**Effort Certification Role Names**

**Step 1: ORSPA Initiator**
- Reviews high-level data issues
- Releases an Effort Period for Approvals and Certification

**Step 2: Departmental Reviewer**
- Reviews for warnings/errors
  - Makes payroll corrections prior to release of form
  - Contacts ORSPA to update CS

**Step 3: Employee/PI Certification**
- Makes certain all sponsored projects are listed
- Reviews effort % and corrects as needed
- Certifies the form

**Step 4: Departmental Approver**
- Reviews high-level data issues
- Releases an Effort Period for Approvals and Certification

**Step 5: ORSPA Final Approval**
- Reviews audit trails
- Closes a period when complete

**Viewers**
Principal Investigators, Supervisor per HCM, Employee Viewers