### Annual Effort Certification

# "No Change" PAF

### September 2013 RARA and River Rats

Present by: Susan Shanks



### **Discussion Points**

- A. OMB Circular A-21, Section J10
- B. New Process
- C. HRMS Effort Certification Exception Report
- C. "No Change" Personnel Action Form



# A-21, Section J10

• "At least annually a statement will be signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed, stating that salaries and wages charged to sponsored agreements as direct charges, and to residual, F&A cost or other categories are reasonable in relation to work performed."



### New Process

#### Annual "No Change" PAF for Selected Employees

- Run Effort Certification Exception report in HRMS of employees without an effort/payroll allocation change in the prior 12 months.
- For the employees on the report with at least one subledger 5 account in the allocation, prepare a "no change" PAF.
- Print and have employee sign the effort certification and submit to HR Service Center.



# Effort Certification Exception

Favorites MAIN_MENU > UR Reports and Interfaces > Labor Distribution > Effort Certification Exception
Effort Certification Exception
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
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Search Advanced Search



# Effort Certification Exception

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# Effort Certification Exception

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2	Research Dept	Doe, Jane	123456	0	Α	т	400###	Dept M&D	S14860	Assistant I	Manager, Henry	8/31/2012	Υ
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3	Research Dept	Penny	111111	0	Α	F	400###	Dept M&D	7311	Technician III (S	) Manager, Henry	6/7/2013	Υ



# "Effort Only" PAF Process

Change Type: "Distribution" Proposed Pay Distribution: same with new "Start Date" Remarks: "Effort Certification Only"

The individual's Effort Certification signature will be the only required signature.



"No	Change"	PAF
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Faculty or Other Instruc	Universit	ty of Roche	ster	Confidential
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Last Updated: 03/01/2012 N	ame: S	Something, Samanth	a	Approvals
Current Status: Active E	mployee ID: 1	193689 Empl	Rec#: 0 Primary Job	
URID: 23795555 UR	Hire Date: 0	09/15/2003 Servi	ce Date: 09/15/2003	
Tenure Dt:				
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Effective Date of Change: 09/01/	/2013 (Last	Day worked	Change Pending	14 PE
Change (Check all that apply):	for te	erminations)	_	
Promotion X Distrib	ution	Retirement	Term	ination
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Data		Return from 1	LeaveElin	n. of PositionEnd of Appt
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	Research Asst 1	Professor		
Functional Title:				
	rch Asst Profess	sor		
Time Status: Full-Time				
Regular/Temporary: Regular				
% Full Time (FTE): 100%				
Appt Dt: 11/01/2010	End Date:	01/31/2011	End	Date:
Salary Plan/Grade: UR2/000				
Rate of Pay: \$60,000.00	ANNUAL			Yr/Annual/Appmt/Hourly
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### Questions?

