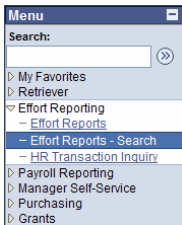
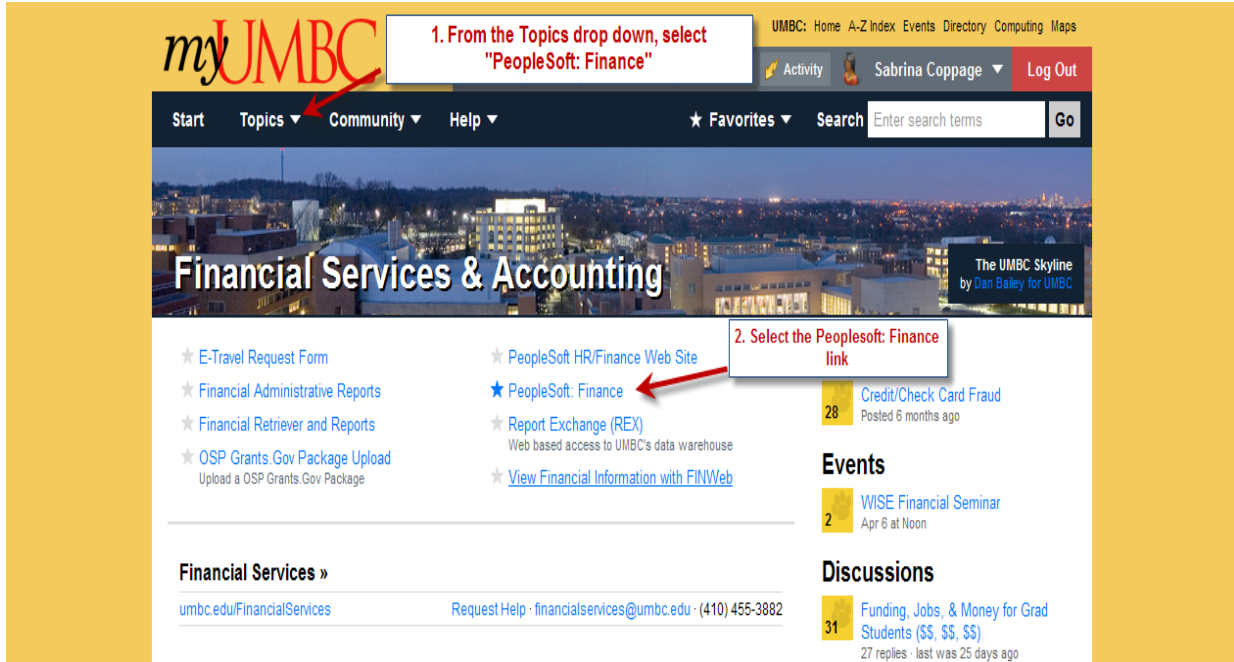


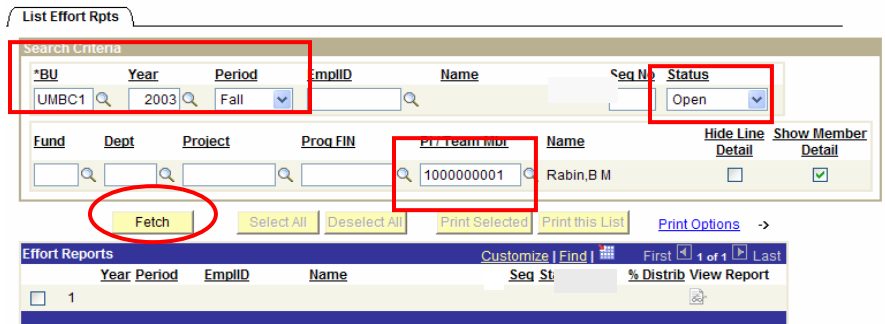
1. To access Peoplesoft from *myUMBC*, follow this navigation after you have logged on.



2. To access Effort Reports, follow this navigation from the main menu in PeopleSoft Finance:

Effort Reporting → Effort Reports – Search

3. In the **Year** field, enter the Semester Year to search.
4. In the **Period** field, enter the Period (**Fall** (Payroll 1-14) /**Spring** (Payroll 15-26)),
5. Select the **Status** you desire. (*Open, Ready for Review, Finalize*)
6. Enter the PI employee ID in the **PI/Team Member** field. **Please note that you may also search by Project (enter Project ID in Project field.)**
7. Click **Fetch**. The results are displayed at the bottom of the screen.



Effort Reports											
Year	Period	EmplID	Fund	Dept	Prog FIN	Project	PI / Team Mbr	Gross Amt	% Distrib	View Report	
1	2003	Fall	1000000843	1253	10145	021	CV523315	1000000843	12,000.55	13.51	

8. To View the desired report, click on the **View Report** icon. The selected report is displayed.

Effort Report

BU: UMBC1 Year: 2003 Period: Fall Employee: 10 3 D Seq No: 1

Title: GRAD ASST II Gross Salary: 12,615.59 Status: Open Comments Print Options

Sponsored Funding

Detail Distribution / Effort %								Find	View All	First	1 of 1	Last
Fund	Dept	Prog	FIN	Project	Gross Salary	Dist %	Effort %	Diff %	Comments	Certify		
1253	10145	Chm&BioEng	021	CV523315	Constructing a Low Cost Instru	6,689.54	53.03	-53.03	Comments	<input type="checkbox"/>		

Non-Sponsored Funding

Fund	Dept	Prog	FIN	Project	Gross Salary	Effort %
1111	10145	Chm&BioEng	011		5,926.05	Entered: To Apply: 100.00

Effort % by Category

Category	Effort %
Instruction/Non-Spons Research	
Administrative	
Sabbatical	

Certify [Comments](#)

Save Return to Search Notify

9. If the payroll matches the grant information, enter **Effort Percentage** in the appropriate field.
10. Distribute the **To Apply** amount to the Non-sponsored section after all Sponsored rows are complete.
11. **When you are ready to certify the distribution of effort**, click the **Certify** checkbox to finalize a row. The **Sponsored Certification** screen is displayed.

Effort Report Certification

Certification Statement for Faculty/Principal Investigators

I certify that this distribution of activity represents a reasonable accounting of the activity expanded by me (this individual) over the period covered by this survey.

Certification Statement for Non Faculty

I certify that I have first hand knowledge of the total activity expended by this employee as distributed during the period covered by this survey, if the employee is the sole individual with this knowledge of 100% of his/her activity, the employee has certificated the activity distribution in the space provided below.

Press **Certify and Save** to accept. Otherwise press **Cancel**.

12. **Read** the Certification statements, and click **Certify and Save** to save this transaction, otherwise click **Cancel**. You are returned to the Effort Report screen.

NOTE: If you have additional lines to certify, repeat steps 8-11. Once all lines are Certified, Status is changed from Open, to Ready to Review.

Statutes:

Open = Must be certified

Ready for Review = Certified by PI and ready for review by Office of Contract & Grant Accounting.

What to do if....

The person certifying the report is not the only certifier or is on more than one grant...Contact your business manager.

If your effort report doesn't look as expected, effort does not appear to be correct...Contact your business manager.

For additional assistance please contact Office of Contract and Grant Accounting, Director/and or Manager - <http://www.umbc.edu/FinancialServices/grantacct.html>