Grant Time & Effort Certification

Location(s):

Employee Self Service (ESS)

**Purpose:** Certify and submit percentage of time dedicated to grant-funded activities for employees whose positions are fully or partially funded by grant dollars, as required by the federal Office of Management and Budget (OMB).

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select Employee Self-Service tab.
4. Select Time and Effort Certification.
All monthly certifications available for the employee will be listed with the most recent at the top. Those with a Record Status of “No Certification Record” can be selected for certification.

5. Select the **Bundle** (month) to certify.
6. Click Next Step.

Entries describing the effort certification status by month will be displayed. Review the percentage of time dedicated to the grant for accuracy.

- Match cost centers end in 50
- Grant cost centers end in 55 or 65

**Note:** If the percentages listed for the division of time are NOT correct, contact Tonya Smiley in Grants Administration ([smileyt@nku.edu](mailto:smileyt@nku.edu) or x5264) to have them adjusted.
7. Click Review Certification.

8. Click Confirm Certification.
9. Select a new process.

Either certify another record, return to the working time homepage, or return to the ESS homepage.

The Record Status for successfully submitted certifications will display as “Certification Submitted for Approval” while awaiting supervisor approval and “Certification Approved” when completely processed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Certification Record</td>
<td>Record needs to be certified by employee</td>
</tr>
<tr>
<td>Certification Submitted for Approval</td>
<td>Record has been certified by employee and is waiting for the next level approval</td>
</tr>
<tr>
<td>Reset for Certification</td>
<td>After the record was approved a change occurred and the record needs to be certified</td>
</tr>
<tr>
<td>Certification Approved</td>
<td>Record has been approved</td>
</tr>
<tr>
<td>Certification Rejected</td>
<td>There is a problem with the record as originally certified. Contact Tonya Smiley or x5264</td>
</tr>
<tr>
<td>Cost Distribution Updated, recertification required</td>
<td>Grant cost distribution was updated after the record was approved. The record needs to be certified.</td>
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</tbody>
</table>