

Effort Certification Process Timeline

Effort Reporting Period: 6/14/05 - 12/11/05

Task	Approximate Completion Date	Target Dates
Effort Reporting Period Ends		12/11/2005
SPA produces Effort Certification Packets	15 business days after reporting period end.	12/23/2005
Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		12/29/2005
Department Effort Coordinator (DEC) receives effort packet and reviews forms to verify that they are in agreement with personnel action forms and that all employees who are required to certify receive a statement. DEC distributes the Effort Certification Statements (ECS) to the appropriate employees.	This date is established by the department in relation to the required due date back to the IEC	
Employees return ECSs to the DEC for review and adjustments, if necessary, and assemble for forwarding to the IEC in SPA	This date is established by the department in relation to the required due date back to the IEC	
Return ECS with all relevant labor distribution adjustment forms to the IEC	35 business days after SPA distribution date	2/22/2006

Notification Process for Outstanding Effort Certification Statements

Days Past Deadline	Notification Process	Cc:	Target Dates
10	Email from IEC to DEC as a reminder of the deadline and the importance of turning in effort statements on time.		3/8/2006
15	Call from IEC to DEC to stress importance of turning in effort statements and to inquire about assistance needed. Followup email sent from IEC to DEC.	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	3/15/2006
25	Letter from SPA Director to Division Head, Department Chair or School/Unit Head notifying them of outstanding effort statements.	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	3/29/2006
35	Email from SPA Director to dean or Director notifying them of outstanding effort statements.	School/Unit Lead Administrative Management	4/12/2006

If you have any questions or comments, please contact:	Legend
SPA, Institutional Effort Coordinator at 503-494-3211 or spaeffrt@ohsu.edu Elizabeth Willis, SPA Analyst Manager at 503-494-0354 Lynette Arias, SPA Director at 503-494-1193	ECS - Effort Certification Statement(s) DEC - Departmental Effort Coordinator IEC - Institutional Effort Coordinator