

Effort Certification Timeline – 2nd Quarter, FY2020

Date	Action
Dec 1 - Feb 28	Period of Performance Effort Statements are building in eCrt
Mar 1 - Mar 10	Period Close. No Action. Waiting for payroll to load on 10 th day after quarter end
Mar 11 - Mar 31	Pre-Certification Review Period Statements are ready for Effort Coordinators to review
Apr 1 (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
Apr 21 (1 day before certification is due)	PI's and Certifiers who have not certified receive a final reminder to certify
Apr 22 (Last day of Certification Period)	Certification Period Ends 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