

## Approve Grant Time & Effort Certification

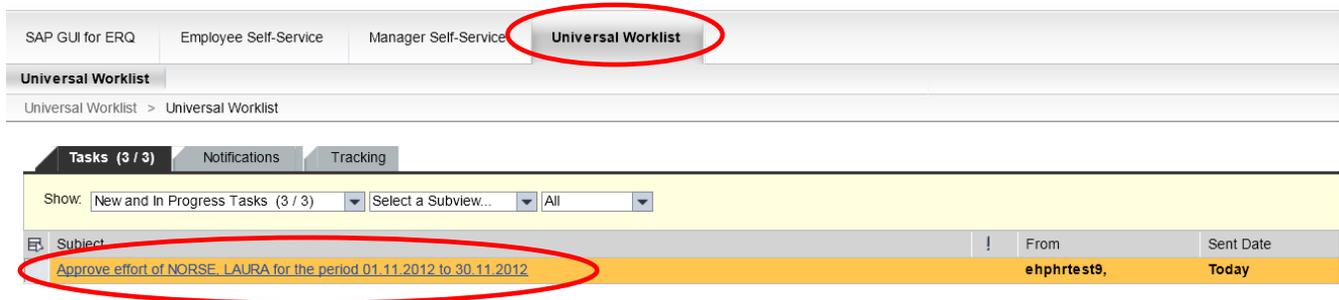
Location(s):

### Universal Worklist (UWL)

**Purpose:** Approve or reject certification of time and effort submitted by employees whose positions are fully or partially funded by grant dollars, as required by the federal Office of Management (OMB).

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select Universal Worklist tab.
3. Click the underlined Subject.

**Note:** Once you click the underlined Subject, a new window will open (enable pop-ups). The record will open for approval of effort.



SAP GUI for ERQ    Employee Self-Service    Manager Self-Service    **Universal Worklist**

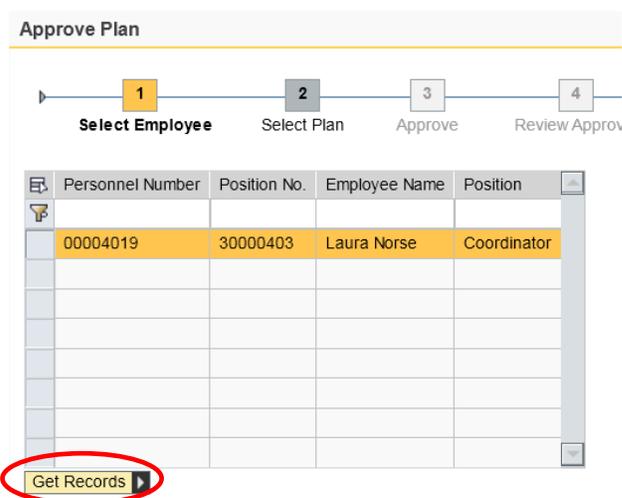
Universal Worklist > Universal Worklist

Tasks (3 / 3)    Notifications    Tracking

Show: New and In Progress Tasks (3 / 3)    Select a Subview...    All

Subject	From	Sent Date
<u>Approve effort of NORSE, LAURA for the period 01.11.2012 to 30.11.2012</u>	ehphrtst9,	Today

4. Click Get Records.



**Approve Plan**

1 Select Employee    2 Select Plan    3 Approve    4 Review Approv

Personnel Number	Position No.	Employee Name	Position
00004019	30000403	Laura Norse	Coordinator

Get Records

5. Click Show Details.

**Approve Plan**

Employee No.	Start Date	End Date	Status
00004019	11/1/2012	11/30/2012	Certification Submitted for Approval

◀ Previous **Show Details** ▶

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.

6. Click Approve or Reject.

**Approve Plan**

Summary							
Employee No.	Position	Cost Center	Order	Grant	Functional Area	Curr.Cost Dist.	Effort%
00004019	30000403	237010065		4000834	0100	100	100
00004019	30000403					100	100

**Refresh Summary**

◀ Previous **Approve** ▶ **Reject** ▶

7. Click Confirm.

**Approve Plan**

Confirming this would result in an Approval - No Infotype 0027 Update

Summary						
Employee No.	Cost Center	Order	Grant	Functional Area	Curr. Cost Dist	Effort %
00004019	237010065		4000834	0100	100	100
00004019					100	100

Previous Confirm

8. A confirmation message will appear.

**Approve Plan**

**Process complete, please close window.**