

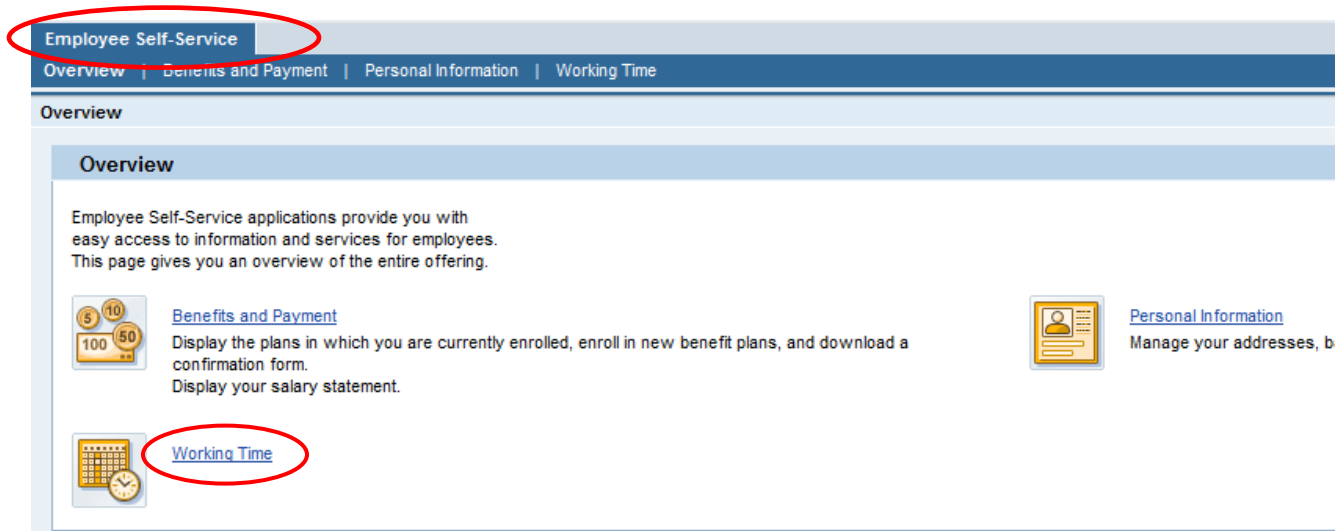
## Grant Time & Effort Certification

### Location(s):

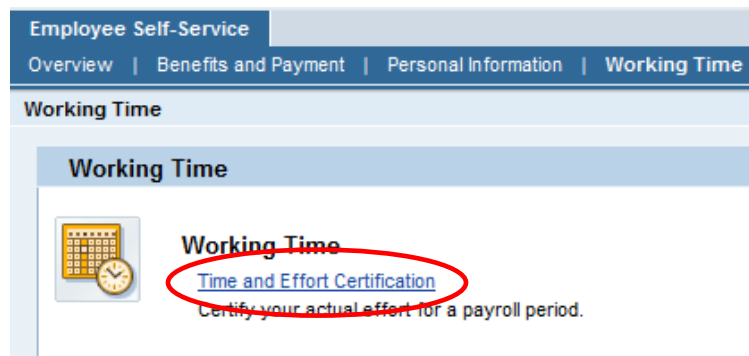
#### Employee Self Service (ESS)

**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.



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.

**Certify Actual Effort**

1 Select Plan → 2 Certify Plan → 3 Review Certification → 4 Confirm Certification

From Period: 1/1/1800 To Period: 12/31/9999

Employee Number	Bundle Period Start Date	Bundle Period End Date	Record Status
00008757	4/1/2012	4/30/2012	No Certification Record
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

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 ([smileyt@nku.edu](mailto:smileyt@nku.edu) or x5264) to have them adjusted.

7. Click Review Certification.

**Certify Actual Effort**

Employee Name: Sarah Elizabeth Kasten

From Date: 4/1/2012

To Date: 4/30/2012

**Cost distribution for all positions**

Employee No.	Position	Cost Center	Order	Grant	Functional Area	Curr. Cost Dist.	Effort %
00008757	30011085	0237010001	<input type="checkbox"/>	NOT RELEVANT	0100	75	75
00008757	30011085	0271060055	<input type="checkbox"/>	0000000000004000630	0300	25	25
00008757	30011085		<input type="checkbox"/>			100	100

Row 1 of 3

8. Click Confirm Certification.

**Certify Actual Effort**

Employee Name: Sarah Elizabeth Kasten

From Date: 4/1/2012

To Date: 4/30/2012

**Cost distribution for all positions**

Employee No.	Position	Cost Center	Order	Grant	Functional Area	Curr. Cost Dist.	Effort %
00008757	30011085	0237010001	<input type="checkbox"/>	NOT RELEVANT	0100	75	75
00008757	30011085	0271060055	<input type="checkbox"/>	0000000000004000630	0300	25	25
00008757	30011085		<input type="checkbox"/>			100	100

Row 1 of 3

9. Select a new process.

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

From Period:  To Period:

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

Row 1 of 10

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 <a href="#">Tonya Smiley</a> or x5264
Cost Distribution Updated, recertification required	Grant cost distribution was updated after the record was approved. The record needs to be certified.