Business Rules

The following business rules will be followed in the Electronic Effort Certification Process:

- Effort will only be certified for:
  - Employees being paid on grants and/or contracts.
  - Regular payroll based on the following earn codes:
    - REG – Regular Staff Earnings
    - RGA – Regular Academic Earnings
    - RGG – Graduate Student Earnings
    - RGO – Temporary Staff – Other
    - RGT – Temporary Staff Earnings
    - RSF – Regular Student Flat Rate
    - ASR – Adjustment – Special Rate
    - DFA – Deferred Amount
    - SAB – Sabbatical ½ Year Full Pay (as of SPR2014 will be included in calculation)
    - SAP – Sabbatical Full YR 60% Pay (as of SPR2014 will be included in calculation)
  - Salaried Employees based on the following employee classes:
    - A1 – Faculty FT Reg – Academic
    - A2 – Faculty PT Reg - Academic
    - A3 – Faculty FT Temp - Academic
    - A4 – Faculty PT Temp - Academic
    - AD – Faculty FT Reg – Deferred Pay
    - B1 – Faculty Reg FT – Annual
    - B2 – Faculty Reg PT – Annual
    - B3 – Faculty FT Temp – Annual
    - B4 – Faculty PT Temp – Annual
    - B5 – Faculty FT Federal – Annual
    - C1 – Faculty FT – Other
    - C2 – Faculty PT – Other
    - E1 – Staff FT Reg – Exempt
    - E2 – Staff PT Reg – Exempt
    - E3 – Staff FT Temp – Exempt (as of FALL2013 no longer included; changed to timesheet employee)
    - E4 – Staff PT Temp – Exempt (as of FALL2013 no longer included; changed to timesheet employee)
    - E5 – Staff FT Federal - Exempt
    - SG – Graduate Assistant (RA/TA)

- PSL Employees will not certify effort but will enter time sheets in the Web Time System.
- Percentage of Effort charged to each fund for an employee should be verified.
- Variances of 5% or more need to be corrected.
- Corrections to Effort can only be made via the Electronic Labor Redistribution process or through the Payroll Department; effort reports cannot be modified in the Banner Electronic Effort Certification process.
- Effort certification will occur twice a year and will cover 6 months of effort.
- A Pre-Review period of one month will be utilized to allow the appropriate personnel to review and process Electronic Labor Redistribution transactions.
- The Pre-Review period will be followed by the Certification period of one month.
- Employees that meet the Effort Certification criteria will need to certify their effort, with the exception of Graduate Students. Graduate Students will be certified by the Fund Managers for the Funds on which they are being paid.
- Once effort has been certified the payroll records will be locked and Electronic Labor Redistributions cannot be processed.
- On the Fly queue members cannot be added to the Effort Certification queue.