



Run the As-Needed Effort Certification Report in M-Pathways

Overview

This document provides information regarding the As-Needed Effort Certification Report. Effort certification is a statement signed by the employee, and required by the federal government, verifying that work was performed and that the percent effort for a given period is accurate and reasonable in relation to the work performed. The federal government requires institutions that receive federal funding to have a process in which employees verify that their actual work effort is accurately and reasonably reflected in the University's Human Resources and Employment database, and that it matches actual distribution of pay. There are three timeframes for Effort Certification:

- Annual – Required for all employees who have funding requiring Effort Certification.
- End-of-term – Required for all active graduate student appointments that have fundings requiring certification.
- As-needed (partial period) – Required for:
 - Terminated employees
 - Employees for whom data was changed or is incorrect on the original report printed during the annual or end-of-term mass mailing.

M-Pathways Role: HR TOTAL APPOINTMENT VIEW USER and HR APPT VIEWER

Effort Certification

As-needed effort certification is required for an employee who terminates before the end of the annual (end-of-term for student) effort reporting period. With regard to Unit Workforce Administration transactions, termination can be either voluntary or involuntary.

The following fundings require certification:

- Sponsored funds
- Cost-sharing funds
- More than one functional activity (as indicated by the shortcode's class chartfield).

Business Process

As-Needed Effort Certification Process Narrative

1. Retrieve, print, and review the individual's As-Needed Effort Certification Report in M-Pathways.

Navigation: Menu > Workforce Administration > Workforce Reports > **As Needed Effort Certification**

2. Determine the need for an employee to certify his or her effort.
 - If the employee **needs to certify effort**, his/her effort data for the specified period displays on the report.
 - If the employee **does not need to certify effort**, a note displays on the report stating "EFFORT CERTIFICATION IS NOT REQUIRED FOR EMPLOYEE FOR THIS TIME PERIOD."

Note: If the employee's **effort data is inaccurate** on the report, make corrections to the data using the M-Pathways Department Budget Earnings Changes page (**Navigation:** Workforce Administration > Job Information > Review Job Information > **Department Budget Earnings**). See the [Process an Effort Change](#) and/or the [Process a Salary Redistribution](#) Quick Reference Sheet/s found in My LINC for further details.

The Unit confirms that HRRIS has processed the changes in M-Pathways, then prints the As-Needed Effort Certification Report.

3. Distribute the printed report to the appropriate employee for review and signature.

If the **effort data is accurate**, the employee reviews, signs, and returns the report to you. If necessary, you may accept faxed signatures.

Note: In extenuating circumstances (e.g., when an employee has left the University before this process occurs), an alternate may sign in place of the employee. For this exception, you must request prior approval from the Cost Reimbursement Office in Financial Operations (<http://www.finops.umich.edu/CRO/>), and the alternate signer must have knowledge of the terminating employee's effort.

4. Mail the signed As-Needed Effort Certification Report to the appropriate central office.

- **UM Ann Arbor and UM Flint Units:** Submit to the Cost Reimbursement Office in Financial Operations.

University of Michigan Cost Reimbursement Office

2038 Wolverine Tower
3003 South State Street
Ann Arbor, MI 48103-1273

- **UM Dearborn Units:** Submit to UM Dearborn Human Resources and Affirmative Action.

UM Dearborn Human Resources and Affirmative Action


The University of Michigan-Dearborn
1050 Administration Building
4901 Evergreen Road
Dearborn, MI 48128-1491

UM Dearborn Human Resources and Affirmative Action will review, then forward, reports to the Cost Reimbursement Office.

5. The Cost Reimbursement Office updates the system with the certification and files the signed report.

Selecting Report Parameters in M-Pathways

Type the appropriate search criteria to find the employee(s) for whom you need to run the report.

| Search Field | Description |
|-------------------|---|
| EmplID | <p>If you know the Employee ID number (EmplID), type it here. The best and most strongly recommended way to search for an employee is by EmplID. Doing so reduces search time and retrieves data efficiently.</p> <p>If you do not know the EmplID, click the Lookup  button, then the <u>Advanced Lookup</u> link to search by other employee data characteristics.</p> <ul style="list-style-type: none"> Use the format "Lastname,Firstname" in the Name field. If the full name is not known, you can search for a partial last name by itself, or a full last name and partial first name. You cannot search by partial last name <i>and</i> partial first name. We strongly recommend that you do not search by partial last name only. Do not try to terminate a search by clicking the Stop button on your browser, clicking the Clear button on the search page, or by logging out of the M-Pathways system. <p>If you need a search to be terminated, please contact the MAIS Help Desk immediately. The Help Desk consultant will need the following information: user ID, the system involved and the type of search. Please contact the MAIS Help Desk at (734) 936-7000.</p> |
| Department | To run the report for all employees in an appointing department, type the appointing department's ID number here. |
| Admin Dept | To run the report for all employees in an administrative department, type the admin department's ID number here. |
| From Date | <p>Type the begin date of the period for which you need the person to certify effort. If the From Date is left blank, the system populates the field with the first day of the current fiscal year.</p> <p>Graduate Students: The From Date represents the first day of the first month of the term.</p> |
| End Date | <p>Type the end date of the period for which you need the person to certify. For As-Needed Effort Certification, this is the termination date. If this field is left blank, it populates with the current date.</p> <p>Note: It is important to enter the correct termination date, if applicable. You can look up this date by navigating to the following location. Note that the Termination Date field only appears on screen if applicable.</p> <p><i>Menu > Workforce Administration > Personal Information > Modify A Person (University Person tab)</i></p> |

Running the Report in M-Pathways Report Manager (Brief Process Overview)

Select the Report

1. Navigate to As-Needed Effort Certification Report in M-Pathways.

Navigation: Menu > Workforce Administration > Workforce Reports > **As Needed Effort Certification**

Select the Report Run Parameters and Settings

2. Create or select an existing Run Control ID (see the Run Control IDs reference document in MAIS LINC for further details).
3. Set the parameters for this report (described earlier in this document).
4. Click the **Run to Window** button.
5. If needed, print the report by clicking **File / Print**.

Note: The **Run to Window** button automatically displays the report in PDF format. You can use the Process Scheduler and Report Manager if you need to run the report with custom settings. Refer to the *Report Manager: Generating Online Reports* eLearning course in My LINC for information on using these tools.

Other Helpful Information

- If you have concerns or issues with the data contained within the As-Needed Effort Certification Report, please e-mail HRRISISSUES@umich.edu or call the main line at (734) 615-1313.
- If you have concerns or issues with the “as-needed” effort certification process, please contact the Cost Reimbursement Office.
- If you have questions or need assistance regarding the use of M-Pathways, please call the MAIS Help Desk at (734) 936-7000 and select Option 5, or email maishelpdesk@umich.edu.

Documentation on the MAIS LINC Web Site

- **Effort Change**
 - [Create a Submittal Form for an Effort Change Step-by-Step Procedure](#)
 - [Process an Effort Change Quick Reference Sheet](#)
- **Salary Redistribution**
 - [Create a Submittal Form for a Salary Redistribution Step-by-Step Procedure](#)
 - [Process a Salary Redistribution Quick Reference Sheet](#)

- **Reporting**

There are a number of training resources related to reports in M-Pathways that may be useful. These include training and documentation for using Run Control IDs and Report Manager.

Related Links

The following links may contain additional useful information.

- Health Systems Human Resources (UMHS-HR) Web site (www.med.umich.edu/umhshr/).
- University Human Resources (UHR) Web site (www.hr.umich.edu/).
 - Compensation and Classification page (www.hr.umich.edu/compclass).
 - Human Resources Records and Information Services (HRRIS) page (<http://www.hr.umich.edu/hrris>).
- Cost Reimbursement Office (in Financial Operations) Web site (<http://www.finops.umich.edu/CRO/>)