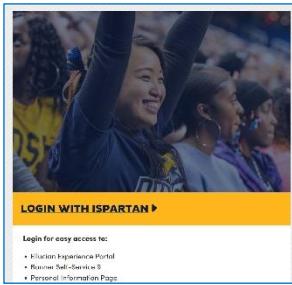


## UNCGenie Effort Certification Instructions – Certifying Your Own Effort (Staff)

If you have any questions or issues after following the instructions below, please contact CGA through [effort-certification@uncg.edu](mailto:effort-certification@uncg.edu) for assistance.

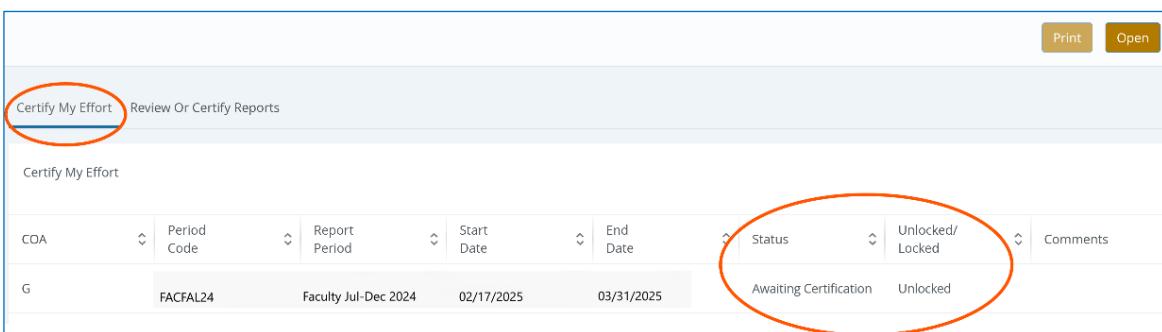
- 1) Log into UNCGenie.
  - If you don't have it bookmarked, go to the UNCG homepage, type "GENIE" in the search box, and select "UNCG Genie Landing Page."
  - You need to "Login with iSpartan."



- 2) Look for the "Effort Reporting" card on the main page (you may need to scroll down).



- 3) This will bring you to the Certify My Effort tab, which will show your current effort reports Awaiting Certification. Hover your mouse over the listed report(s) and double-click to open.
  - If you are staff, the Period Code, Report Period, and Start and End Dates are:  
**STFSPR25 / EHRA/SHRA Staff Jan-Jun 2025 / 08/18/2025 – 09/06/2025**  
(not the same as the screenshot below)



COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
G	FACFAL24	Faculty Jul-Dec 2024	02/17/2025	03/31/2025	Awaiting Certification	Unlocked	

4) The report will show all sources of sponsored effort at the top, and all non-sponsored sources below. Focus on the grant(s) listed and the percentages of effort for each. If these percentages are correct, or accurate within 5 percent, click the Certify button.

- *If the percentages are inaccurate by more than 5 percent, **you cannot correct this in Genie**. The buttons for “Request Changes” or “Add new Funding” are not functional, do not click these. Instead, contact your departmental office so they can start a labor redistribution for your effort. Once that has been processed through Payroll, you will receive another email from CGA to approve this corrected effort.*

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%				
<input style="background-color: #800000; color: white; border: 1px solid #800000; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="Certify"/> <input style="background-color: #FFCCBC; color: black; border: 1px solid #FFCCBC; padding: 2px 10px; border-radius: 5px;" type="button" value="Save"/>				

5) You will be asked to agree to the certification. Click “I Agree”.

Certify

"I certify that I have first hand knowledge of (or have used suitable means of verifying) work performed by this individual and that the salary distribution for the period covered is reasonable in relation to the work performed."

6) You are finished, congratulations! You should no longer see any reports under Certify My Effort. Again, if you have any questions or issues during this process, please contact CGA through [effort-certification@uncg.edu](mailto:effort-certification@uncg.edu) for assistance.