****

**Research**

[**www.bmc.org**](file:///%5C%5Cemcnas%5Chome%5CTo%20Work%5CTeam%5Cwww.bu.edu%5Cosp)

**Effort Certification FAQ**

**What is Effort Reporting?**

Effort reporting is a process mandated by the federal government to document an individual’s effort on a project. It provides a reasonable estimate, in percentages totaling 100%, of an employee’s compensated effort for the period. Effort Reporting is a way to verify that direct labor charges to, or cost shared on, sponsored projects are accurate, timely, and reflect the actual level of work performed.

**Why am I being asked to certify my effort now?**

BMC has always completed Effort Certifications through the use of time sheets. With the implementation of Kronos and Workday, paper time sheets were eliminated as of 9/30/2015. During this transition period, we will be fulfilling this requirement with the use of a paper certification for the period 10/1/2015-12/31/2015. After this period, effort certification will be conducted semi-annually for the period 1/1/20XX to 6/30/20XX and 7/1/20XX to 12/31/20XX through Workday.

**Who is required to complete BMC Effort Certification Reports?**

Only BMC employees who are salaried, regular full-time employees and have at least 1% effort on a BMC sponsored award must certify their effort. BU Employees will continue to certify effort through the BU PAR report.

**How frequently will I have to certify my Effort?**

Effort Certifications will be completed semi-annually for the time period January-June and then again for July-December. Effort reports are always completed after-the-fact and will be issued every February and August.

**How is salary related to effort?**

Payroll percentages, which are estimates of how effort is anticipated to be expended, are the basis for the reports. However, keep in mind that payroll percentages is the distribution of an individual’s salary while effort distributions document the allocation of an individual’s activity to specific projects. If your payroll distribution reflects the actual effort on each fund, then it is appropriate to certify your effort with the same payroll percentages. If you have questions on your effort as it relates to your salary, please discuss with your Department Research Administrator.

**When will Effort % and Payroll % be different?**

For the most part, your payroll distribution should be the same as your effort distribution. Times when this is not the case is when your payroll is adjusted for cost sharing, salary over the salary cap and special pay. Any adjustments for salary over the salary cap and cost sharing must be charged to a non-federal unrestricted account. The salary cap for the period was $185,100.

**How do I certify my Effort?**

You should have received an effort certification through your Workday inbox. There are [job aids](http://internal.bmc.org/grants/post_admin.html) located on the Research Finance that will walk you through the system and provide guidance on how to make changes and certify. Please review the document for the appropriate effort distributions and make any necessary adjustments. Once you have completed your review, please certify the document submit. The Effort Reports are maintained internally and will be used during internal reviews and audits as required.

**How are Effort Reviewers assigned?**

An Effort Reviewer (Research Administrator) is assigned through Workday at the Supervisory Org level. This means that an Effort Reviewer is assigned to the entire organizational unit as it is seen in Workday, not on a one to one basis for each employee. If you have questions on the Effort Reviewer assignment, please contact Research Finance for clarification or revision.

**How are BU sponsored awards displayed on the report?**

On the summary tab of the certification, the accounts are grouped either as Research or “blank”. The “blank” represents any account that is not a BMC managed sponsored award. All BU projects would be displayed here since it is a non-BMC managed award.

**Are cost transfers reflected in the report?**

If a cost transfer or retro adjustment was performed in the Workday environment, then the summary and detailed information will reflect the changes that was made. If an adjustment was made manually via cost transfer form and submitted to Research Finance, this would not be reflected on the Effort Report. These manual adjustments may require a revision to the Effort Certification as Workday does not recognize these changes.

**If there was a cost share or change that is need to on the entire effort reporting period, do I have to adjust all 26 weeks?**

If the summary and details are incorrect and changes are needed, then changes need to be made to the pay period on the detail tab. If the entire period requires adjustments, all 26 weeks will need to be revised. The summary tab will update to the new percentages once the detail has been completed and saved.

**Does Effort Certification show up on the Worker History?**

The Effort Certification does not show up on the Worker History, however you can always go to your Inbox in Workday and click on the Archive tab to pull up an Effort certification that you have completed.

**How do I reconcile Effort Certification to the Lawson reports?**

Research Finance is hosting several training sessions and computer lab sessions to assist individuals with their certifications. Please see the schedule below and plan on attending one of these sessions to guide you in your review.

