

### Effort Certification Process Deadlines

Task	Approximate Completion Date	Target Dates
Effort Reporting Period		12/13/04 to 6/13/05
Effort Reporting Period Ends.		6/13/2005
SPA produces Effort Certification Packets	10 business days after reporting period end.	6/22/2005
Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		6/24/2005
Department Effort Coordinator (DEC) receives effort packet and reviews forms to verify that they are in agreement with PA 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 COPY of all relevant payroll adjustment forms to the IEC	35 business days after SPA distribution date	8/15/2005

### Process for Late/Missing Effort Certification Statements

Days Past Deadline	Notification Process	Target Dates
45 business days after reporting period end.	Email sent to DEC from IEC as reminder of deadline and the importance of turning in Statements on time.	8/29/2005
50 business days after reporting period end.	Call and follow-up email to DEC from IEC to stress importance of turning in Effort Certification Statements. Email to Department Administrator.	9/6/2005
60 business days after reporting period end.	Letter to Department Chair or Unit Director from SPA Director notifying them of DEC/PI non-compliance with Effort Policy.	9/20/2005
70 business days after reporting period end.	Letter to Dean from SPA Director notifying them of DEC/PI non-compliance with Effort Policy	10/4/2005