

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.
- 3. Select Working Time.

<		f-Service	
	Overview		
	Overview	N	
	easy acces	elf-Service applications provide you with s to information and services for employees. wes you an overview of the entire offering. <u>Benefits and Payment</u> Display the plans in which you are currently enrolled, enroll in new benefit plans, and download a confirmation form. Display your salary statement.	<u>Personal Information</u> Manage your addresses, b
		Working Time	

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.

I)-	ify Actual Effort	2 3 tify Plan Review Certifi	ication Confirm Certific						
Fro	m Period: 1/1/180	0 🕞 To Period: 12	2/31/9999 🕞 Display	y Records					
	Employee Number 00008757	Bundle Period Start Date	Bundle Period End Date 4/30/2012	Record Status No Certification Record					
	00008757	3/1/2012	4/30/2012 3/31/2012	No Certification Record					
_									
_	00008757	2/1/2012	2/29/2012	Certification Approved					
_	00008757	1/1/2012	1/31/2012	Certification Approved					
	00008757	12/1/2011	12/31/2011	Certification Approved					
	00008757	11/1/2011	11/30/2011	Certification Approved					
	00008757	10/1/2011	10/31/2011	Certification Approved					
	00008757	9/1/2011	9/30/2011	No Certification Record					
	a a Row 1	of 10 💌 🗵 📱							

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 (<u>smileyt@nku.edu</u> or x5264) to have them adjusted.



7. Click Review Certification.

Employee Name	Sarah Elizabeth	Kasten						
From Date: 4/1/2012								
To Date:	4/30/2012	6						
Cost distribu	ition for all posit	tions						
Employee	No. Position	Cost Center		Order	Grant	Functional Area	Curr.Cost Dist.	Effort 9
00008757	30011085	• 0237010001	ð	ð	NOT RELEVANT	0100	75	7
00008757	30011085	• 0271060055	đ	đ	0000000000004000630	0300 🗇		2
00008757	30011085	•	٥	٦	Ō	đ	100	10

8. Click Confirm Certification.

Employee Name: Sarah Elizabeth Kasten											
From Date: 4/1/2012											
o Date:	4/3	30/2012	7	1							
Costd	listribution	for all posi	io	ne							
	iployee No.			Cost Center		Order	Grant		Functional Area	Curr.Cost Dist.	Effort %
000	008757	30011085	Ŧ	0237010001	٥		NOT RELEVANT	٥	0100	75	75
000	008757	30011085	-						0300		
000	008757	30011085	•		٥			٥	0	100	10
	Dow	1 of 3 💌									



9. Select a new process.

Ce	ertify Actual	Effort			
 	1 Select Plan	2 Certify Plan	3 Review Certification	Confirm Certification	Either certify another record, return to the working time homepage, o
<u>Certi</u> Go ti	if <u>y own efforts</u> o Working Time	-	want to do next?		return to the ESS homepag

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

Employee Number	Bundle Period Start Date	Bundle Period End Date	Record Status
00008757	4/1/2012	4/30/2012	Certification Submitted for Approval
00008757	3/1/2012	3/31/2012	No Certification Record
00008757	2/1/2012	2/29/2012	Certification Approved
00008757	1/1/2012	1/31/2012	Certification Approved
00008757	12/1/2011	12/31/2011	Certification Approved
00008757	11/1/2011	11/30/2011	Certification Approved
00008757	10/1/2011	10/31/2011	Certification Approved
00008757	9/1/2011	9/30/2011	No Certification Record

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