

Spring 2018 Electronic Effort Certification (EEC)

Sponsored Projects Accounting (SPA) administers the EEC process semi-annually and the Spring 2018 certification period begins August 1, 2018. 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.

Please note you will receive an e-mail notification indicating the required action on your part for the periods below:

- August 1st thru August 31st, the Review Period, requires individuals assigned the Reviewer role to confirm the percentage of effort for the funding sources reflected on the effort report.
- September 1st thru September 30th, the Certification Period, requires the employee to certify their actual effort performed for the funding sources reflected on the effort report.

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.
- 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 the Advanced Search option is not functioning, enter the Aggie ID into the Search field to review/certify effort reports.
- The Certification button will not become available to Certifiers in the EEC system until September 1st (if all reviews have been completed on the EEC report Routing Queue).

EEC reference material can be found at: <https://spa.nmsu.edu/electronic-effort-certification/>. [Contact spa_sysadmin@nmsu.edu with any questions.](mailto:spa_sysadmin@nmsu.edu)