



Effort Reporting General Overview

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project.

UMBC requires all faculty members who serve as Principal Investigators on sponsored agreements, or their approved designee, to be personally responsible to certify the amount of effort that **they and their employees** spent on sponsored activities.

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged. Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, administration, etc.) for which the University compensates an individual. Effort reporting is the mandated method of certifying to the granting agencies that the effort charged to each award has been completed.

Completion and Certification of Effort Reports

The Uniform Guidance Subpart E §200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects. The University's practice is to utilize an after-the-fact effort reporting system to certify that salaries charged to sponsored awards, including committed cost share, are reasonable and consistent with the work performed.

Note: When a retro (payroll cost transfer) is processed for a period in which an effort report was previously certified and finalized, the effort report will revert back to Open status due to the effort % change. A re-certification of effort is needed.

Effort reports are generated from PeopleSoft – Effort Reporting (system of record) for all professorial, professional and technical staff, the reports will be prepared each academic term, but not less frequently than every six months on the following schedule:

Due March 31: Fall Effort Reports for Pay Periods 1-14

Due September 30: Spring Effort Reports for Pay Periods 15-26

Manual Payroll

If a Manual payroll journal entry is approved, the PI is responsible for including a Comment on the applicable Effort Report of the affected employee indicating that a manual salary was processed for the applicable time period, including the amount of the manual journal entry. This will help to ensure a full picture of the employee's salary and compliant effort reporting.

Click on 'Comments' in the Effort report of each employee affected, selecting the appropriate project.

Effort Report

BU: UMB01 Year: 2024 Period: Fall Employee: 4000526907 Evans,Kerri Seq No: 1
Title: ASST PROF Gross Salary: 22,598.27 Status: Open Comments Print Options

Sponsored Funding

Detail Distribution / Effort %

Fund	Prog FIN	Dept	Project	Gross Salary	Dist %	Effort %	Diff %	Comments	Certify
1114	011	10113	UMB00069	2,309.24	10.22		-10.22	Comments	
1114	011	10113	UMB00078	402.56	1.78		-1.78	Comments	

A pop-up box will appear where the PI will type in the amount of the manual payroll entry. This will be viewable to auditors, as needed. Contact your business or payroll manager for journal entry details, if needed.

Employee: 22,598.27

Comments - Sponsored Funding

Fund: 1114 Dept: 10113 Project: UMB00069 Prog FIN: 011

Comments

Sequence: 1 Entered By: RK71042 Date/Time: 10/15/24 12:59:37PM

Manual Payroll journal entry JE00000123456 for payroll 2026002 for \$116.26

180 characters remaining

OK Cancel

Effort %

Effort Reporting Instructions

1 Navigate to <https://my.umbc.edu/> and log in.

2 Click "Guide"



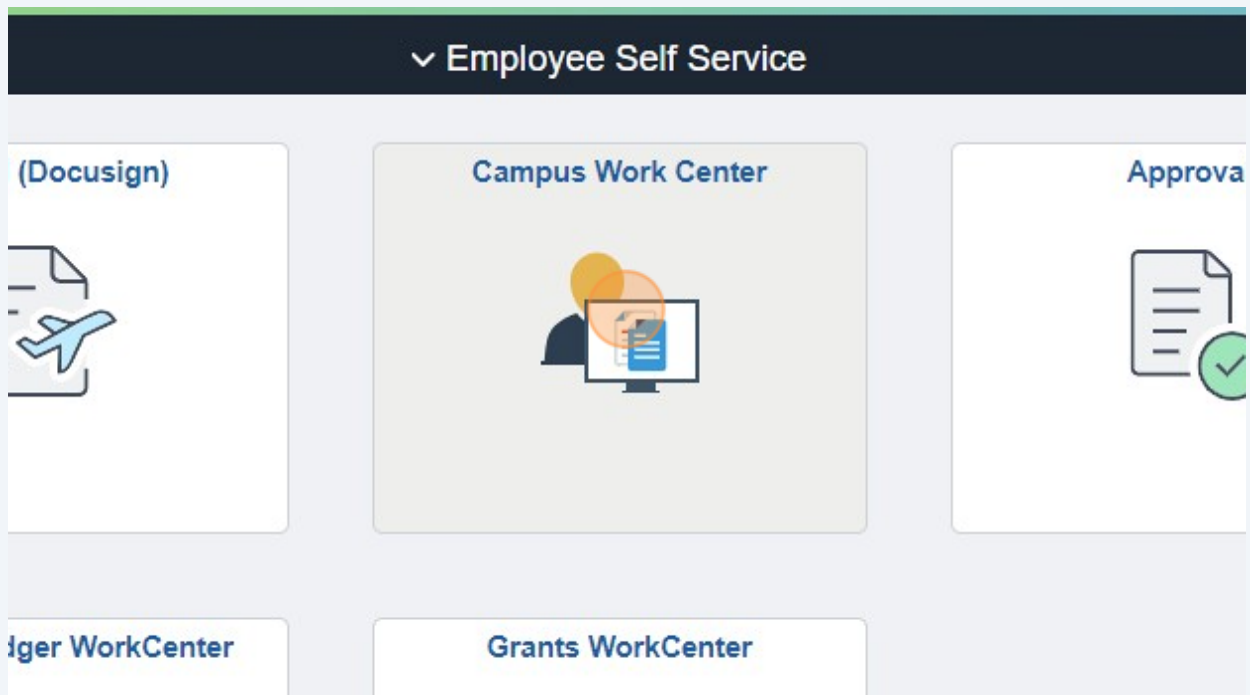
3 Click "Financial Services & Accounting"

The screenshot shows the myUMBC website's main navigation menu on the left. The menu items are: Dining & Personal Finances, Books, Goods & Services, Classes & Grades, Community & Connections, Computing & Technology, Facilities & Operations, **Financial Services & Accounti...** (highlighted with an orange circle), Food & Dining, Health, Wellness & Safety, Housing (On & Off Campus), Human Resources, and Jobs & Internships. The main content area on the right displays links to PS Training Site, Human Resources System, Peoplesoft: Finance, and Financial Administrative Reports. Below these are sections for 'Classes & Grades' (Teaching Schedule, Class Permissions) and 'Advising & Student Support' (Advising Center).

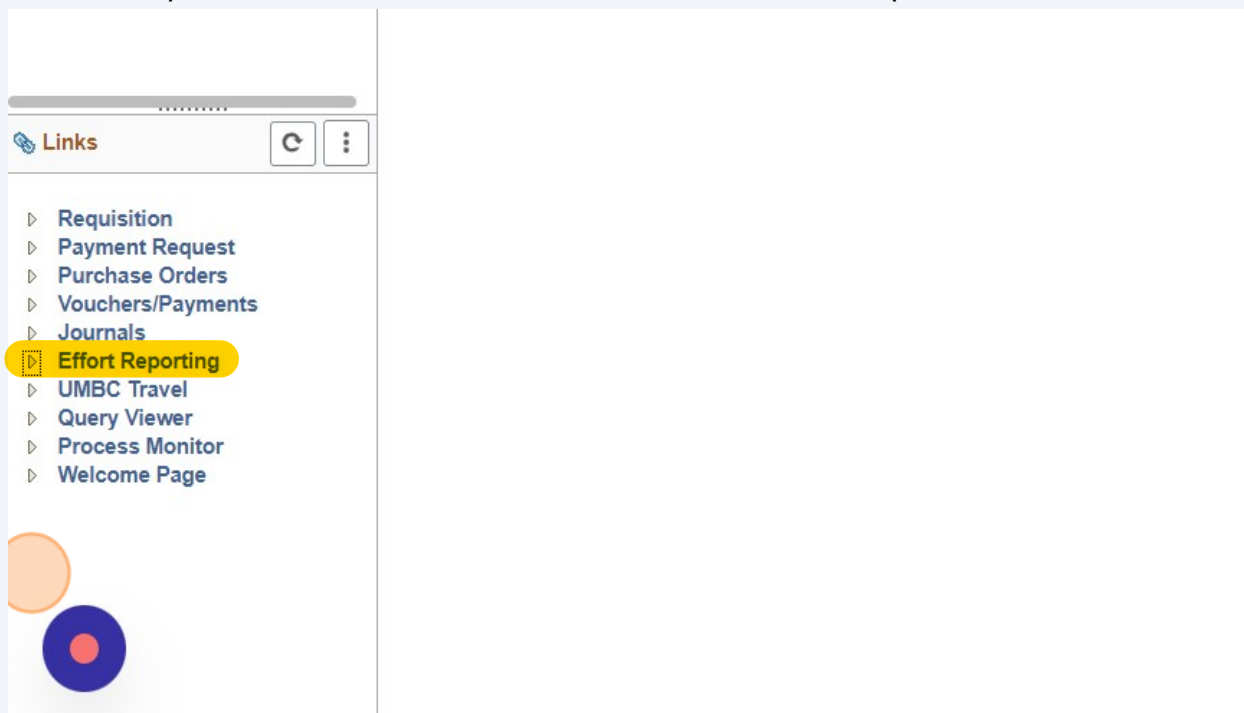
4 Click "Peoplesoft: Finance"

The screenshot shows the myUMBC website's 'Financial Services & Accounting' page. The left sidebar contains a 'Guide' section with links to Guide Home, Activity Guides (Registration), and Resources (Advising & Student Support, Athletics & Recreation, Billing & Personal Finances, Books, Goods & Services, Classes & Grades, Community & Connections, Computing & Technology, Facilities & Operations, **Financial Services & Account...** (highlighted with an orange circle), Food & Dining, and Health, Wellness & Safety). The main content area is titled 'Financial Services & Accounting' and contains a grid of links: Toolkit for Administrative Professionals (TAP), UMBC Travel System, OSP Grants.Gov P, Peoplesoft: Finance (highlighted with an orange circle), International Travel Registry, Report Exchange, Financial Administrative Reports, and Paw Procurement System (PPS). Below this grid are sections for 'Division of Administration and Finance' (adminfinance.umbc.edu), 'Financial Services' (financialservices.umbc.edu), 'Procurement' (procurement.umbc.edu), and 'Student Business Services' (sbs.umbc.edu).

5 Click "Campus Work Center"



6 Click "Effort Reporting". **NOTE:** If the PI does not have access to this section in PeopleSoft, see FAQs Q1 for instructions on how to request access.



7 Click "Effort Reports - Search"



8 Enter the applicable Semester Year, ex: 2023

ABC Finance PeopleSoft

All Search

Work Center

Reports/Queries

Work

Edit Filter

Approvals

Journals Pending My Approval

Journal Processing

Journals to Take Action

List Effort Rpts

Search Criteria

*BU	Year	Period	Employee ID	Name
UMBC1				

Fund	Prog FIN	Dept	Project	Partial Cert	PI/Cer

Fetch Select All Deselect All Print Selected

9 Enter the applicable Semester Period, ex: Fall or Spring

« All Search » Advanced

«

List Effort Rpts

Filter

Search Criteria

*BU	Year	Period	Employee ID	Name	Se
UMBC1	2023				

Fund	Prog FIN	Dept	Project	Partial Cert	PI/Certifier ID
			Fall Spring		

Fetch Select All Deselect All Print Selected Print this

10 Click the "Status" dropdown and select "Open" to view reports that need to be Finalized.

» Advanced Search

New Wir

Name	Seq No	Status

Partial Cert	PI/Certifier ID	PI/Certifier Name	Hide Line Detail	Show Member Detail

Print Selected Print this List

Cancelled
Finalized
Old Seq No
Old X Seq
Open
Ready

11

Enter the PI Employee ID in the "PI/Certifier ID" field. If you do not know the Employee ID then use the magnifying glass to search by name.

TIP: The Employee ID field should remain blank.

Period	Employee ID	Name	Seq No	Status
2023	Fall	leave blank	<input type="text"/>	Open

Dept	Project	Partial Cert	PI/Certifier ID	PI/Certifier
<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>	

[Print Options](#)

Employee ID	Name	Seq	Status	Fund	Prog FIN	Dept

12

Click "Fetch"

Journal Processing

Journals to Take Action

Links

Requisition

Payment Request

Purchase Orders

Vouchers/Payments

Journals

Effort Reporting

UMBC1

2023

Fall

Fund

Prog FIN

Dept

Project

Partial Cert

Fetch

Select All

Deselect All

Effort Reports

	Year	Period	Employee ID	Name
<input type="checkbox"/>	1			

- 13 Click the "View Report" icon. A pop-up box will appear with the Effort Report. If the box does not appear, check to make sure your pop-up blocker is not enabled.

Employee Self Service > Campus Work Center > Effort Reports - Search

All Search Advanced Search

Home Sign Out Add To Notification NavBar

New Window Help Personalize Page

Filter

Name Seq No Status

Certifier ID PI/Certifier Name Hide Line Detail Show Member Detail

00004515 Roy, Anindya

Selected Print this List Print Options

Seq	Status	Fund	Prog FIN	Dept	Project	Partial Cert	PI/Certifier ID	PI/Certifier Name	Role	Gross Amount	% Distrib	View Report
1	Open	1253	022	10034	NSF00138	N	1000004515	Roy, Anindya	PI	11654.160	19.33	

arch

- 14 To view the details of the pay periods, click on the blue Gross Salary amount, ex: 11,654.16

%

1-1 of 1

Info Project Team

Project	Gross Salary	Dist %	Effort %	Diff %	Comments	Certify
NSF00138 Math&Stat Collaborative Research: Novel	11,654.16	19.33		-19.33	Comments	

Effort %

100.00

View All

Dept	Project	Gross Salary
10034	Math&Stat	48,651.96

Comments

15

If the Distribution % properly reflects the level of effort, enter the same number in the Effort % cell, ex: 19.33

<div> <div>1-1 of 1</div> <div>View All</div> </div>									
		Gross Salary	Dist %	Effort %	Diff %	Comments	Certify		
Math&Stat	Collaborative Research: Novel	11,654.16	19.33		-19.33	Comments	<input type="checkbox"/>	<input data-bbox="1193 495 1235 539" type="button" value="+"/>	

<div> <div>1-1 of 1</div> <div>View All</div> </div>				Effort %	
			Gross Salary	100.00	
	Math&Stat		48,651.96	Comments	

16

Click the "Certify" box

<div> <div>1-1 of 1</div> <div>View All</div> </div>							
Salary	Dist %	Effort %	Diff %	Comments	Certify		
54.16	19.33	19.33	-19.33	Comments	<input type="checkbox"/>	<input data-bbox="879 1406 920 1451" type="button" value="+"/>	

<div> <div>1-1 of 1</div> <div>View All</div> </div>		Effort %	
	Gross Salary	100.00	
	48,651.96	Comments	

17 Click the "Save" button

Note: The Total Effort % should show Entered: 100.00

1253	022	10034	NSF00138	Math&Stat	Collaborative Research: Novel	11,654.16	19.33	19.33
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Non-Sponsored Funding

Detail Distribution

☐ ☐
1-1 of 1
View All

Fund	Prog FIN	Dept	Project		Gross Salary
1111	011	10034		Math&Stat	48,651.96

Total Effort %

Entered: 100.00

To Apply:

Save

Return to Search

Notify

Select All

18 An Effort Report Certification pop-up will appear.

Read the Certification statements and click the "Certify and Save" button to save this transaction.

Otherwise click "Cancel" to be returned to the Effort Report screen.

The screenshot shows the mUMBC Finance PeopleSoft interface. The top navigation bar includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'Employee Self Service > Campus Work Center > Effort Reports - Search > Effort Reports'. The main header displays 'mUMBC Finance PeopleSoft' and a search bar. Below this, the 'Effort Report' tab is active. The record details show: BU: UMBC1, Year: 2023, Period: Fall, Employee: 1000004515, Roy, Anindya, Seq No: 1, Title: PROFESSOR, Gross Salary: 60,306.12, Status: Open. There are links for 'Comments' and 'Print Options'. The 'Sponsored Funding' section is expanded, showing a 'Detail Distribution / Effort %' table with columns: Fund, Prog FIN, Dept, Project, and a description. The table contains one row: Fund 1253, Prog FIN 022, Dept 10034, Project NSF00138, Math&Stat, Collaborative Research. Below this is the 'Non-Sponsored Funding' section, also showing a 'Detail Distribution' table with columns: Fund, Prog FIN, Dept, Project, and a description. The table contains one row: Fund 1111, Prog FIN 011, Dept 10034, Project, Math&Stat. An 'Effort Report Certification' pop-up window is overlaid on the right side of the screen. It contains two sections: 'Certification Statement for Faculty/Principal Investigators' and 'Certification Statement for Non Faculty'. Both sections contain text about certifying the distribution of activity. The pop-up also includes a prompt: 'Press Certify and Save to accept. Otherwise press Cancel.' and two buttons: 'Certify and Save' (yellow) and 'Cancel' (white with blue border).

Effort Report Certification

Certification Statement for Faculty/Principal Investigators

I certify that this distribution of activity represents a reasonable accounting of the activity (or effort) expended 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 (or effort) 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 certified the activity distribution in the space provided below.

Press Certify and Save to accept. Otherwise press Cancel.

Certify and Save Cancel



FAQs

Q1 - What if the PI does not have access to Effort Reports in PeopleSoft?

A1: To get effort certification access in PeopleSoft:

[Go to the Financial services website](#)

[Click on Financial Services Docusign Forms](#)

[Click on Security Access forms](#)

Click on One for each individual employee

Request PI access

Q2 - What if the PI is not available to certify due to termination, sabbatical, etc?

A2 - The department chair/dean/director sends an email to asmarks@umbc.edu requesting to be an alternate certifier on (list project numbers) projects due to (reason for request). Requests must be directly from the department chair/dean/director.

Example 1: Please add Dr. Keisha Johnson as an alternate certifier on project 000012345 due to the original PI, Dr. Elijah Gordon, leaving UMBC on 1/1/2020. Dr. Johnson is the new PI and attached is the approval from the sponsor showing the change in PI.

Signed,

Department Chair

Example 2: Please add me as an alternate certifier on project 000054321 due to the PI, Dr. Joan Park, being on sabbatical from 6/1/2020 to 12/31/2020.

Signed,

Center Director

Q3 - What if the employee works on multiple awards with multiple PIs?

A3 - Each PI is responsible for certifying effort on their own project(s) only. The PI who checks the last Certify checkbox for an employee will initiate the Finalization of the report. If there is a checkbox remaining unchecked, the report will remain in Open Status.

Q4 - What if I don't see any effort reports after I click the Fetch button?

A4 - Check to make sure the Employee ID cell in the top row is blank. See page 6, step 11.