

Effort Reporting in Workday – Quick Reference

Key Takeaway: Faculty should review and certify the **amount** on their effort report each semester. The amount is correct, while the percentage may not be accurate.

What is Effort Reporting?

Effort reporting verifies that salary charged to a grant reflects actual work performed. Federal regulations require BYU to ensure charges are reasonable and consistent with effort.

How It Works

- Employees (or supervisors) review and certify effort reports once per semester.
- Reports show how salary is distributed across grants, contracts, and other activities.
- Certifiers confirm distribution reasonably matches actual effort.

Effort Reporting in Workday

- Task appears in Workday inbox each semester.
- Staff & Students: Amount and percentage are both correct.
- Faculty: Amount is correct, percentage may be misleading.
- Faculty salaries are earned over 8 months but paid over 12 months, causing inaccurate percentages.

Example: Jane Doe

| | |
|---------------|---|
| Contract | \$84,000 (8 months → \$10,500/month) |
| Grant Effort | 10% = \$1,050/month charged to grant |
| Pay Schedule | \$7,000/month (spread over 12 months) |
| Effort Report | Amount: \$1,050 (correct) Percentage: 15% (misleading) |

Conclusion: For faculty, always rely on the **AMOUNT**, not the percentage.

Questions? Contact Grants & Contracts Accounting

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