

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".

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	Inbox			
	My Inbox All Items	My Outbox Outbox Items	My Workflows Initiated by Me	
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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			
i 🖉				
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: 000000000004001404 Percent: 50.00				
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Approve Reject Show Log Cl	laim Open Task			



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

[Decision Step in Workflow					
N	Menu 🖌 Cancel System 🖌 Workflow Create Import					
	Approve or Reject Effort for NORSE, NATALIE from 03/01/2020 to 03/31/2020					
	Choose one of the following alternatives					
	Approve					
	Reject					
	Cancel and keep work item in inbox					
	Description	Objects and attachments				
	Please approve or reject this effort certification.	No attachments or objects exist				
	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: 0000000000000001404 Percent: 50.00					

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.

	Approve/Reject Effort
Approve or Re Workflow System Created on Apr 2, 202	eject Effort for NORSE, NATALIE from 03/01/2020 to 03/31/2020
i Please approve or re Task Type: Approve Employee Name: NO Start Date: 03/01/20; End Date: 03/31/202 Cost Center 0235020 Cost Center 0235020	Submit Decision You have selected "Approve". Decision Note: Submit Cancel D50 Grant: 0000000000040011404 Percent: 50.00

Note: If you have questions, or believe the grant percentages are incorrect, please contact the <u>Office of</u> <u>the Comptroller Post Award Grants Administration</u>.

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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.