

# 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 sub-ledger 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

▼ Search Criteria

**Search by:** Run Control ID begins with

Case Sensitive

Search

[Advanced Search](#)



# Effort Certification Exception

Effort Certification Exception

Run Control ID:

[Report Manager](#) [Process Monitor](#) [Run](#)

# Months to Look Back:

If no value is entered, report will look back 12 months.

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)



# Effort Certification Exception

UPY6070\_2539724.csv - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Normal Neutral

J5

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Dept Family	Name	Emplid	Empl Rcd	Empl Status	Full/Part Time	Dept	Dept Description	Jobcode	Jobcode Description	Manager Name	Date Last check	ANy Fed Accts?
2	Research Dept	Doe, Jane	123456	0	A	T	400###	Research Dept M&D	S14860	S14860/Service Assistant I	Manager, Henry	8/31/2012	Y
3	Research Dept	Counter, Penny	111111	0	A	F	400###	Research Dept M&D	7311	Laboratory Technician III (S)	Manager, Henry	6/7/2013	Y



# “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.







# Questions?

