adjustment	50	
				100%		100	
01/03/2016 - 01/09/2016 (Boston Medical Weekly)	+						

OK Cancel

Note: if you need to remove an existing line, enter “0” in the Certified Percent Estimated field

- Click ‘Ok’ on the bottom-left of the screen when finished making changes

- Note in the upper-right of the screen that the ‘Changed Status’ now reads ‘Changed’.

Administrative Review Effort Certification for (Employee Name) 12/27/2015 - 07/02/2016

Effort Certification for 12/27/2015 - 07/02/2016

5 day(s) ago - Due 04/29/2016

Total Certified Percentage Estimated 100.0%

I certify that I have first-hand knowledge of (or have suitable means of verifying) that the distribution percentages contained on this effort certification reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

I Certify ☐

Summary Details Positions Questions

Summary 3 items

Effort Certification Summary			
Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated	

Submit Change Effort Save for Later Cancel

Workday Effort Certification – Effort Reviewer (cont.)

12. Before you can submit a changed effort statement you must write a short description regarding the changes. Click on the tab titled, 'Questions'. The field box is used to explain how changes to effort benefit the project(s). Use the toggle icon to open a larger window.

13. Enter the justification for the modification in the 'Answer' field and click 'Done'.

Workday Effort Certification – Effort Reviewer (cont.)

14. If you are satisfied with the justification, click ‘Submit’ in the lower-left corner and the effort statement will be automatically routed to the employee for their review and certification.

15. The following screen will appear showing that you successfully submitted the report. Click ‘Done’ to return to the home menu.

Workday Effort Certification – Effort Reviewer (cont.)

16. Once you submit a report you will notice that it moves from your 'Actions' inbox to your 'Archive' inbox

