

## Fall 2018 Electronic Effort Certification (EEC)

Sponsored Projects Accounting (SPA) administers the EEC process semi-annually and the Fall 2018 certification period begins February 1, 2019. NMSU manages the accurate and timely documentation of time and effort, a federally mandated requirement per 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:**

- February 1<sup>st</sup> thru February 28<sup>th</sup>, the Review Period, requires individuals assigned the Reviewer role to confirm the percentage of effort for the funding sources reflected on the effort report. Reviews cannot be completed before February 1<sup>st</sup>.
- March 1<sup>st</sup> thru March 31<sup>st</sup>, the Certification Period, requires the employee to certify their actual effort performed for the funding sources reflected on the effort report. EEC reports must be Reviewed before Certification access becomes available. Certifications cannot be completed before March 1<sup>st</sup>.

### Processing tips:

- Internet Explorer performs the best 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 March 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](mailto:spa_sysadmin@nmsu.edu) with any questions.