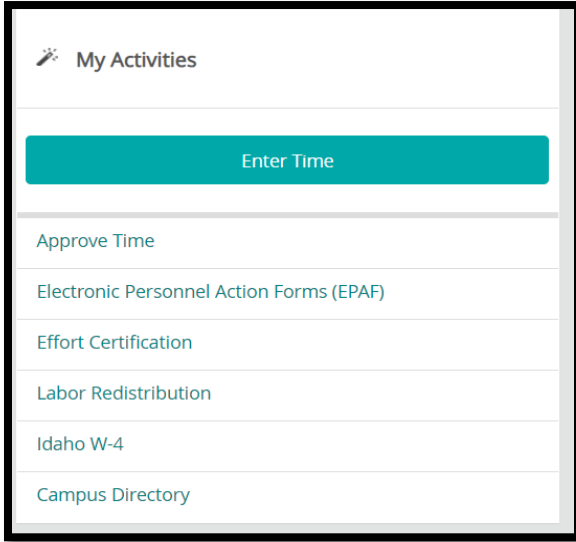
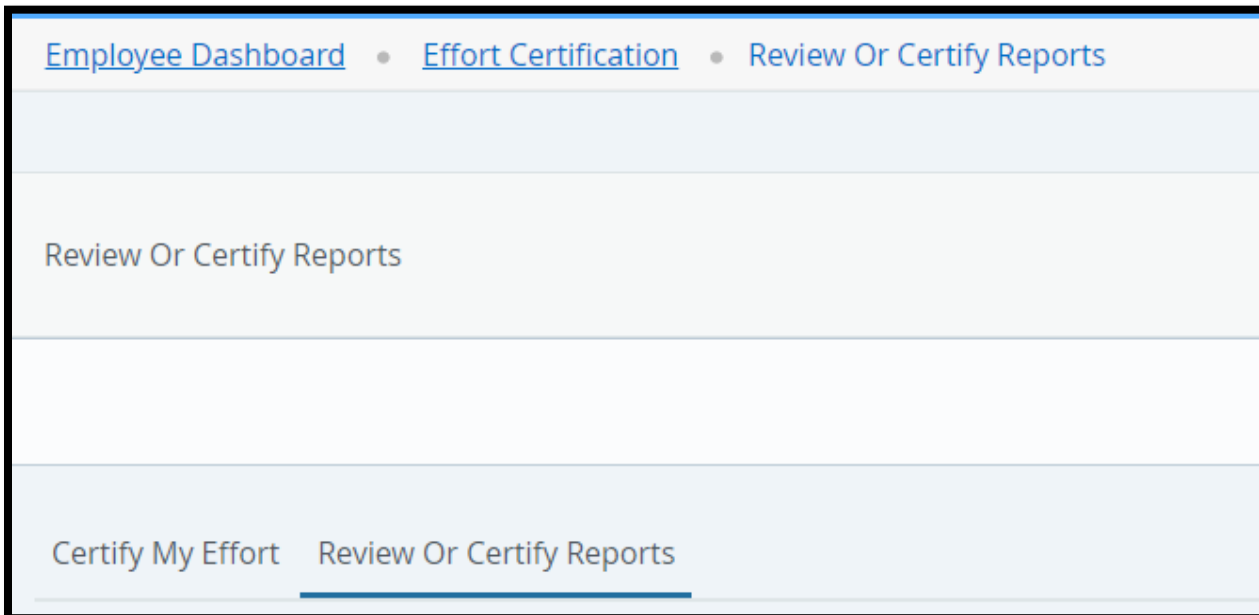
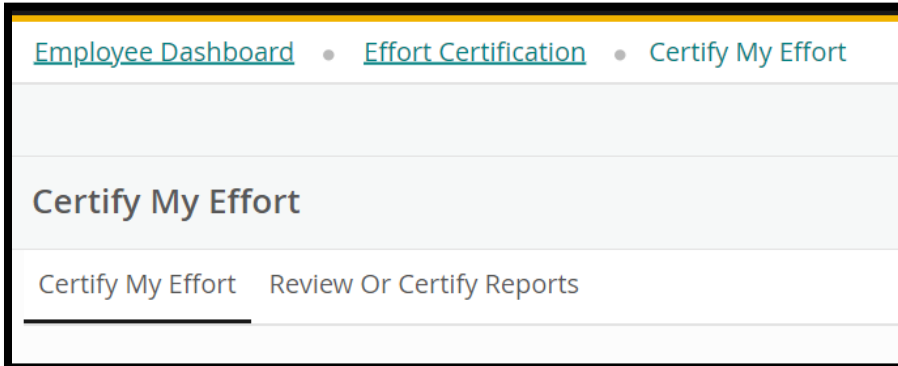


The University of Idaho is required by federal regulations (2 CFR 200.430) and accounting standards to ensure the allocation of compensation for all employees working on sponsored projects & federal funding is accurately reflected. Please see APM 45.09 if you require more detail on the University of Idaho's effort reporting policy.

Go to the website - <https://banner.uidaho.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>



Click on Effort Certification in the My Activities Section  
This should be what you see on your screen.



**To Certify your Own Effort** - Click on Certify My Effort

Below is what you should see on your screen. Double click on any of the fields under the heading to open the report, if that doesn't work, single click one of the fields and select Open on the upper right-hand side of the form.

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked
V	FY23-2	Work Dates 8/21/22 - 02/18/23	03/08/2023	05/05/2023	Awaiting Certification	Unlocked

**To Certify for Others** - If “Review or Certify Reports” is listed on your screen, you need to complete effort reports for other employees. *PI's please remember that you must certify for all employees working on your sponsored projects, especially graduate students and terminated employees. \*\*Do not certify for another faculty member if they are listed in your queue, they should complete their own.\*\**

To see effort reports for others, click on Review or Certify Reports. Click on “Advanced Search” in the upper right corner. Enter exactly what is listed below the Status box (Awaiting Certification) using the dropdown buttons (do not put anything in any of the other boxes) and click “Go”:

Advanced Search

ID: Enter ID x

Last Name: Enter Last Name x

First Name: Enter First Name x

Chart of Account Code: Select COA code

Effort Period Code: Select Period Code

State: [Dropdown]

Status: Awaiting Certification x

Grant: Select Grant Code

Buttons: Clear, Close, Go

You then select the effort report(s) by double clicking on any of the fields or highlight it and clicking the Open button (upper right-hand side). Click the Certify button near the bottom right. You will receive a confirmation message, please select “I Agree” and the report will then show a Status of “Completed”.

If for any reason the effort report does not show a Status of “Completed”, please email [osp-effort@uidaho.edu](mailto:osp-effort@uidaho.edu) for assistance.

Thank you!