

## Effort Certification Timeline – 1st Quarter, FY2023

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