A. Sequence > 1 indicates that an event has occurred (e.g., payroll redistribution) which requires that the employee needs to re-certify the effort form.

B. Annualized Salary presented for a FTE. 12-month gross-up of employee’s salary; this is used for salary cap calculations. It includes all active position numbers.
**Effort Form Overview**

C. Icons which expand the form to present the Account Number, Direct Pay, Cost Share Commitment (Mandatory and Voluntary), and Over the Cap payroll information (see page 2).

D. Click on the icon to see which queue the report is at in the process.

E. Click on the icon bar to Approve or Reject the effort report. It will display “Department Reviewers Approval” for DEA’s (Department Effort Administrators who approve) the effort report after reviewing the information. This action releases the effort report to the Certifier. The Certifier will click on a bar which states: “Employee Certification Certify” to certify the percent of effort expended that was expended on the grant. Click on the appropriate radial button for either Certify/Approve, Reject or None and no action will take place, then on “OK”.

F. Click on the link to view Gross Payroll details.

G. Click on the icon to view Header Level audit trail.

**Expanded Sponsored Section (Any Role’s View)**

When the Sponsored Section is expanded once, the form breaks into detail of Direct Pay, Over the Salary Cap and Mandatory and Voluntary Cost Share. When the section is expanded once more, the sponsored account information is displayed. The form below has been expanded.

<table>
<thead>
<tr>
<th>Project</th>
<th>Title</th>
<th>% Committed</th>
<th>Gross Payroll</th>
<th>% Pay Dist</th>
<th>% Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>013394-001</td>
<td>Creating an Empire of Debt</td>
<td></td>
<td>3,394.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>..Direct</td>
<td></td>
<td>3,394.38</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>...........BTJ6393 - Empire of Debt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>..Voluntary Uncommitted Cost Shr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>014354-001</td>
<td>The Effects of Oil Prices on Major Industrial Cities</td>
<td>17</td>
<td>3,394.38</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>..Committed Cost Sharing</td>
<td></td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>..Voluntary Uncommitted Cost Shr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>015475-001</td>
<td>Discovering Oil in Arizona</td>
<td></td>
<td>2,036.62</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>..Direct</td>
<td></td>
<td>2,036.62</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
Effort Form Overview

A. Click link to open transaction detail screen.
B. Click icons to view Line Level audit trail.

Note: The Non-Sponsored section also expands to show accounts at two (2) expansions. The Non-Sponsored section is not presented as we do not require the employee to certify non-sponsored funding but is captured for Committed Cost Share information.

EMPLOYEE VIEW
**Effort Form Overview**

A. Certifier’s name.
B. Certifier’s Report ID Type.
C. Click on the icon bar to Approve or Reject the effort report. It will display “Department Reviewers Approval” for DEA’s (Department Effort Administrators who approve the effort report after reviewing the information. This action releases the effort report to the Certifier. The Certifier will click on a bar which states: “Employee Certification Certify” to certify the percent of effort expended that was expended on the grant. Click on the appropriate radial button for either Certify/Approve, Reject or None and no action will take place, then on “OK”.
D. Click on the icon to see information on the Project and PI (Private Investigator).
E. Gross payroll for the effort reporting period on projects and percent of payroll expense.
F. Percent of effort to be certified.
A. Employee certification and certification statement.
B. Sponsored projects that are being certified.
C. Employee has officially certified once the OK button is clicked.

Note: The ORSPA and DEA Reviewer/Approver view and procedure is the same; however, the Certification Statement is not presented at the time of approval for either roles action. The report will not post to the dashboards until it is returned to ORSPA for finalization.