Effort Certification Overview

- Population:
  - Federal/Federal Flow-Thru
  - Federal/Federal Flow-Thru Cost Share
- Two future state effort certification business processes:
  - Effort certification for salaried employees
  - Effort certification for hourly employees
- SPA will kick off effort certification run in alignment with applicable certification periods

Effort Certification: Current vs. Future

**Current**
- Use of KFS and paper EASE forms
- EASE forms are printed, distributed, signed, and returned
- Corrections are written on EASE forms, returned to SPA to be reprocessed
- All employees are required to certify at least once annually, regardless of funding sources

**Future**
- Initiated through the Effort Certification business process in Workday
- Approvals routed directly in the system, eliminating any paper forms
- A smaller subset of the population will be required to certify effort
- System tracking of effort reports will automate processes for monitoring and follow up
Effort Certification: Salaried Employees (Bi-Annual)

1. SPA generates bi-annual effort reports in Workday for individuals with salary on federal, federal flow-through or cost share on federal or federal flow-through awards.
2. Effort certification coordinator reviews effort report for accuracy.
3. Employee certifies effort in Workday; makes corrections if needed.
4. If corrections are made, an updated effort report is generated in Workday and the employee certifies effort and payroll accounting adjustments are made.

Effort Certification: Hourly Employees (Monthly)

1. Hourly employee submits timecard (hours default to costing allocation).
2. Effort Certification Coordinator – Unit reviews time card in conjunction with PI.
3. Supervisor/PI certify employee accurately charged their time.
4. Documentation from the PI that certification is proper is attached to effort certification in Workday.

Effort Certification Benefits Summary

1. Reduced population required to certify effort.
2. Reduction in administrative effort in distributing and collecting forms.
3. Process is entirely electronic, reduction in physical storage.
4. Improved reporting to facilitate proactive management of costing allocations in advance of effort certification run.
Effort Certification Status Report

Inbox of Effort Certification Coordinator
Changing Effort for Salaried Worker

Effort Certification Change Questionnaire

Worker Reviews Effort
Retroactive Payroll Accounting Adjustment from Effort Certification Change

Retroactive Effort Adjustment after Effort Certification has been completed

- If Effort needs to be changed after Effort Certification process has completed:
  1. Effort Certification Coordinator contacts SPA Manager
  2. SPA Manager reruns Effort Certification for specific person
  3. Effort Certification Coordinator changes effort
  4. Worker re-approves
  5. Retroactive Payroll Accounting Adjustment is processed

- Normally involves moving payroll off a Grant
Grants Management Reporting Overview

- Approach:
  - Evaluating the needs of the various stakeholders
- Grants Dashboards:
  - PIs, Grant Coordinators, SPA Accountants
  - Provides short cut to personalized information
- Other reports in process to support Effort Certification and Grants
- Reports: Portfolio of Awards, Awards Expiring in 90 days, SPA Financial Reports

Grants Management Reporting: Current vs. Future

**Current**
- eData provided reports
- Information updated after nightly posting run
- Separate system to learn
- Not customizable without help from report writers

**Future**
- Workday provided reports
- Uses Workday security model for report viewers
- Real-time
- Able to drill into transactional details
- Can combine charts, graphs, tables, and key performance indicators (KPIs)
- Can join reports with transactions for better decision-making

Dashboard
**Dashboard**

<table>
<thead>
<tr>
<th>Date</th>
<th>Project Name</th>
<th>PID</th>
<th>Description</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2018</td>
<td>Project A</td>
<td>123</td>
<td>Research</td>
<td>12/15/2018</td>
</tr>
<tr>
<td>11/16/2018</td>
<td>Project B</td>
<td>456</td>
<td>Development</td>
<td>12/16/2018</td>
</tr>
<tr>
<td>11/17/2018</td>
<td>Project C</td>
<td>789</td>
<td>Consulting</td>
<td>12/17/2018</td>
</tr>
</tbody>
</table>

**Portfolio of Awards**

<table>
<thead>
<tr>
<th>Award ID</th>
<th>Award Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Grant</td>
<td>$10,000</td>
<td>11/1/2018</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>002</td>
<td>Fellowship</td>
<td>$20,000</td>
<td>11/15/2018</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>003</td>
<td>Scholarship</td>
<td>$5,000</td>
<td>11/1/2018</td>
<td>12/31/2018</td>
</tr>
</tbody>
</table>

**Awards Expiring in 90 Days**

<table>
<thead>
<tr>
<th>Award ID</th>
<th>Award Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>004</td>
<td>Grant</td>
<td>$15,000</td>
<td>11/1/2018</td>
<td>1/31/2019</td>
</tr>
<tr>
<td>005</td>
<td>Fellowship</td>
<td>$25,000</td>
<td>11/15/2018</td>
<td>1/31/2019</td>
</tr>
<tr>
<td>006</td>
<td>Scholarship</td>
<td>$7,500</td>
<td>11/1/2018</td>
<td>1/31/2019</td>
</tr>
</tbody>
</table>
SPA Financial Report

Grants Terminology Cydewalk (Partial)

<table>
<thead>
<tr>
<th>Right now we call it...</th>
<th>In Workday we call it...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>Grant/Grant/Program/Project</td>
</tr>
<tr>
<td>Class Codes/Object Code</td>
<td>Spend categories/revenue categories/ledger accounts</td>
</tr>
<tr>
<td>Electronic Personnel Action</td>
<td>Costing allocation</td>
</tr>
<tr>
<td>Labor Cost Transfer</td>
<td>Payroll accounting adjustment</td>
</tr>
<tr>
<td>Sponsored Programs Account Number</td>
<td>Grant</td>
</tr>
<tr>
<td>Sponsored Programs Account</td>
<td>Grant Worktag</td>
</tr>
<tr>
<td>Award Status</td>
<td>Award Lifecycle Status/ Award Line Lifecycle Status</td>
</tr>
<tr>
<td>Cost Transfer</td>
<td>Accounting Adjustment</td>
</tr>
<tr>
<td>Organization Code</td>
<td>Cost Center</td>
</tr>
</tbody>
</table>

Want More WorkCyte Program Information?

- WorkCyte Website:
  - Full Grants Cydewalk will be posted in the coming weeks!
  - Up-to-date information on the project
  - Training updates
  - And so much more!

https://www.workcyte.iastate.edu/
Submit Your Questions!

- Targeted 48-hour answer turnaround time for questions asked through the WorkCyte website [here](#).
- Ongoing tracking of questions by Change Management team.

Questions?
[Workcyte_change@iastate.edu](mailto:Workcyte_change@iastate.edu)

[WorkCyte](https://www.workcyte.iastate.edu)