A21 Effort Certification and the Kuali Financial System – Guidance for Document Routing and Approval

1. **Only Account Project Directors on Federal and Federal Pass-through Projects will receive and approve Effort Reports electronically via OneStart**

   Only Account Project Directors on Federal and Federal Pass-through Projects are required to certify effort on sponsored projects and therefore Account Project Directors on Non-Federal projects will not receive effort reports in their OneStart Action List. Any effort for Non-federal projects appearing on effort reports will be approved by the Fiscal Officers.

2. **Effort Reports will be routed to Fiscal Officers first before being routed to Account Project Directors on Federal and Federal Pass-through Projects**

   Effort reports, like all KFS documents, will route to each approver’s OneStart Action List. The Effort Report will route first to Fiscal Officers of all accounts represented on the document. Once ALL Fiscal Officers approve Effort Reports, the documents will then route to the Account Project Directors for certification approval.

3. **Account Project Directors will open Effort Documents in the OneStart Action List for Effort Report review and approval**

   To approve an Effort Document Account Project Directors will need to access their OneStart Action List. The OneStart Action List can be accessed by following these steps:

   - Sign into the OneStart portal
   - Click the “Notifications” tab at the top of the page
   - Click “Go to Full Action List”
   - Click on the document # to access the Effort Certification (let the document fully load)

   Account Project Directors should review the effort for each of the accounts for which they are Primary Account Project Director. The primary account PI information is provided on two places within the Effort Reports.
Account Project Directors are listed on the Account Lines of the Effort Report (See Image 01 Below)

Image 01 – Project Information

Account Project Directors that need to approve a document are listed in the Action Request sections under the Route Log tab. (See Image 02 Below)

Image 02 - Action Requests (Approvers)
4. **Effort Report Approval (Certification)**

If no changes are required to account(s) on the Effort Report, the report may be approved to certify employee effort. Click the **approve** icon at the bottom of the report. (See Image 03 below)

Image 03 – Document Actions - Approve

5. **Effort Changes**

If changes in effort allocation are required, the document may then be changed to accurately reflect the correct employee effort. To change the effort percentage reflected on an account for an employee:

   a. Identify accounts on the Effort Report to be modified
   b. Change the effort percentage on each account by entering the correct effort percentage in the editable **Effort** box. (See Image 04 Below)
c. Once an effort percentage has been changed for an account recalculate for the account line by clicking **recalculate** under **Actions** to the right of the account line. KFS will only allow for whole number percentages.
d. Repeat for each account line to be modified.
e. Verify that the Corrected Effort percentage(s) equal 100% and the Salary totals are equal to the Original Salary.
f. If the Salary amounts are not equal, in the editable Salary box enter the adjusted amount and then click **SAVE**.
g. Enter a note of justification on the Effort Report for the changes made under the **Notes and Attachments** tab. Once a note is entered, click **add** under **Actions** to the right of the note entered. (See Image 05 below)
h. Approve document by Click the **approve** icon at the bottom of the report. (See Image 03 above)
Once the Project Director approves (and or edits, then approves) the document, it will continue through the routing sequence to finalization. The document will not route back to the Fiscal Officer.

Once fully approved, the Effort Document will become the permanent record of effort certification for the University. Departments will no longer be required to retain paper copies with PI signatures.

6. Adding an Account

To add an account not previously on the Effort Document, enter the account number to be added and the correct effort percentage under Add New Detail Line at the top of the Effort Summary tab. Click Add at the right of the account line under Actions. (See Image 06 below) Once the account has been added to the Effort Report Document, click recalculate under Actions to the right of the new account line.

Image 06 – Add Account

After all accounts have been added and effort modified, approve the document by clicking the approve icon at the bottom of the report. (See Image 03 above)

Things to Remember:

- A note of justification must be added to the document for all changes made.
- If the Ad Hoc function is used, the document the edit function will be closed. Only those in the regular routing have editing rights.
- The Grand Totals for Effort Percentage and Total Salary must equal Original Effort and Original Salary Totals. (See Image 07 below)

Image 07 – Effort Totals