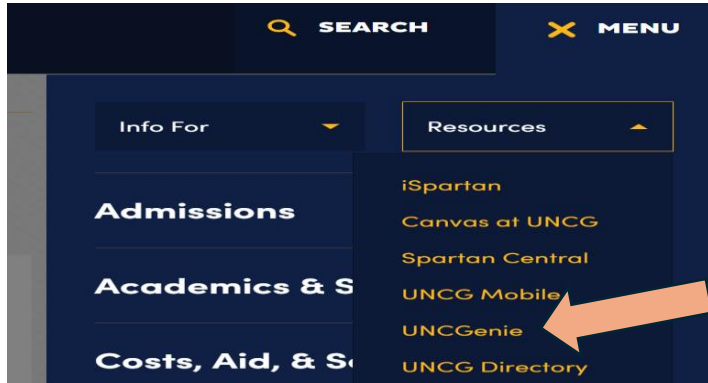


### Banner Effort Reporting Instructions

From the university home page, click on Menu, Resources and select **UNCGenie**.



Scroll down and click on Login With ISpartan:



Click on the Employees Dashboard:



Click on **Effort Reporting**:



**Your available Effort Certifications will open on the Certify My Effort Tab:**

Employee Dashboard • Effort Certification • Certify My Effort

Certify My Effort

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Certify My Effort | Review Or Certify Reports

Certify My Effort

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked
G	STFSR23	EHRA/SHRA Staf Jan to Jun 2023	08/01/2023	09/30/2023	Awaiting Certification	Unlocked

**Select a certification and click the 'Open' button or double click to open:**

Certify My Effort Proxy Super

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Certify My Effort | Review Or Certify Reports

Certify My Effort

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
G	STFSR23	EHRA/SHRA Staf Jan to Jun 2023	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	

**You will see you certification for the January to June 2024 reporting period open.**

**You are now certifying that your salary charged to sponsored projects is reasonable and for work actually performed during the reporting period.**

Effort Report | Pay Period Summary | Comments | Routing Queue

**Sponsored**

Grant	Fund	Effort Category	Charge Type	Effort
200194 Biopsychosocial Predictors of Obesity During the First 2 Years of Life	200194 Leerkes-Biopsychosocial Predictors	DRORGRSH Direct Organized Spon Research	DIRECT	20.00
203064 Engaging and Advancing Community-centered Teacher Development (EnACTeD)	203064 He - EnACTeD Operating	DRORGRSH Direct Organized Spon Research	DIRECT	20.00

Total Sponsored Activity 40.00%

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
117033 Contracts & Grants Funding	56205 Contract and Grant Accounting		DIRECT	60.00

Total Non Sponsored Activity 60.00%

Total : 100.00%

Total : 100.00%


Request Changes Certify Add New Funding Save

The ‘Add New Funding’ and “Request Changes” buttons are not functional. If you click it in error, please click cancel. If you click the ‘Request Changes’ button in error, close out of the email and click ‘Clear Changes’ to go back and certify your effort report. Changes great that 5% must be submitted from your department by completing the Payroll Labor Redistribtion Form.

**Other Tabs on the Effort Report:**

**Pay Period Summary: Salary distribution for each month of the reporting period.**

Employee Dashboard • Effort Certification • Effort Report

Effort Report **Pay Period Summary** Comments Routing Queue

**Monthly 1 2023** January 01,2023 - January 31,2023

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
12403 Human Devlp and Family Studies	200194 Leerkes-Biopsychosocial Predictors	200194 Leerkes-Biopsychosocial Predictors	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
12006 Teacher Educ and Higher Educ	203064 He - EnACTeD	203064 He - EnACTeD Operating	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
56205 Contract and Grant Accounting		117033 Contracts & Grants Funding		60.0000	10.0000

**Monthly 2 2023** February 01,2023 - February 28,2023

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
12006 Teacher Educ and Higher Educ	203064 He - EnACTeD	203064 He - EnACTeD Operating	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
12403 Human Devlp and Family Studies	200194 Leerkes-Biopsychosocial Predictors	200194 Leerkes-Biopsychosocial Predictors	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
56205 Contract and Grant Accounting		117033 Contracts & Grants Funding		60.0000	10.0000

**Monthly 3 2023** March 01,2023 - March 31,2023

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
12006 Teacher Educ and Higher Educ	203064 He - EnACTeD	203064 He - EnACTeD Operating	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
12403 Human Devlp and Family Studies	200194 Leerkes-Biopsychosocial Predictors	200194 Leerkes-Biopsychosocial Predictors	DRORGRSH Direct Organized Spon Research	20.0000	3.3333
56205 Contract and Grant Accounting		117033 Contracts & Grants Funding		59.9999	10.0000

**Comments. You may add a comment before you certify to clarify or provide detail.**

Effort Report **Pay Period Summary** Comments Routing Queue

Enter your comments...

Remaining character : 4000

### Routing Que:

Each permanent employee (faculty and staff) with effort is the primary certifier. Graduate Student effort reports requires the PI to certify the report. **Both PI's are required to certify when a student is changed to multiple projects.**

Effort Report Pay Period Summary Comments **Routing Queue**

Shivaji, Ratnasingham, Graduate Student Certifier  
 Pending  
[E-mail](#)

Wilson, Peter H., Graduate Student Certifier  
 Pending  
[E-mail](#)

### Click on the Effort Report Tab to open, view and certify the report:

**Effort Report** Pay Period Summary Comments Routing Queue

**Sponsored**

Grant	Fund	Effort Category	Charge Type	Effort
203064 Engaging and Advancing Community-centered Teacher Development (EnACTeD)	203064 He - EnACTeD Operating	DRORGRSH Direct Organized Spon Research	DIRECT	43.00
203083 Project IGNITE: Innovation to Grow, Nurture, and Inspire Teachers of English-learners	203083 Zoch - IGNITE	DRORGRSH Direct Organized Spon Research	DIRECT	43.00

Total Sponsored Activity 86.00%

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
110013 Graduate School	11401 Graduate School		DIRECT	14.00


Total Non Sponsored Activity 14.00%

Total : 100.00%

Request Changes **Certify** Add New Funding Save

### Once you have certified, the Effort Report will appear in your queue with a status of completed.

Certify My Effort Review Or Certify Reports

 **Certified Successfully**

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked
G	STFSPR23	EHRA/SHRA Staf Jan to Jun 2023	Otero, Sabrina N.	880044572	08/01/2023	09/30/2023	Awaiting Certification	Unlocked
G	STFSPR23	EHRA/SHRA Staf Jan to Jun 2023	Park, Kyoungshin	886849352	08/01/2023	09/30/2023	Awaiting Certification	Unlocked
G	STFSPR23	EHRA/SHRA Staf Jan to Jun 2023	Armstrong, Brittany D.	885067023	08/01/2023	09/30/2023	Completed	Locked

The PI or Alternate Certifiers can view any EHRA/SHRA or Graduate Student reports, click on the **Review or Certify Reports** tab:



In the Chart of Account Code box, select **Chart G**,

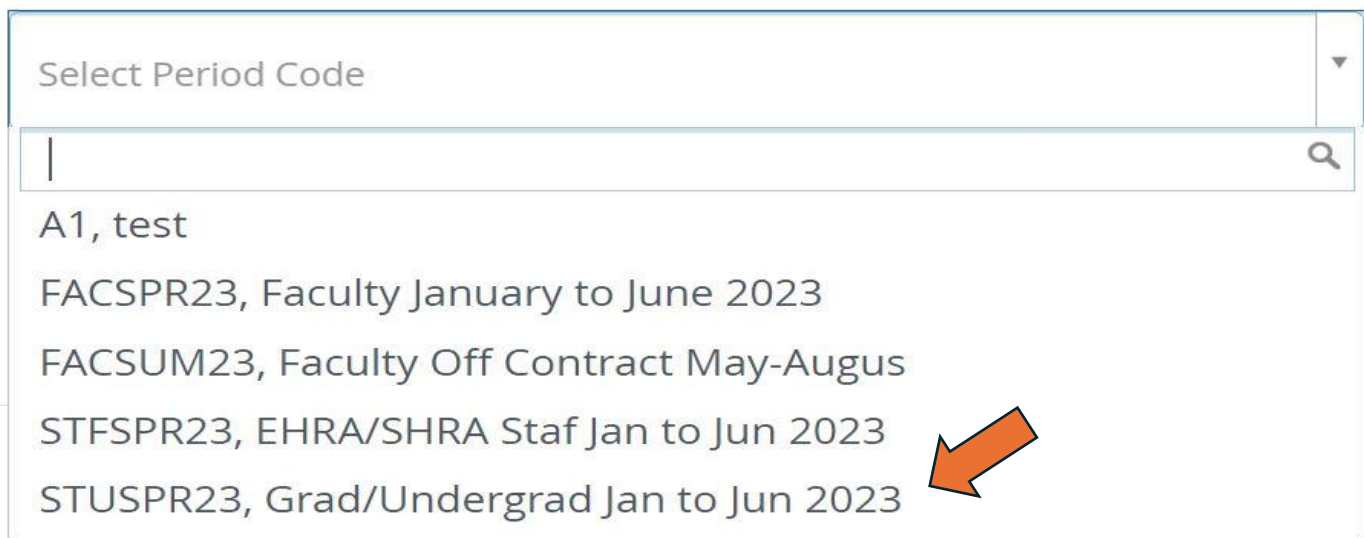
**Chart of Account Code**



A dropdown menu titled "Chart of Account Code" is shown. The text "Select COA code" is at the top. The dropdown is open, showing a search bar with a magnifying glass icon. The option "G, UNC Greensboro" is highlighted in blue. Below the dropdown, the text "Select Grant Code" is visible.

In the **Effort Period Code** dropdown box, select the employee group for your review, then click

**Effort Period Code**



A dropdown menu titled "Effort Period Code" is shown. The text "Select Period Code" is at the top. The dropdown is open, showing a search bar with a magnifying glass icon. The option "STUSPR23, Grad/Undergrad Jan to Jun 2023" is highlighted in blue. Other options include "A1, test", "FACSPR23, Faculty January to June 2023", "FACSUM23, Faculty Off Contract May-Augus", and "STFSPR23, EHRA/SHRA Staf Jan to Jun 2023". An orange arrow points to the selected option.

**Go:**

Select a certification and click the ‘Open’ button or double click the report to open and certify:

Employee Dashboard • Effort Certification • Review Or Certify Reports

Proxy Super User Advanced Search

Review Or Certify Reports

Print Open

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Certify My Effort Review Or Certify Reports

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	McLaughlin, Hannah G.	886634253	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	Moteane, Maltisso	880274462	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	Poydock, Sara E.	885263874	08/01/2023	09/30/2023	Completed	Locked	
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	Sandin, William J.	887190336	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	Bagwell, Dawn R.	887675849	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	
G	STUSPR23	Grad/Undergrad Jan to Jun 2023	Gilbert, Elizabeth T.	883524188	08/01/2023	09/30/2023	Awaiting Certification	Unlocked	

After certifying, click the back button on your web browser to return to the Effort Report List.

Click on the Advanced Search button to select a different Employee Group to review:

Proxy Super User **Advanced Search**

Print Open

**The Effort Report Overview Box:**

Effort Report Overview ^

**Report Status**

STFSPR23  
 EHRA/SHRA Staf Jan to Jun 2023  
 August 01,2023 - September 30,2023  
 Awaiting Certification - Unlocked

Employee Report Group

Dates for employees to Certify Report

Effort Report Status

**Important Dates**

Begin Pre-Review Certification Period  
 August 01,2023 to September 30,2023  
 Post Review End

Dates to Certify Report

**Pay Dates**

MN - 1 January 01,2023-January 31,2023  
 MN - 2 February 01,2023-February 28,2023  
 MN - 3 March 01,2023-March 31,2023  
 MN - 4 April 01,2023-April 30,2023  
 MN - 5 May 01,2023-May 31,2023  
 MN - 6 June 01,2023-June 30,2023

Dates included in Effort Reporting Period

Funding Chart ^

