

# Banner Modules

# Effort Reporting

# Effort Reporting Overview

**Required in accordance with Part 200 Section 200.430 (Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards– Compensation for Personal Services)**

Effort reports provide a percentage breakdown of an individual's total activity during the certification period and must equal 100% of their dedicated time and effort across all funding sources.

## Types of Effort

- Funded Research under sponsored program
- Unfunded Research
- Teaching
- Service (University, department/college related duties)
- Administration (e.g. department chair, associate dean)
- Sabbatical or leave of absence

## Who must certify?

PIs (or other key personnel) that are charging salary directly to a sponsored program and/or faculty who have committed effort on a sponsored program (cost share) must certify their own effort.

PIs are required to certify the effort of postdocs, other students, and staff funded by their grants.

## When are these completed?

Effort reports are distributed three times a year – once each Semester – Spring/Summer/Fall.

The Effort Report deadlines will be:

Spring – July 2 (Due to fiscal year end process and recast deadlines)

Summer – October 31

Fall – March 31

***NOTE: Labor Redistributions (Recasts) related to these period will need to be completed before the certification deadline.***

# Banner Effort Report Module

## NJIT Pipeline – Research Services Section

The effort reporting link will be provided in the Research Services Section.

The screenshot displays the NJIT Highlander Pipeline website interface. On the left is a dark red navigation sidebar with the NJIT logo and three main menu items: 'My Pipeline', 'Faculty/Staff Services', and 'Student Services'. The main content area is divided into three sections:

- Infositem:** A list of links including 'Course Schedule Data Collection Utility (DCU) - Fall 2021 - by Infositem', 'Full Time Certification (FTC)', 'Graduate Award Nomination System (GANS) \*\*' (with sub-links for 'Changes to GANS (video) - July 2020' and 'Using SZESTIA [PDF]'), 'Estimated Graduate Award Offers and Historical Support (SZESTIA) \*\*' (with sub-link 'Using SZESTIA [PDF]'), 'Highlander Hub - by Campus Labs', 'IST Service Desk online - by Cherwell', 'Maintenance Request System | Instructions - by SchoolDude', 'Media and Technology Support Services (MTSS) Request Service', 'Online Catering - by Gourmet Dining', 'Optional Practical Training (OPT) Employment System', 'Navigate', 'Visitor Parking Request', 'Daily Parking | Information - by SpotHero', 'Webex Video Conferencing - by Cisco', 'KnowBe4 Security Awareness Training', and 'Undergraduate Academic Advisor Bulletin'. A note at the bottom states '\*\* VPN required when off-campus'.
- Human Resources Services:** A list of links including 'Employee Recruitment System | Manual - by Cornerstone', 'HR Online Training Courses - by EverFI', 'Performance Management Application', 'UCAN Adjunct Evaluation System | Manual', 'Highlander HighFive Recognition Program', 'Employee Quick Links' (with sub-links for 'Create/Update Direct Deposit Allocation', 'Leave Details', 'Pay Stub', and 'W-2 Wage and Tax Statement'), and 'Instructions for Acknowledging Adjunct Contracts in SSB'.
- Research Services:** A list of links including 'Grant Management Software System | Information - by Streamlyne', 'Effort Certification | Information - by Ellucian' (highlighted with a red box), 'Intellectual Property and Patents - by Intelem', 'Research Compliance', and 'Research Enterprise Web Site'.

# Monthly Payroll Report Distribution

Payroll reports are sent monthly to PI's by email for all of their grants.

*It is highly recommended that you utilize your monthly payroll report in conjunction with reviewing your effort reports.*

**When reviewing your monthly reports, any corrections or adjustments should be done upon discovery so that these changes would have taken effect prior to the creation of the effort reports. This will reduce the need to make corrections during the open review period so the submission of the certification can be completed by the deadline.**

Payroll reports provide:

- Payroll amounts: The payroll report will contain the \$ value of the individual's charges on the grant.
- Index ← → Fund: The payroll reports provide a cross walk of the index to the fund.
- Identification of Employee: The payroll reports describes the type of employee (e.g full time, graduate student, hourly student, hourly staff or any other type).

## Monthly Payroll Report Sample

NEW JERSEY INSTITUTE OF TECHNOLOGY																
Labor Distribution for Funds 15, 27 & 28																
Data as of Pay Period December 24, 2020																
Principal Investigator	PI Email	Index #	Fund Code	Grant Fund Desc	NAME	ID	POSITION_TITLE	ACCOUNT	ACCOUNT_DESC	July	August	September	October	November	December	Grand Total
Ed Stark	ed.stark@westeros.edu	991234	27L123	PFI: AIR - TT: A Nov	Snow, Jon	12345678	Research Associate	618004	Hourly Staff	702.90	1,405.80	926.55	766.80	1,317.02	1,185.31	6,304.38
								657070	Composite Fringes - Part-Time	55.53	129.34	85.25	70.54	121.16	109.05	570.87
		992345	27L345	Internet of Things Pe	Targaryen, Daenerys	23456789	Summer Researcher	614024	Faculty Summer Research	-	-	-	11,851.00	-	-	11,851.00
					Drogo, Khal	34567891	Summer Researcher	614024	Faculty Summer Research	-	-	-	8,125.00	-	-	8,125.00
		993456	27N456	Rehabilitation Engine	Lannister, Jaime	45678912	Summer Researcher	614024	Faculty Summer Research	15,309.90	8,505.50	-	-	-	-	23,815.40
					Headey, Lena	56789123	Research Assistant	618004	Hourly Staff	1,382.40	1,382.40	691.20	2,073.60	1,382.40	2,073.60	8,985.60
								657070	Composite Fringes - Part-Time	109.20	127.18	63.59	190.77	127.18	190.77	808.69
					Coster-Waldau, Nikolai	67891234	Post Doctoral Research Asspc	617201	Support Staff	1,730.90	1,923.22	1,923.22	2,884.83	1,923.22	1,923.23	12,308.62
		994567	27N567	Optimizing Hand Reh	Dinklage, Peter	78912345	Graduate Research Assistant	619504	Graduate Assistant Stipend - UCAN	-	-	1,934.21	3,868.41	2,578.94	2,578.94	10,960.50
								657080	Composite Fringes-UCAN	-	-	135.39	270.78	180.52	180.52	767.21
<b>Ed Stark Total</b>										<b>19,290.83</b>	<b>13,473.44</b>	<b>5,759.41</b>	<b>30,101.73</b>	<b>7,630.44</b>	<b>8,241.42</b>	<b>84,497.27</b>

## Effort Certification – Certifying Reports

PIs will have two areas to review.

- Certify My Effort – Lists the individual’s own effort report to review and certify
- Review or Certify Reports – Lists all other staff that are charged to the PI’s grant which require PI review and approval.

Employee Dashboard • Effort Certification • Review Or Certify Reports

Review Or Certify Reports Proxy Super

**Certify My Effort** **Review Or Certify Reports**

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked
1	FALL2020	Fall 2020 Certification	Patil, Vinayachandran	3	01/13/2021	03/31/2021	Awaiting Certification	Unlocked
1	FALL2020	Fall 2020 Certification	Patil, Vinayachandran	3	01/13/2021	03/31/2021	Awaiting Certification	Unlocked
1	FALL2020	Fall 2020 Certification	Peng, Zheng	3	01/13/2021	03/31/2021	Awaiting Certification	Unlocked
1	FALL2020	Fall 2020 Certification	Perrera, Anshu M.	3	01/13/2021	03/31/2021	Awaiting Certification	Unlocked
1	FALL2020	Fall 2020 Certification	Perrera, Kevin E.	3	01/13/2021	03/31/2021	Awaiting Certification	Unlocked

## Effort Certification – Certifying Reports

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- Certify My Effort – Lists the individual’s own effort report to review and certify
- Review or Certify Reports – Lists all other staff that are charged to the PI’s grant which require PI review and approval.

To Access your own report:

1. Click on “Certify My Reports”
2. Double click on the listed item (Please be sure to select the correct Certification Period) **OR**
3. Highlight and click “Open”

The screenshot shows a web interface for effort certification. At the top, there are two tabs: "Certify My Effort" and "Review Or Certify Reports". A red box highlights the "Certify My Effort" tab, with a red circle containing the number "1" next to it. Below the tabs is an "Effort List" table. The first row of the table is highlighted in blue, with a red circle containing the number "2" next to it. In the top right corner of the interface, there are two buttons: "Close" and "Open". A red arrow points to the "Open" button, which is circled in red with the number "3" next to it.

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
1	SPR2021	Spring 2021 Certification	Adams, Olivia D.	31414882	06/07/2021	07/02/2021	Awaiting Certification	Unlocked	



## Effort Certification – Certifying Reports

PIs will have two areas to review.

- Certify My Effort – Lists the individual’s own effort report to review and certify
- Review or Certify Reports – Lists all other staff that are charged to the PI’s grant which require PI review and approval.

To Access Staff/Student reports:

1. Click on “Review or Certify Reports tab
2. In the Advance Search Engine, Enter “1” for Chart of Account Code
3. Enter Certification Period you are reviewing. ie SPR2021 from drop down.
4. Click “Go”

The screenshot shows the 'Review or Certify Reports' interface. On the left, a sidebar contains two tabs: 'Certify My Effort' and 'Review Or Certify Reports'. The 'Review Or Certify Reports' tab is highlighted with a red box and a red circle containing the number 1. The main area is an 'Advanced Search' form with the following fields:

- ID:** Enter ID (with a clear 'x' button)
- Name:** Enter Name (with a clear 'x' button)
- Chart of Account Code:** A dropdown menu with '1' selected, circled with a red circle containing the number 2.
- Effort Period Code:** A dropdown menu with 'SPR2021' selected, circled with a red circle containing the number 3.
- State:** A dropdown menu.
- Status:** A dropdown menu.
- Grant:** A dropdown menu with 'Select Grant Code' as the current selection.

At the bottom right of the form, there are three buttons: 'Clear', 'Close', and 'Go'. The 'Go' button is circled with a red circle containing the number 4.

# Effort Certification – Report Status

- **Start and End date** – This is the open review period by when the certification must be completed. Any reports not completed by end date will be escalated to upper management.
- **Report Status** –
  - Awaiting Certification – Pending review and approval
  - Completed – Report has been certified
  - Awaiting Refresh – Labor Redistribution was submitted and processed. Effort report must be refreshed.
  - Unlocked/Locked – Once a report is in locked status, no labor redistributions (recasts) will be able to be initiated.

Proper justification will need to be submitted and approved by the Office of Research leadership for the certification to be unlocked so a labor redistribution can go through.

Period by when certifications must be completed.		Report Status		
Start Date	End Date	Status	Unlocked/Locked	Comments
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	
01/13/2021	03/31/2021	Awaiting Certification	Unlocked	

# Effort Certification – Effort Distribution

Once you open a report, you will see the following screen.

The “Effort Report” Tab will provide the percentage breakdown by fund for the semester being certified. This is based on the pay periods that fall within the certification period.

Reminder: The monthly payroll report provides a crosswalk between the fund and the index.

The screenshot shows a web application interface for an "Effort Report". At the top, there are navigation tabs: "Effort Report" (highlighted with a red box), "Pay Period Summary", "Comments", and "Routing Queue". A "Print" button is in the top right corner. The main content is divided into two sections: "Sponsored" and "Non Sponsored".

**Sponsored Section:**

Fund	Organization	Effort Category	Charge Type	Effort
275267 Intelligent Transportation System-4	250000 Civil & Environmental Engineering	SPNRCH	DIRECT	80

Total Sponsored Activity 80%

**Non Sponsored Section:**

Fund	Organization	Effort Category	Charge Type	Effort
279G01 Transport Allocation	250000 Civil & Environmental Engineering		DIRECT	20

Total Non Sponsored Activity 20%

Total : 100.00%

At the bottom, there are four buttons: "Request Changes", "Certify", "Add New Funding", and "Save".

## Effort Certification – Pay Period Summary

The “Pay Period Summary” tab, allows you to see each pay period distribution within the certification period. The percentages are allocated based on the total distribution during the certification period that encompasses all these pay periods. (Spring 2021 Pay periods: December 27, 2020-May 15, 2021)

Effort Report **Pay Period Summary** Comments Routing Queue

Biweekly 17 2020 August 09, 2020 - August 22, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
G275264 Civil & Environmental Engineering	G275264 Intelligent Transportation System	275267 Intelligent Transportation System-4	SPNRCH Sponsored Research	100.0000	10.0000

Biweekly 18 2020 August 23, 2020 - September 05, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
G275264 Civil & Environmental Engineering	G275264 Intelligent Transportation System	275267 Intelligent Transportation System-4	SPNRCH Sponsored Research	100.0000	10.0000

Biweekly 19 2020 September 06, 2020 - September 19, 2020

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
G275264 Civil & Environmental Engineering	G275264 Intelligent Transportation System	275267 Intelligent Transportation System-4	SPNRCH Sponsored Research	100.0000	10.0000

## Effort Certification – Routing Queue

“Comments” tab is optional and is not routed to anyone. However, Grants office will use it to document justification for reopening of certified reports.

“Routing Queue” lists the pending approvals. Principal Investigators will be the alternate certifiers for all employees and students charged to their grants. Some people may have more than one PI approval needed if funded on multiple grants.

The image displays two overlapping screenshots of the NJIT Effort Certification Routing Queue interface. Both screenshots show a search bar at the top for 'Employee Last, First Name - Employee ID' and a 'Print' button. Below the search bar are navigation tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The left screenshot shows a 'Responsible PI, Alternate Certifier' entry with a 'Pending' status and an 'Add Member' button. The right screenshot shows a 'Responsible PI, Graduate Student Certifier' entry with a 'Pending' status and an 'Add Member' button.

## Effort Certification – Report Status

Once a report is certified, it will be completed and locked. If there are labor redistribution changes that are requested after a report has been locked, these will not be able to go through. These changes will require justification and approval from the Office of Research leadership if they impact grant funds.

***Reminder: Effort reports should not be certified unless they have been thoroughly reviewed for accuracy and corrections have been processed.***

Certify My Effort										Review Or Certify Reports
Effort List										
COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments	
1	FALL2020	Fall 2020 Certification	[REDACTED]		02/01/2021	03/31/2021	Completed	Locked		
1	FALL2020	Fall 2020 Certification	[REDACTED]		02/01/2021	03/31/2021	Completed	Locked		
1	FALL2020	Fall 2020 Certification	[REDACTED]		02/01/2021	03/31/2021	Completed	Locked		
1	FALL2020	Fall 2020 Certification	[REDACTED]		02/01/2021	03/31/2021	Completed	Locked		

# Effort Certification – Modification Required

- If you are reviewing a report and you notice that a modification is needed. A labor redistribution will need to be requested to correct this prior certifying.
- Labor redistributions will be processed by the labor distribution initiators at the College or the Department / Research Center level

**\*\*See next slide for list of Labor Redistribution Initiators\*\***

# Labor Redistribution Initiators

Divison - Department/Center	Primary	Secondary
YWCC	Serena Branson	
Institute for Data Science	Selenny Fabre	
NCE	Armintia Skipper	Kim Dripchak
Transportation Center	Darryl Smith	
CSLA	Rachel Persaud	
Center for Solar Research	Felicia Margolies	
HCAD	Samanthea Jones	Tracy MacDonald
NJTPA	Elizabeth Johnson	Angellita Young
Research Office	Sonia Henderson	
Center for Building Knowledge	Deane Evans	Victoria Dollon
MTSM	Brenda Herman	
EOP	Yvette Johnson	Crystal Smith
Pre-College	Martha Churchill	Monique Paden-Hutchinson
Center for Community Systems	Sean Vroom	



Employee Charged Incorrect Percentage Amount



- Step 1:** Email their initiator. Email subject should read – Correction Fall 20 Certification Period
- Step 2:** PI to provide the below information:  
Issue: Incorrect % in effort certification  
Employee Name:  
Employee ID:  
Pay Year & Pay Periods:  
Current L/D: Fund(s) – Org(s) percentage charged:  
Revised L/D: Fund(s) – Org(s) percentage charged:  
\*\*Please also include any supporting documentation to validate revised funding distribution if applicable\*\*
- Step 3:** Initiator will submit a labor redistribution

## Labor Redistributions Type of Corrections And How to Address



Employee charged to grant is unknown



- Step 1:** Email their initiator & [recasts@njit.edu](mailto:recasts@njit.edu) – Email subject should read – Correction Fall 20 Certification Period
- Step 2:** PI to provide the below information:  
Issue: Unknown employee charged to grant  
Employee Name:  
Employee ID:  
Pay Year & Pay Periods:  
Amount Charged:
- Step 3:** Initiator along with Budget and Grants will investigate to determine corrective action. Once determined initiator will complete a labor redistribution to move the labor charged accordingly

**NOTE: Labor redistributions change the past. If a change is also needed prospectively, this must be submitted via PAF form.**

# Labor Redistribution Approvals

Once a labor redistribution is submitted it will route through approvals. The routing queue can be seen (as shown below). All approval sequence levels up to the Budget level will need to be approved by the Friday of a pay week. The budget office will be the final approval needed and will approve all correct labor redistributions on the Monday and Tuesday following the Friday payroll.

## Approval Levels:

1. Fund Manager
2. Principal Investigator
3. Grants Office
4. Budget Office

\*An email notification will be sent for pending labor redistributions\*

Employee Dashboard • Labor Redistribution • Person Search • Current Distributions

Changes submitted successfully

Initiator Comments Routing Queue

Dimitrijevic, Branislav Fund Manager, FUND Sequence 10.00	Approve	Pending   <a href="#">E-mail</a>
Dimitrijevic, Branislav PI Review, PI Sequence 20.00	Approve	Pending   <a href="#">E-mail</a>
Korte, Donna Additional General Accounting Sequence 30.00	Approve	Pending   <a href="#">E-mail</a>
Easton, Lisa C. Additional University Budgeting Sequence 30.00	Approve	Pending   <a href="#">E-mail</a>
Yeung, Hiumui Grant Office, GRANTS Sequence 40.00	Approve	Pending   <a href="#">E-mail</a>
Doe, Jane D. Group Budget Office, BUDGET Sequence 50.00	Approve	

Pay Periods & Earn Codes

2020 BW 13, Sequence 2

P, 400074 - 00, Regular Shift 1 Effective 03/22/2020

Redistribution Details

2020 BW 13, Sequence 2	06/14/2020 - 06/27/2020
Disposition	48, Pre-Approve Update
Status	Submitted
Hours	70.00
Amount	\$1,730.77
Percent	100.00%
Originator	Doe, Jane D.
Posting Date	01/28/2021

# Effort Report Refresh/Update

- The redistribution changes will not be reflected until the redistribution is fully approved and posted. Thus, updates will be visible on the Wednesday following a pay week. (See previous slide regarding timing and posting)
- After the redistribution is posted, the Effort Report status will indicate, “Awaiting Refresh.”
- Once the effort report is refreshed/updated, the PI will be able to review the new changes and approve accordingly.

## Effort Report – Proxy Setup

- 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 must be someone who has documented authority, on behalf of the PI, to review and certify the effort reports.
- The proxy must be an individual that has direct knowledge of the project activities and can certify that the effort is correct or know what changes are needed.

***Please Refer to training Manual or Video***

# Effort Report Questions

For any questions relating to the effort reports, please email:

[Timeandeffort-group@njit.edu](mailto:Timeandeffort-group@njit.edu)

*Thank you!*