## Effort Certification Process Timeline
**Effort Reporting Period: 6/14/05 - 12/11/05**

<table>
<thead>
<tr>
<th>Task</th>
<th>Approximate Completion Date</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Reporting Period Ends</td>
<td></td>
<td>12/11/2005</td>
</tr>
<tr>
<td>SPA produces Effort Certification Packets</td>
<td></td>
<td>12/23/2005</td>
</tr>
<tr>
<td>Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments</td>
<td>15 business days after reporting period end.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>This date is established by the department in relation to the required due date back to the IEC</td>
<td></td>
</tr>
<tr>
<td>Employees return ECSs to the DEC for review and adjustments, if necessary, and assemble for forwarding to the IEC in SPA</td>
<td>This date is established by the department in relation to the required due date back to the IEC</td>
<td></td>
</tr>
<tr>
<td>Return ECS with all relevant labor distribution adjustment forms to the IEC</td>
<td>35 business days after SPA distribution date</td>
<td>2/22/2006</td>
</tr>
</tbody>
</table>

### Notification Process for Outstanding Effort Certification Statements

<table>
<thead>
<tr>
<th>Days Past Deadline</th>
<th>Notification Process</th>
<th>Cc:</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Email from IEC to DEC as a reminder of the deadline and the importance of turning in effort statements on time.</td>
<td>Division Manager, Department Administrator or next higher level of administrative management, as appropriate</td>
<td>3/8/2006</td>
</tr>
<tr>
<td>15</td>
<td>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.</td>
<td>Division Manager, Department Administrator or next higher level of administrative management, as appropriate</td>
<td>3/15/2006</td>
</tr>
<tr>
<td>25</td>
<td>Letter from SPA Director to Division Head, Department Chair or School/Unit Head notifying them of outstanding effort statements.</td>
<td>Division Manager, Department Administrator or next higher level of administrative management, as appropriate</td>
<td>3/29/2006</td>
</tr>
<tr>
<td>35</td>
<td>Email from SPA Director to dean or Director notifying them of outstanding effort statements.</td>
<td>School/Unit Lead Administrative Management</td>
<td>4/12/2006</td>
</tr>
</tbody>
</table>

If you have any questions or comments, please contact:
- 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

### Legend
- ECS - Effort Certification Statement(s)
- DEC - Departmental Effort Coordinator
- IEC - Institutional Effort Coordinator