Certify My Effort

Use the Certify My Effort page in WebSmart to access and certify your previous work effort for a sponsored research (Grant) project. Because effort reports are processed after the end of a payroll period, the work details displayed here could have occurred months ago. You are required to review the information and confirm its accuracy by certifying the report. The page displays all the effort report periods that are available for you for certification, including their start and end dates, status in the certification routing queue, and whether the report is locked and complete or not yet locked. If there are no reports available for your certification, then none appear here.

To access the Certify My Effort page, log into WebSmart, click on the Employee tab, and then select Effort Certification.

You will be in the Effort Certification module and the screen should look like this:
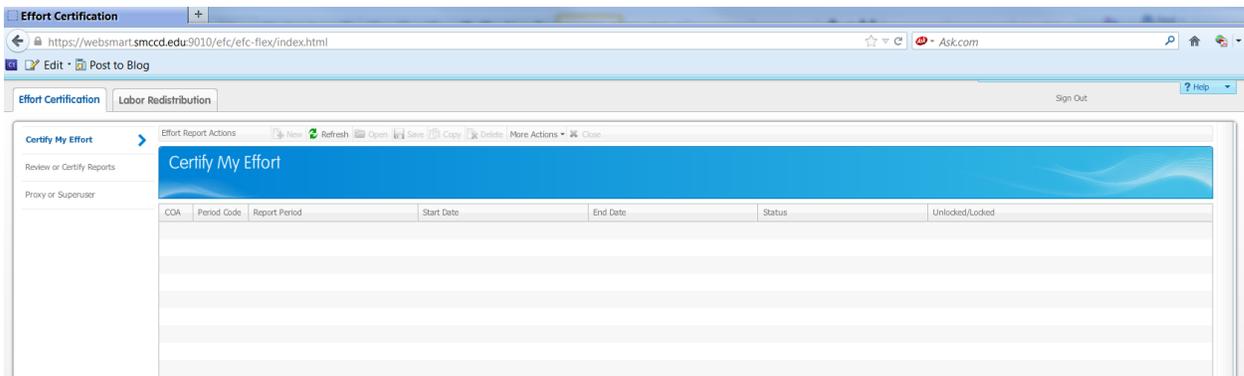
On this screen, use the following procedure to certify or request a change to your effort:

1. Select the report period you wish to certify and double-click its line, or highlight the line and click **Open**.

2. On the **Effort Report** page, review the type and percentage of the effort charged for your activities.

Note
Effort Percentages must be positive. No negative percentage amounts are permitted.

3. Contact the Business Office of your college to request a change to the percentages of effort if they are not accurate.

4. If the charges are accurate, click **Certify** to open the **Certify Statement** window.

5. Click **I agree** to certify, or **Cancel** to return to the **Effort Report** page.

You have successfully navigated to the report period you wish to review, and certified your effort.