BANNER MODULE – EFFORT REPORTING

A. ACCESSING THE EFFORT REPORTS AND WALKTHROUGH FOR DIFFERENT TABS

Once effort reports are ready and available to be certified, you will receive an email notifying you that reports are available. You can then access the Effort Reporting link through the *NJIT Pipeline* under the *Research Services* Section:
This will direct you to the screen below.

1. **Certify my Effort** – Lists PI and other individual’s own effort report to review and certify
2. **Review or Certify reports** – Lists all other staff that are charged to the PI’s grant which require PI review and approval.

1. **Start and End date** – This is the open review period for the effort reports. The end date is by when all certifications must be completed. Any reports not completed by end date will be reported to upper management.
2. **Report Status** –
   a. Awaiting Certification – Pending review and approval
b. Completed – Report has been certified

c. Awaiting Refresh – Change was submitted and needs report to be updated.

d. Unlocked/Locked – Once a report is in locked status, no labor redistributions (recasts) are allowed. This will require justification and approval from the Office of Research.

NOTE: Effort reports should not be certified unless they have been thoroughly reviewed for accuracy and changes requested have been refreshed on the report.

### Individual Reports

- Click on Review or Certify Reports tab
  - Enter “1” for COA
  - Enter the certification period under review ie “Fall2020” or select from drop down.
- Double click anywhere on individual’s name or ID to open the report or highlight the name and click “Open”:
The certificate appears as below:

1. Effort Report tab - is a summary of all the different funds the individual is being charged to. Please note, no $ values appear on this report – this is only in percentage. All funds must total 100% of their salary distribution.

If upon review of the Effort Report information, you agree that the allocation is accurate, you can “Certify” the report at this point. Otherwise, please continue to the “Pay Period Summary” tab for further details on the effort allocation.
2. Pay Period Summary tab - contains a summary of the % of effort by pay period. You can reference your monthly payroll report to see the $ value each month. (Refer to Important Note on Payroll Reports section above).

3. Comments tab - Used only to record any information relevant to review / approval / report. For example, if Office of Research (OR) reopens a certification, comments can be entered by OR to document information. Please note this section should not be used to communicate any changes/corrections.
4. Routing Queue displays the approvers in the queue for this certificate.

All PIs are listed as “Alternate Certifier” as they have the option to certify these on behalf of the employees. NOTE: Hourly staff and students will have to be certified by the PI. These personnel can be identified by using the monthly payroll reports.

If PI is listed as “Graduate Student Certifier”, he/she will be required to certify on these reports for graduate students.
NOTE: If a person worked on separate grants during the certification period that were managed by two or more different PIs, the certification will have to be approved by each PI. See example below.

NOTE: There is a button for add member to routing queue. **Do not add any individual to routing queue.**

5. On the right of the individual effort report, you can also see additional information:

   1. **Report Status and Important Dates:** This describes the certification (semester) period, open review period for completion, and the status of the effort report.

   2. **Pay Dates:** This section contains details of pay periods range covered by this certification period.
OFFICE OF RESEARCH – POST AWARD MANAGEMENT
PROCEDURE TO COMPLETE EFFORT CERTIFICATION IN BANNER

Date Issued: February 2021

Effort Report Overview

Report Status
FALL 2020
Fall 2020 Certification
January 13, 2021 - March 31, 2021
Awaiting Certification - Unlocked

Important Dates
Begin Pre-Review
Certification Period
January 13, 2021 to March 31, 2021
Post Review End

Pay Dates
BH - 18 August 09, 2020-August 22, 2020
BH - 17 July 26, 2020-August 08, 2020
BH - 16 July 12, 2020-July 25, 2020
BH - 15 June 28, 2020-July 11, 2020
BH - 14 June 14, 2020-June 27, 2020
BH - 13 May 31, 2020-June 13, 2020
BH - 12 May 17, 2020-May 30, 2020
BH - 11 May 03, 2020-May 16, 2020
BH - 10 April 19, 2020-May 02, 2020
BH - 09 April 05, 2020-April 18, 2020
BH - 08 March 22, 2020-April 04, 2020
BH - 07 March 08, 2020-March 21, 2020
BH - 06 February 23, 2020-March 07, 2020
B. APPROVING THE REPORTS

Once you have reviewed the reports and are ready to approve them, click the “Certify” button on the bottom right of the page.

![Certify button](image)

This will bring a pop up window with a certification message. Click “I agree.”

![Certification window](image)

Once you click “I agree,” the certification is complete and no more action is needed on your end for this certificate. Now repeat the process with any other certificates in your queue. Once the report has been certified, the buttons in the bottom of the report disappear and the status changes to Completed – Locked. Refer to section on status to understand different reports statuses.

![Completed status](image)

If the status is complete – Locked, the certification process is complete.
C. REQUESTING CHANGES/CORRECTIONS

On your review, if you find that the effort report is incorrect, reach out to your department/college labor redistribution initiator. Once the recast is fully approved and processed, the report will be in “Awaiting Refresh” status.

Once the report is updated/refreshed, the status will go back to “Awaiting Certification.” Then the new report can be certified.

IMPORTANT NOTE: Please DO NOT select “Add New Funding” or “Request Changes” on the effort report as these do not trigger any actual changes or updates to the report. You have to request the changes as indicated earlier via email to your department/college initiator.

The “Add New Funding” button will bring up a new window as below:
Please note even though you are able to add funding distributions in this section, this **does not have any impact** on actual payroll distribution. If you click on this, just hit cancel.

If you accidentally enter data and save, click “Request Changes”, close out of popup, select “Clear Changes” and Click “Yes.” The report will go back to its starting point.
This button is designed to link to a mail client so that you can send an email from the effort module to your department personnel. However, this includes set up and linking to your mail client (webmail/outlook). If you would like to set this up, you will need to contact IT Helpdesk.

NOTE: This setup does not add any additional information or reduce the required data elements needed to request any changes different than if you were going through your regular email.

If you did not intend to click any of the buttons and did so in error, when you close out of these pop ups, you can clear changes as below:

This will bring the report back to unlocked status and revert to its original state.
D. SETTING UP PROXY

There is an option for PIs to setup a proxy to review the certifications but only for employees and students. A proxy cannot certify the PI’s own report.

A proxy is someone who is given authority on behalf of the PI to review and approve the effort certifications.

It is important to note that the selected proxy must be an individual that has direct knowledge of the project(s) activities and can certify that the effort is correct and/or know what necessary changes are needed.

To Setup a Proxy:

Once the PI is in the Effort Certification module, select “Proxy User”:

Then select “Add New Proxy”:

This will create a pop up window to search for an “Employee to add as Proxy”: 
You can type in the name of the proxy and click on the person. They will appear below the Proxy button:

<table>
<thead>
<tr>
<th>Employee Name - [Home Organization]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John - [Office of Research &amp; Development]</td>
</tr>
</tbody>
</table>

If you ever need to remove the employee, you can select the checkbox and click on “Delete Proxies” button:

Then click on “Navigate to Effort Certification application” button on bottom right:

After the PI completes this part, the proxy must log in to the effort module, and select the person they are proxy for:
Then, go to “Act as a Proxy for” area, and select the PI name from the drop down box:

Then click on “Navigate to Effort Certification application” button on bottom right:

The proxy will now be able to view all the certification under the PI’s queue except the PI’s own report.

If the proxy has their own reports to certify, they must remember to go back to Act as Proxy and select “Self.”

E. CONTACTS

If you have any further questions on how to access/review the reports, please email timeandeffort-group@njit.edu and a designated team member will get back to you.

***END***