



Effort Certification Timeline – 1st Quarter

| Date | Action |
|--|---|
| Sept 1 - Nov 30 | Period of Performance Effort Statements are building in ecrt |
| Dec 1 - Dec 10 | Period Close. No Action Waiting for payroll to load on 10 th day after quarter end |
| Dec 11 - Dec 31 | Pre-Certification Review Period Statements are ready for Effort Coordinators to review |
| Jan 1 (22 days for certification period) | Certification Period Begins PIs and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements |
| Jan 22 (Last day of Certification Period) | Certification Period Ends PIs and Certifiers who have not certified receive a final reminder to certify All effort statements should be certified and processed |
| Feb 1 | Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair |

Effort Certification Timelines

Effort Certification Timeline – 2nd Quarter

| Date | Action |
|--|---|
| Dec 1 - Feb 29 | Period of Performance Effort Statements are building in ecrt |
| March 1 - March 10 | Period Close. No Action Waiting for payroll to load on 10 th day after quarter end |
| March 11 - March 31 | Pre-Certification Review Period Statements are ready for Effort Coordinators to review |
| April 1 (22 days for certification period) | Certification Period Begins PIs and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements |
| April 22 (Last day of Certification Period) | Certification Period Ends PIs and Certifiers who have not certified receive a final reminder to certify All effort statements should be certified and processed |
| May 1 | Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair |

Effort Certification Timelines

Effort Certification Timeline – 3rd Quarter

| Date | Action |
|---|---|
| March 1 - May 31 | Period of Performance Effort Statements are building in ecrt |
| June 1 - June 10 | Period Close. No Action Waiting for payroll to load on 10 th day after quarter end |
| June 11 - June 30 | Pre-Certification Review Period Statements are ready for Effort Coordinators to review |
| July 1 (22 days for certification period) | Certification Period Begins PIs and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements |
| July 22 (Last day of Certification Period) | Certification Period Ends PIs and Certifiers who have not certified receive a final reminder to certify All effort statements should be certified and processed |
| August 1 | Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair |

Effort Certification Timelines

Effort Certification Timeline – 4th Quarter

| Date | Action |
|--|---|
| June 1 - Aug 31 | Period of Performance Effort Statements are building in ecrt |
| Sept 1 - Sept 10 | Period Close. No Action Waiting for payroll to load on 10 th day after quarter end |
| Sept 11 - Sept 30 | Pre-Certification Review Period Statements are ready for Effort Coordinators to review |
| Oct 1 (22 days for certification period) | Certification Period Begins PIs and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements |
| Oct 22 (Last day of Certification Period) | Certification Period Ends All effort statements should be certified and processed |
| Nov 1 | Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair |