



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