


# HOWs of Effort Reporting

Now that you are familiar with the fundamental concepts and requirements involved in Effort Reporting, we wanted to cover some of the frequently asked questions that arise each semester.



# How do I certify an employee that is terminated from UA?

- Print Certification Compliance Report for Employee
- Include PI signature and date
- Include statement that Employee is terminated from UA
- Send to Darlene Burkhalter for manual certification



# What Are The Certification Dates for 9 and 12 MO Employees?

- 12 MONTH
  - Spring – January 1 to June 30
  - Fall – July 1 to December 31
- 9 MONTH
  - Spring – January 1 to May 15
  - Summer – May 16 to August 15
  - Fall – August 16 to December 31

# How Do I Calculate Effort for Biweekly Employees?

- Pay is based on Pay Date and not on end date of pay period.
- Refer to Payroll Schedule:
  - <http://payroll.ua.edu/payrollschedule.html>

Pay ID	Pay No.	POM	Begin Period	End Period	Timesheets Due	PAs Due In Input	Check Date of Payroll	
BW	1	1	12/25/2011	1/7/2012	1/9/2012	1/2/2012	1/13/2012	
BW	2	2	1/8/2012	1/21/2012	1/23/2012	1/13/2012	1/27/2012	
BW	3	1	1/22/2012	2/4/2012	2/6/2012	1/27/2012	2/10/2012	
BW	4	2	2/5/2012	2/18/2012	2/20/2012	2/10/2012	2/24/2012	
BW	5	1	2/19/2012	3/3/2012	3/5/2012	2/24/2012	3/9/2012	
BW	6	2	3/4/2012	3/17/2012	3/19/2012	3/9/2012	3/23/2012	Spring Break 3/12/2012 - 3/16/2012
BW	7	1	3/18/2012	3/31/2012	4/2/2012	3/23/2012	4/6/2012	
BW	8	2	4/1/2012	4/14/2012	4/16/2012	4/6/2012	4/20/2012	
BW	9	1	4/15/2012	4/28/2012	4/30/2012	4/20/2012	5/4/2012	
BW	10	2	4/29/2012	5/12/2012	5/14/2012	5/4/2012	5/18/2012	
BW	11	1	5/13/2012	5/26/2012	5/28/2012	5/18/2012	6/1/2012	
BW	12	2	5/27/2012	6/9/2012	6/11/2012	6/1/2012	6/15/2012	
BW	13	3	6/10/2012	6/23/2012	6/25/2012	6/15/2012	6/29/2012	



# How Do I Certify If My Effort Report is Incorrect?

See instructions at:

<http://osp.ua.edu/effortreporting.html>



# How do Re-certifications Work?

- If changes occur after a semester has already ended (late cost transfers, superseding PAs, etc.), a Re-certification to the prior period will be generated during the next open Effort certification period
- Email notifications will be sent to the PI and/or employee to certify the Re-certification

# How Do I View All People Paid From My Department?

THE UNIVERSITY OF ALABAMA

Web-based Effort Reporting

[Menu](#) [Import](#) [E-Mail](#) [Maintenance](#) [Alerts](#) [My Student/Employee Certifications](#) [Reopen Certifications](#) [Pending Proposals](#) [Reports](#) [Export](#) [Salary Cap](#) [Search](#) [Help](#) [Logout](#)

Text Size: [Small](#) | [Medium](#) | [Large](#)

## Certification Compliance Report

Term:

Certificate Status:

School:

Dept:

Emp Name:

Effort  Dollar



# The Three Mantras of Effort

<https://www.youtube.com/watch?v=dpkXqQ38m84>

## Talking With Your Faculty About Effort

<https://www.youtube.com/watch?v=yNDQX1TezbQ>





# Questions?

## ■ For more information:

- Effort Reporting Home:
  - <http://osp.ua.edu/effortreporting.html>
- Effort Reporting System Guide:
  - <http://osp.ua.edu/ERS.pdf>
- UA Effort Policies and Procedures:
  - [http://osp.ua.edu/Effort\\_Policy.pdf](http://osp.ua.edu/Effort_Policy.pdf)
- OSP Policies and Procedures:
  - [http://osp.ua.edu/policy\\_procedures.html](http://osp.ua.edu/policy_procedures.html)
- Institutional Base Salary for Sponsored Programs
  - [http://osp.ua.edu/Institutional\\_Base\\_Salary.pdf](http://osp.ua.edu/Institutional_Base_Salary.pdf)

Contact the University's Effort Administrator:

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