

Electronic Effort Certification (EEC) Overview

The EEC process is administered by SPA twice a year; in the spring and in the fall. The fall 2017 Effort Reporting Period begins February 1st for the Review Period with a Certification Period deadline of March 31st. NMSU manages the accurate and timely documentation of time and effort, a federally mandated requirement, 2 CFR Part 200 §200.430, utilizing our enterprise software Banner Self Service Effort Reporting module.

Processing tips:

- Internet Explorer should be used with the Banner EEC process.
- A reasonable estimate of labor is within 5% of actual effort performed.
- Total effort should equal 100%.
- A percentage is calculated by taking the six months of payroll expense and averaging payroll by each fund.
- Sharing login credentials is against NMSU Policy as acknowledged upon your completion of the NMSU Non-Disclosure Statement.
- Employees are responsible for certifying their own effort and this role should not be delegated.
- Electronic labor redistributions (ELRs) beyond 90 days of the pay period require approval by the SPA Director.
- Financial reports to assist with the review are available through COGNOS and are referenced in Appendix A of the EEC User [Manual](#).
- Principal Investigators can view their sponsored research reports through the PI tab located within my.nmsu.edu.
- If Advanced Search option is not functioning, enter the Aggie ID into search field to review/certify effort reports.
- As a reminder, the 'Acknowledger' role previously held by the PI is no longer utilized in the EEC process.

EEC reference material can be found at: <https://spa.nmsu.edu/electronic-effort-certification/>. Contact Laurie Leyva at spa_sysadmin@nmsu.edu with any questions.