

CERTIFYING EFFORT IN WORKDAY

I. Certifying Effort Certification Forms

From the Workday home screen:

1. Click the **My Tasks** inbox icon in the top right corner.
2. Select the **Certify Effort Certification** inbox task.
3. Review the information in the following tabs:

Note: All rows relating to grants will have a grant and grant number populating the respective cell in the Grant column.

- *Summary*

☆ ⚙ ⌵ Created: 11/04/2025 | Due: 11/11/2025

Certify Effort Certification

Effort Certification

Federal Government Funded Research for Sarah Chan for 01/01/2025 - 04/30/2025

Effort Certification for

01/01/2025 - 04/30/2025

Total Certified Percentage Estimated

100.00%

Effort Certification Status

In Progress

Changed Status

Unchanged

I certify that the amount of compensation received from the Grant(s) listed on this report is reasonable in relation to the effort the employee expended on the Grant(s) objectives.

☐

Summary

Aggregate

Details

Positions

Organizations

Process History

Summary 2 items

Effort Certification Summary

	Worktype	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
GR00969 [CMS]	Cost Center: CC10194 [CMS] Geology Fund: F005 Sponsored Awards Grant: GR00969 Program: PG0000 Sponsored Research	100.00%	100.00%
	Total:	100.00%	100.00%

Submit

Change Effort

Add Approvers

Save for Later

Submit Change Effort Add Approvers Save for Later

CERTIFYING EFFORT IN WORKDAY

- Details

SummaryAggregateDetailsPositionsOrganizationsProcess History

Click here to sort

01/04/2025 - 01/17/2025
(Biweekly)

01/18/2025 - 01/31/2025
(Biweekly)

02/01/2025 - 02/14/2025
(Biweekly)

02/15/2025 - 02/28/2025
(Biweekly)

03/01/2025 - 03/14/2025
(Biweekly)

03/15/2025 - 03/28/2025
(Biweekly)

03/29/2025 - 04/11/2025
(Biweekly)

04/12/2025 - 04/25/2025
(Biweekly)

Effort Certification Lines

Effort Period 01/04/2025 - 01/17/2025 (Biweekly)

2 Items

Effort Grant

GR00969

Payroll Periods

01/04/2025 - 01/17/2025
(Biweekly)

Payroll

Earning: Student Research Assistants [USA]
Employee:
Job Profile: Graduate - Research Assistant (PAP)
Pay Group: Biweekly Students
Position: 75090847 Graduate Assistant - Research (PAP)
Run Category: Regular
Spend Category: SC5500: Student Contract Research Assistant Salaries
Less (C)

Costing

Cost Center: CC10194 [CMS] Geology
FICA Status: FICA Exempt
Fund: F005 Sponsored Awards
Grant: GR00969
Location: BYU - General Campus
Program: PG3000 Sponsored Research

Original Percent

100.00%

Total100.00%

Submit

Change Effort

Add Approvers

Save for Later

4. If all the information looks correct, click the **Submit** button. If you would like to make a change, view the next section.

Note: By clicking Submit, you “certify that the amount of **compensation** displayed on the Grant(s) listed on this report is accurate, based on the estimated effort the employee expended on the Grant(s) objectives.”

II. Changing Effort

From the Certify Effort Certification task:

1. If you would like to make a change, click the **Change Effort** button.

Note: If you need assistance, please contact your Grant Manager in Grants & Contracts Accounting.

2. Navigate to the row where you would like to make a change.

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3. Select the **Change Reason**.

4. Enter the desired **Certified Percent Estimated** for the grant.

Note: *This will change the Total Certified Percent Estimated to greater or less than 100%. The difference must be subtracted or added to a different row.*

5. Select the **Change Reason** for the row you would like to subtract or add the difference to.

6. Enter the corrected **Certified Percent Estimated** so the Total Certified Percent Estimated equals 100%.

Note:

- *The difference can be subtracted from or added across multiple rows but must end up equaling 100%.*
- *The information (Position, Pay Component, Pay Group, and Run Category) in the Payroll column of the rows you are adjusting must be the same in order to make an adjustment.*
- *If a change must be made across rows with different Position, Pay Component, Pay Group and/or Run Category information, you will have to work with Grants & Contracts Accounting and Payroll. Please contact your Grant Manager.*

7. When the desired changes have been made, click the **OK** button.

8. Enter an explanation for the change in effort in the **Answer** field.

9. Click the **Submit** button.

What's Next? ►

Once the Certify Effort Certification task has been completed by both the employee and the Principal Investigator, and if no changes have been made, the process is complete. If a change has been made, the effort certification change will be routed for review and approval.