

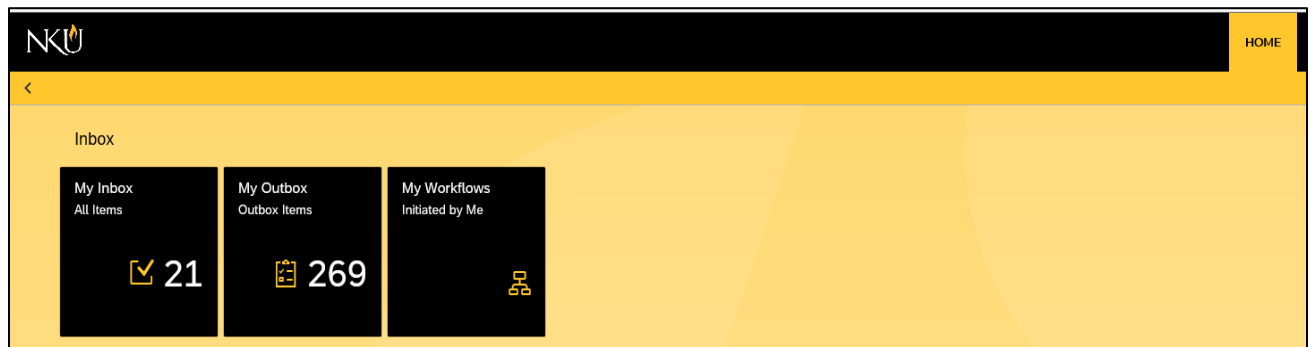
Approve Grant Time & Effort Certification

Location(s):

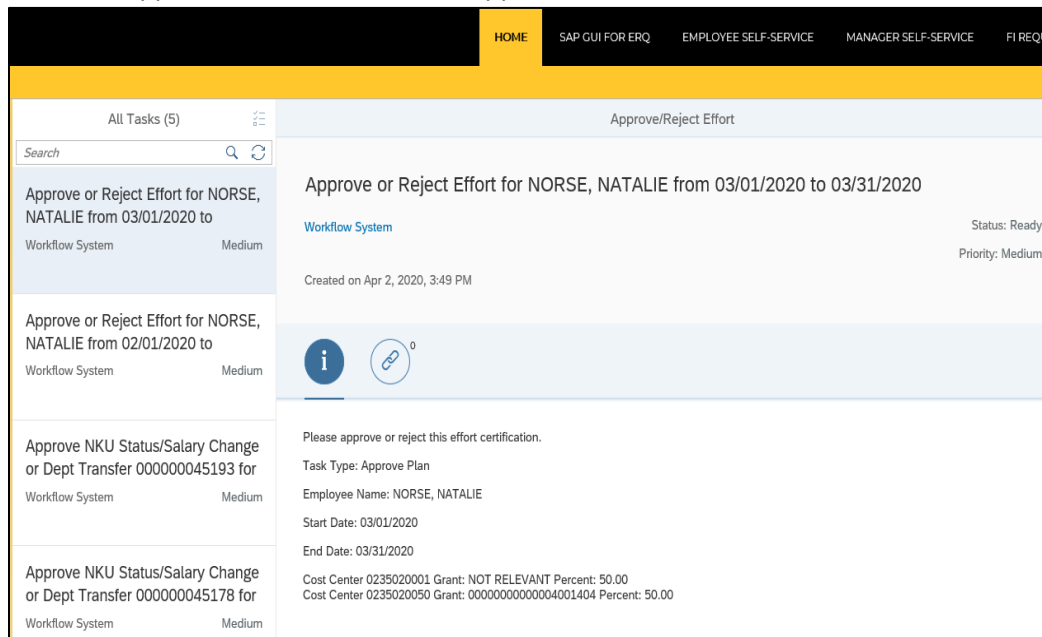
My Inbox

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 in to [myNKU](#)
 - a. Select the “Home” Tab and click “My Inbox”.



2. Tasks will appear in the left side bar to approve.



3. Select the task you want to process. You may either “Approve” or “Reject” using the buttons at the bottom of the screen, or open the task by clicking the “Open Task” feature, which will provide a technical view of the workflow task information.

Approve/Reject Effort


Approve or Reject Effort for NORSE, NATALIE from 03/01/2020 to 03/31/2020


Workflow System

Created on Apr 2, 2020, 3:49 PM

Status: Ready

Priority: Medium



 0

Please approve or reject this effort certification.

Task Type: Approve Plan

Employee Name: NORSE, NATALIE

Start Date: 03/01/2020

End Date: 03/31/2020

Cost Center 0235020001 Grant: NOT RELEVANT Percent: 50.00


Cost Center 0235020050 Grant: 00000000000004001404 Percent: 50.00

Approve

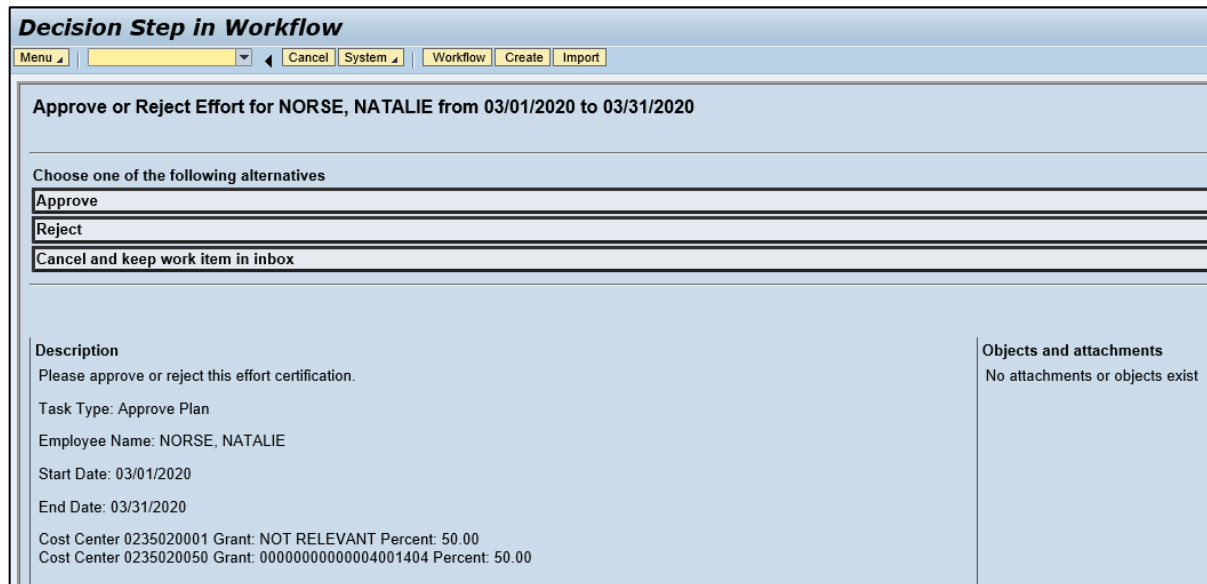
Reject

[Show Log](#)
[Claim](#)

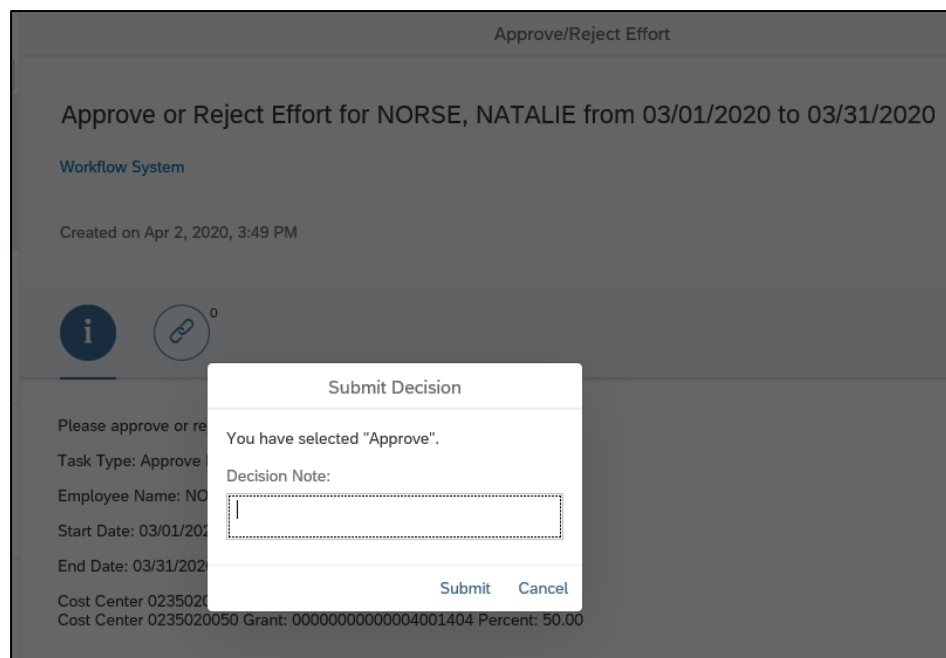
Open Task



Selecting “Open Task” will provide a technical view of workflow task:



4. Approving or Rejecting the task will show a pop-up to include Decision Notes (comments). These will appear in the confirmation email to the effort initiator. Decision Notes are not required for effort approvals, but are mandatory for rejections.



Note: If you have questions, or believe the grant percentages are incorrect, please contact the [Office of the Comptroller Post Award Grants Administration](#).

5. Click "Submit" to approve the effort, or "Cancel" to return to Task View.

Submit Decision

You have selected "Approve".

Decision Note:

Submit

Cancel

A confirmation message will appear to indicate that the task was successfully processed.