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](http://payroll.ua.edu/payrollschedule.html)

<table>
<thead>
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<th>Pay ID</th>
<th>Pay No.</th>
<th>POM</th>
<th>Begin Period</th>
<th>End Period</th>
<th>Timesheets Due</th>
<th>PAs Due In Input</th>
<th>Check Date of Payroll</th>
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</table>

Spring Break 3/12/2012 - 3/16/2012
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 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
- OSP Policies and Procedures:
  - http://osp.ua.edu/policy_procedures.html
- Institutional Base Salary for Sponsored Programs
  - http://osp.ua.edu/Institutional_Base_Salary.pdf

Contact the University’s Effort Administrator:
Darlene Burkhalter, dburkhalter@research.ua.edu, 348-3135