

Subject: Spring 2020 Electronic Effort Certification (EEC)

Sent on behalf of Tina V. Hales, Director, Post Award Administration

DATE: July 31, 2020
TO: EEC Reviewers and Certifiers
FROM: Sponsored Projects Accounting
SUBJECT: Spring 2020 Electronic Effort Certification (EEC)

ACTION REQUIRED: For review and information

Spring 2020 Electronic Effort Certification (EEC)

Sponsored Projects Accounting (SPA) administers the EEC process semi-annually and the Spring 2020 review period begins August 1, 2020. 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:

- August 1 thru August 31, the SPR2020 Review Period, requires individuals assigned to the Reviewer role to confirm the accuracy of the percentage of effort for the funding sources reflected on EEC reports. Reviews cannot be completed before August 1.
- September 1 thru September 30, the SPR2020 Certification Period, requires the employee to Certify their actual effort performed for the funding sources reflected on their EEC report. EEC reports must be Reviewed before Certification access becomes available. Certifications cannot be completed before September 1.

Processing tips:

- Supported browsers include Chrome, Firefox and Safari (for Mac users).
- Internet Explorer is no longer supported.
- Flash plugins are no longer required.
- A reasonable estimate of labor is within 5% of actual effort performed.
- The total effort shown on an EEC report should equal 100%.
- Effort percentages are calculated by taking payroll expenses encompassed by the effort-reporting period (six months) and averaging payroll by each fund.
- Sharing login credentials is against NMSU Policy as acknowledged upon completion of your NMSU Non-Disclosure Statement.

- Employees are responsible for Certifying their own effort on EEC reports and this role should not be delegated.
- Financial reports to assist with EEC Reviews are available through COGNOS and are referenced in Appendix A of the EEC User [Manual](#).
- The Certification button will not become available to Certifiers in the EEC system until September 1 (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.


Tina V. Hales

Director, Post Award Administration

Sponsored Projects Accounting

New Mexico State University

 (575) 646-7902

 (575) 646-1676 (fax)

 tvsmith@nmsu.edu