Annual Effort Certification

“No Change” PAF

September 2013
RARA and River Rats

Present by: Susan Shanks
Discussion Points

A. OMB Circular A-21, Section J10
B. New Process
C. HRMS Effort Certification Exception Report
C. “No Change” Personnel Action Form
“At least annually a statement will be signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed, stating that salaries and wages charged to sponsored agreements as direct charges, and to residual, F&A cost or other categories are reasonable in relation to work performed.”
New Process

Annual “No Change” PAF for Selected Employees

- Run Effort Certification Exception report in HRMS of employees without an effort/payroll allocation change in the prior 12 months.

- For the employees on the report with at least one sub-ledger 5 account in the allocation, prepare a “no change” PAF.

- Print and have employee sign the effort certification and submit to HR Service Center.
Effort Certification Exception

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Search

Advanced Search
Effort Certification Exception

Run Control ID: [Blank]

# Months to Look Back: 12

If no value is entered, report will look back 12 months.
## Effort Certification Exception

<table>
<thead>
<tr>
<th>Dept Family</th>
<th>Name</th>
<th>EmplId</th>
<th>Empl Rcd</th>
<th>Full/Part Time</th>
<th>Dept</th>
<th>Dept Description</th>
<th>Jobcode</th>
<th>Jobcode Description</th>
<th>Manager Name</th>
<th>Date Last check</th>
<th>Any Fed Accts?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Dept</td>
<td>Doe, Jane</td>
<td>123456</td>
<td>0</td>
<td>A T</td>
<td>400###</td>
<td>Research Dept M&amp;D</td>
<td>514860</td>
<td>514860/Service Assistant 1</td>
<td>Manager, Henry</td>
<td>8/31/2012</td>
<td>Y</td>
</tr>
<tr>
<td>Research Dept</td>
<td>Counter, Penny</td>
<td>111111</td>
<td>0</td>
<td>A F</td>
<td>400###</td>
<td>Research Dept M&amp;D</td>
<td>7311</td>
<td>Laboratory Technician III (S)</td>
<td>Manager, Henry</td>
<td>6/7/2013</td>
<td>Y</td>
</tr>
</tbody>
</table>
“Effort Only” PAF Process

Change Type: “Distribution”

Proposed Pay Distribution: same with new “Start Date”

Remarks: “Effort Certification Only”

The individual’s Effort Certification signature will be the only required signature.
“No Change” PAF

<table>
<thead>
<tr>
<th>Present Pay Distribution:</th>
<th>Proposed Pay Distrib (For retirement or Salary Cap - use 800 form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>349774 - 1000 40% 03/01/2012</td>
<td>349774 - 1000 40% 09/01/2013</td>
</tr>
<tr>
<td>826727 - 1000 60% 03/01/2012</td>
<td>826727 - 1000 60% 09/01/2013</td>
</tr>
</tbody>
</table>

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Signature: ___________________________ Date: ___________________________

Prepared by: Administrator, Thomas J  thomas.administratorwrmc.rochester.edu  775.4589  Box 851

Remarks: Effort Certification Only

Alice Smith  Date  William Jones  Date

Forward to HR Service Center, PO Box 278955
Questions?