Guide to Online Effort Reporting and Certification

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General Information

- The Effort Certification software uses Adobe Flex to create the reports and Adobe Flash® to display them. Therefore, to complete your report, you need to have the latest version of Adobe Flash® Player installed on your computer. If you do not have Adobe Flash® Player installed on your computer, please visit this Web page to download it: http://www.adobe.com/products/flashplayer.html

- Currently, because of the Adobe Flash® Player requirement, the Effort Certification module does not work on iPads, iPhones, and other computers/devices that do not support Flash®. Please make arrangements to use a computer with Flash® capability to complete your report.

- ASU policy (OP 56.09) provides detailed information about the purpose of Effort Certification and it governs when and how often effort reports must be completed. Before completing your report, be sure you have reviewed and understand the policy in its entirety. All ASU operating policies may be accessed on this Web page: http://www.angelo.edu/opmanual/
Step 1: Login to RamPort

You may use any computer to login to RamPort. The RamPort login page is located at http://ramport.angelo.edu.

Once you have reached this page, enter your user name and password.
Step 2: Select the “Employee” tab

After you have logged into RamPort, your home page should look like this:

Click on the “Employee” tab (as shown above) to access the Effort Certification system.
Step 3: Enter the Effort Certification Module

1. Under the Employee tab, look for the heading (column) titled “Administrative Tools.” This should be on the left of the page.

2. Under Administrative Tools, click on the “Effort Certification” link.
1. After you have selected the “Effort Certification” hyperlink, you should see a new screen that looks like this:

   ![Image of Effort Certification screen]

   Double click on one of the items in this line to view your report.

2. To view your report, double click on one of the items in the appropriate reporting period.

   For example, the reporting period shown in the image above is Fall 2010. You could double click on “Fall 2010,” “January 01, 2011,” “Under Review,” or any of the other elements on that line.
Step 5: View your Effort Report – General Information

After you have double clicked on one of the elements in the appropriate reporting period, you should see a screen that looks like this (a guide to the numbered items is included below):

1. The “Sponsored” section shows the grant and organization categories, the effort category, and the charge type and percent effort you expended on the grant-funded project.

2. The “Non Sponsored” section shows any other accounts from which you have been paid. This may include Education and General (E&G) accounts for instruction and/or Special Item accounts. The percent effort should equal the amount of time you expended on non-sponsored (non-grant-funded) activities.

3. The “Effort Report Overview” section shows the reporting period, the dates of review, and a statement on the status of your report.

4. The “Funding Chart” is a simple pie chart showing the percent effort allocated to different funding sources.
Step 6: View your Effort Report – Pay Period Summary

To view more details in your effort report, click on the “Pay Period Summary” located in the left-hand navigation:

After you click on the Pay Period Summary, you should see a screen that looks like this:

(Note: this is only a partial screen print)
To view the monthly summary for each month, click on the hyperlink titled “Monthly Regular” for the specific month(s) you want to review:

A screen that looks like this will appear:

As you will see, you can review the fund, organization, account, program, and activity codes, as well as the percent pay/effort for each account from which you were paid. Once you have reviewed the information for each pay period, simply choose the “Close” button to return to the Pay Period Summary screen.
Step 7: Certify Your Effort

If you approve the percent allocations and the “Effort Category” descriptions, you can certify your effort as instructed below. However, if the percent allocations and “Effort Category” descriptions are incorrect, please see the section on Requesting Changes in the appendix.

1. Return to the “Effort Report” screen by clicking on the link in the left-hand navigation

2. To confirm that you have reviewed and approve your effort, click on the “Certify” button at the bottom of the page.

Note: do not choose the “Certify” button if you have not reviewed your effort as stated in Steps 5 and 6 or if you do not agree with the percent allocations or effort categories.
After you select the “Certify button, this screen will pop up on your page:

To complete the certification process, you must agree with the statement provided above.

*Caveat:* This certification statement is the equivalent of your physical signature on this document. Certification of effort at rates other than those actually performed may lead to allegations/charges of fraud under the federal False Claims Act.
Appendix

On the following pages:

- Requesting Changes
- Reviewing or Certifying an Employee’s Report
- Reviewing the Routing Queue
Requesting Changes

If your report is incorrect, please follow these instructions:

1. To request changes, click on the “Request Changes” button at the bottom of the Effort Reporting screen (see screen print below). This will cause your default e-mail application to open a new mail message.
2. Enter osp@angelo.edu in the “To” line of the message. If you are not the Principal Investigator (PI, or Account Manager) on the project, you should also send a copy of the e-mail message to your PI.
3. Indicate which percentages, effort categories, and/or other categories are incorrect and provide the corrections in your message. When recalculating the percent effort (if it is incorrect)*, make sure your combined effort equals 100%. You cannot report effort in excess of 100%.
4. Send the e-mail message to the Office of Sponsored Projects, and you will receive a response within 3-5 business days.

*NOTE: It is a time consuming process to reallocate salaries and related benefits after the charges have been incurred. Therefore, if you anticipate your effort will vary significantly (5% or more) during a reporting period, you should inform the Office of Sponsored Projects about the variance in advance of the pay period /effort-reporting period.
Reviewing or Certifying an Employee’s Report

If you are required to review or certify an employee’s report, you will follow similar instructions to those provided above. However, getting to your employee’s report is just a little bit different than finding your own.

After following Steps 1-3 above, you should be on the “Certify my Effort” screen as shown below. In the left-hand navigation, click on the “Review or Certify Reports” link.
You should enter a new screen titled “Review or Certify Reports.” At this point, you have several options to search for the reports you should certify, such as searching by ID number, effort report period, or name. The easiest option is to search by “Chart of Account Code.” To do this, follow these instructions:

1. Under “Review or Certify Reports,” select the “Advanced Search” link:

2. This will open a new subsection with a drop down menu titled “Select Attribute.” Click on the down arrow beside Select Attribute and choose “Chart of Account Code:

3. After you have chosen Chart of Account Code, a new line will appear. Enter the letter A in the Chart of Account Code line and then click on the “Go” button:
You should see a list of one or more effort reports for you to review or certify (see the list below). Follow Steps 4-7 to review or certify the appropriate effort reports.

A list of one or more effort reports will appear. You should review or certify only those reports for which you are responsible.
Reviewing the Routing Queue

Like many other applications in Banner Self-Service, you can view the routing queue for your effort report. This allows you to see who, if anyone, has reviewed your report and on what date(s) it was reviewed.

After you have followed Steps 1-4 of this guide, click on the “Routing Queue” link in the left hand navigation:
After you click on “Routing Queue,” a new screen should appear:

As shown in the image above, when each member of the routing queue has completed his/her review/certification, a green check mark will appear. Pending reviews/certifications are indicated by a gold colored triangle.
Adding Comments to Your Effort Report

If you would like to add comments to your effort report, such as an additional description of the effort you contributed during the period, you may do so in the Comment Section of the Effort Certification module.

After you have followed Steps 1-4 of this guide, click on the “Comments” link in the left hand navigation:
Once the Comments screen appears, click on the “Add Comment” button at the bottom of the screen:

When the “Add Comment” box pops up, simply type your comment in the box provided and then click on the “Save” button to save your comment.
Questions?

If you have any questions or concerns about the online Effort Reporting System, please contact the Office of Sponsored Projects (OSP) at your earliest convenience.

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