1. Employee’s that must certify their effort for the previous Fiscal Year receive an email from the Cost Reimbursement Office towards the beginning of July.

MESSAGE TO CERTIFIERS

You received this message because you are required to certify your effort for the period July 1, YYYY through June 30, YYYY. Your departmental administrator also received this message.

The federal government requires some employees of The University of Michigan to certify effort. Effort certification must be completed by August 31, YYYY. Certification is online and takes only a few minutes.

At this time, you must certify your effort by following these steps:

INSTRUCTIONS FOR ONLINE CERTIFICATION

NOTE: MAC users, please use Mozilla Firefox.

If you are no longer an active University employee, you cannot certify online. Please contact your University departmental administrator to process a paper report.

1. Connect to Wolverine Access at lower right on the UM home page.
2. Select EMPLOYEE BUSINESS.
3. Log in with your uniqname and Kerberos password.
4. In the folder “Employment Information,” select EFFORT CERTIFICATION.
5. Select the appropriate period to certify or re-certify.
6. Read the education material and answer the three questions correctly.
7. Click COMPLETE to move to the next screen.
   • If your report reasonably reflects your effort for the time specified, click YES to move to the next screen. If you agree with the statement, click OK to submit your report. You have now certified your effort for the specified period.
   • If you are not sure if your report reasonably reflects your effort, click NO. The system will automatically create an email to your administrative contact. Please add text to the email stating your concerns and click SEND. Your administrator will contact you for further information.
8. Log out completely

If you have questions about certifying your effort, please contact your departmental administrator or send an email to cro@umich.edu.

Please direct system access or performance questions to MAIS at 734-936-7000 or to maishelpdesk@umich.edu.

Detailed information about effort reporting is available on Financial Operations’ web site: http://www.finops.umich.edu/

Thank you for your attention to this critical compliance issue.
Cost Reimbursement Office
cro@umich.edu
2. DSA HR runs three “Effort Status Reports” in Wolverine Access to determine which employees still need to certify their effort.
   - Reports are run in mid-August for the following Org Groups within Student Affairs
     - ASC DEAN STD SPEC SV
     - ASSOC VP CC OSCR RES
     - CO-CURR PROGRAMS
     - DEAN OF STUDENTS
     - MULTI CULT PROG SERV
     - SR ASSOC VICE PRES
     - UNIVERSITY UNIONS
     - VP FOR STUDENT AFF

3. DSA HR emails the certifier (employee) and their Supervisor/Director ONLY if they have not yet certified their effort online.

4. DSA HR runs the “Effort Status Reports” again in Wolverine Access to confirm that all necessary employees have certified their effort online for the previous Fiscal Year.

5. Late Fall, the Cost Reimbursement Office notifies the Director of Finance & HR that effort certification has not yet been completed by specific individuals.