

## Effort Certification Timeline – 1st Quarter, FY2020

Date	Action
<b>Sep 1 - Nov 30</b>	Period of Performance Effort Statements are building in eCrt
<b>Dec 1 - Dec 10</b>	Period Close. No Action. Waiting for payroll to load on 10 <sup>th</sup> day after quarter end
<b>Dec 11 - Dec 31</b>	Pre-Certification Review Period Statements are ready for Effort Coordinators to review
<b>Jan 1</b> (22 days for Certification Period)	Certification Period Begins PI's and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements
<b>Jan 21</b> (1 day before certification is due)	PI's and Certifiers who have not certified receive a final reminder to certify
<b>Jan 22</b> (Last day of Certification Period)	Certification Period Ends All effort statements should be certified and processed
<b>Feb 1</b>	Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair