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**

Status: Ready
Priority: Medium

Created on Apr 2, 2020, 3:49 PM

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 02350200001 Grant: NOT RELEVANT Percent: 50.00
Cost Center 02350200050 Grant: 0000000000000004001404 Percent: 50.00
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 Grant Administration.
5. Click “Submit” to approve the effort, or “Cancel” to return to Task View.

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