

## Time & Effort Certification FAQ

Question	Answer
Who is required to certify their time?	All monthly (exempt) personnel working on a grant (external or match funding) or internal award are required to certify their time per federal regulations.
What is time certification?	Time certification is the documentation required by federal regulations for the time spent working on the grant.
Why do I have to certify my time?	Federal regulations require all monthly (exempt) personnel working on a grant to certify their time. Monthly employees need to certify their time in the month following the month (bundle period) in which the work is completed.
Where do I certify?	myNKU – Employee Self-Service tab – Working Time
What is a bundle period?	A bundle period represents the period of time you are certifying. SAP allows certification of time worked on a grant or internal order monthly, so a bundle period is equal to one calendar month. Faculty contracts run mid-August to mid-May. Faculty reassigned/release time is by semester, therefore during August & May the bundle period is still for a month however it is understood that the certification for faculty is for their contract period.
How often do I need to certify my time?	Time certification is required on a monthly basis. You should not certify the current month (bundle period) until the following month.
What if I am a biweekly employee? Do I need to certify?	Biweekly employees use SAP ESS Time Entry to enter their time worked directly into their myNKU. The time sheet should then be printed for the PI to sign before the time is approved in SAP. This signed time sheet is the time certification for biweekly staff & students.
Will I be notified when there is a record that is ready to be certified?	No, you will need to do this on a monthly basis when salary expense is charged to a grant or internal award.
When can I certify? (When will certification display?)	Certification will be displayed in ESS after the monthly payroll runs. <b>DO NOT</b> certify

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What should I do if I receive an error message when I am certifying my time?

the time until completion of the month (bundle period) in which the time was worked.


Contact Tonya Smiley at x5264, [smileyt@nku.edu](mailto:smileyt@nku.edu).

Will I be notified when the record has been approved or rejected by my supervisor?

An email notification will be sent to you via Outlook after the record has been approved or rejected.

What do I do if the approver rejected my certification?

This may mean that the percentage of time you have certified is incorrect. If you receive a notification of rejection, you should contact Tonya Smiley at x5264, [smileyt@nku.edu](mailto:smileyt@nku.edu).

I clicked on a bundle record and it says , what does this mean?

This means that you do not have an active cost override for a grant or internal order during the selected bundle period. In the payroll system the grant or internal order cost override is set up on Infotype 27. Before certifying another bundle period (month), you must click on the back button or refresh to clear the error message.

**DO NOT** certify the record. Contact Tonya Smiley at x5264, [smileyt@nku.edu](mailto:smileyt@nku.edu).

What if the effort percent displayed on the screen is inaccurate?

What do I do if I certify my time and then receive an email notification to approve my certification?

This means that there is a discrepancy between the PI name in HR and grant master data. Contact Tonya Smiley at x5264, [smileyt@nku.edu](mailto:smileyt@nku.edu).

How should time for Faculty summer pay for grants be certified?

Time certification through myNKU is for Faculty academic year grant activity only. Time certification for Faculty grant summer pay will continue to be a manual process. The time documentation for Faculty grant summer pay should be submitted after the work is complete. It can be in memo format and should include the period worked, a brief description of the work completed, be signed by the employee/PI and signed by the PI/supervisor. The original document should be sent to the Office of the Comptroller, AC 601.