eTimesheet and Effort Certification Overview

With the new eTimesheet application, non-exempt employees paid from federal projects will be able to certify their effort in the Electronic Personnel Action Change (ePAC) Distributions application. The non-exempt employees will be prompted monthly to certify their effort for four to six earning periods (two to three pay periods) at a time.

Summary/Review of Process from the User’s Perspective

On the first (1st) day of the calendar month:

- Employee will be prompted to certify their effort with by an email notification or after logging into the eTimesheet application to be directed to ePAC for certification.
- The effort report will be displayed and the employee can approve or reject the report.
- Employee will navigate back to eTimesheet application and will be directed back to eTimesheet application to edit the current pay period’s timesheet, if necessary.

Effort Certification Process: Monthly (or when RDC is processed)

- On first day of each month, effort report is generated for completed work.
- Each employee is prompted to certify effort upon next login to eTimesheet or when RDC is processed.
- Employee takes no action.
- Employee to certify effort for time period(s) revised.

VUMC Finance or Contract & Grants Accounting follows up on all effort not certified after 30 days.
1. **Login to Timesheet, Redirect to ePAC for Effort Certification**
   When a Timesheet Initiator (employee) with uncertified effort logs into eTimesheet application, he/she will be redirected to ePAC.

   Figure 1: Collapsed view of Effort Certification Summary

   ![Collapsed view of Effort Certification Summary](image1)

2. **Expanded Effort Certification Summary**
   The employee views their Effort Certification Summary and can either Agree or Disagree with their effort for each earning period.

   ➤ **Step:** Click on “Agree” or “Disagree” radio buttons for each pay period then click the “Continue” button.

   The following sample screen shots are for a bi-weekly employee where there are multiple centers with effort reported. In this example, the earnings distribution is the same for all periods ready for certification.

   Figure 2: Collapsed view of Effort Certification Summary

   ![Collapsed view of Effort Certification Summary](image2)

   When the “view details” box is checked, each earnings period will display separately and the employee can decide to agree or disagree with each period being presented.
This is an expanded view of the time periods ready for certification. In this example, the earnings distribution is the same for all periods.

Figure 3: Expanded View of Effort Certification Report

<table>
<thead>
<tr>
<th>Effort Certification Summary</th>
</tr>
</thead>
</table>

**Name:** Vanderbilt, Cornelius S  
**ID:** 00000001  
**VU Comp Rate:** $ 15.00  
**Comp Frq:** H - Hourly  
**Home Dept:** 122430 - Biomedical  
**Pay Group:** UBA - University Biweekly A  
**Job Code:** 3101 - Research A

Following is a summary of the existing distribution of your earnings within the payroll system for the period(s) listed below to be certified. This effort report was computed based upon the hours and distribution you reported on your timesheet. In order to confirm that your actual work activities were consistent with the reported activities, please review the Effort Report below in relation to your actual work activities and indicate your agreement or disagreement with those distributions.

**Effort Report**

**Pay End Date:** 06/12/2012

**Earning Period:** 08/09/2013 - 08/15/2013 - On Cycle Payroll

<table>
<thead>
<tr>
<th>Center Description</th>
<th>Center End Date</th>
<th>Center Rep Person</th>
<th>Certification Reason</th>
<th>Center</th>
<th>Center Distribution</th>
<th>Status</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC01: BIOC01</td>
<td>08/15/2013</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOSC01: BIOC01</td>
<td>08/15/2013</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOSC01: BIOC01</td>
<td>08/15/2013</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 100.000%  

**Earning Period:** 09/06/2012 - 09/13/2012 - On Cycle Payroll

<table>
<thead>
<tr>
<th>Center Description</th>
<th>Center End Date</th>
<th>Center Rep Person</th>
<th>Certification Reason</th>
<th>Center</th>
<th>Center Distribution</th>
<th>Status</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC01: BIOC01</td>
<td>09/13/2012</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOSC01: BIOC01</td>
<td>09/13/2012</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>BIOSC01: BIOC01</td>
<td>09/13/2012</td>
<td>OASILIO T</td>
<td>TCR Timesheet Certification Record 1224307000</td>
<td>15.00%</td>
<td>uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 100.000%  

**Exit**  
**Continue**
3. Certifying Effort

If the employee agrees with the distribution and percentage of effort for each pay period then he/she will be asked to certify their effort on the Effort Certification Confirmation page.

- **Step:** Click on “Certify” button.

**Figure 4: Effort Certification Confirmation**

In order to finalize your effort certification for the period(s) listed below, please click the Certify button below to confirm that your actual work activities were consistent with the distribution(s) labeled as ‘Agree’ below or click Exit to return to Effort Certification Summary screen.

I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed.

**For periods: May 2012**

<table>
<thead>
<tr>
<th>Center Description</th>
<th>Start</th>
<th>End</th>
<th>Person</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOMEDICAL ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAN55405 DIAGNOSIS OF CERVICAL PRECANCERS USING RAMAN - ENGR</td>
<td>07/31/2013</td>
<td>10.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPATIALLY OFFSET RAMAN SPECTROSCOPY OF SURGICAL EVALUATION</td>
<td>02/29/2013</td>
<td>35.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G001655-7516 NEUROPHOTONIC RESEARCH CENTER</td>
<td>08/31/2012</td>
<td>20.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Returning to eTimesheet App

The Effort Certifier (employee) will receive the following screen upon completion of the certification.

- **Step:** Click on “Timesheet” button to return to the eTimesheet application.

**Figure 5: Effort Certification Complete**

Thank you. You have successfully taken action on your effort certification. Click the TIMESHEET button to complete your timesheet.
Rejecting Effort

If the employee disagrees with the distribution for the earning periods displayed, he/she can reject the effort.

- **Step: Click on “Agree” or “Disagree” radio buttons for each pay period then click the “Continue” button.**

The following sample screen shots are for a bi-weekly employee where the effort is different for each time period being certified. After being redirected from the eTimesheet tool, the Effort Certifier (employee) will receive the following screen:

*Figure 6: Effort Certification Summary (where effort distribution is different for each period being certified)*

<table>
<thead>
<tr>
<th>Effort Certification Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Vanderbilt, Cornelius S</td>
</tr>
<tr>
<td><strong>VU Comp Rate:</strong> $15.00</td>
</tr>
<tr>
<td><strong>Comp Code:</strong> 0000001</td>
</tr>
<tr>
<td><strong>Home Dept.:</strong> 120690 - Sociology</td>
</tr>
<tr>
<td><strong>Pay Group:</strong> UBA - University Biweekly A</td>
</tr>
<tr>
<td><strong>Job Code:</strong> 4011 - Administrative</td>
</tr>
</tbody>
</table>

Following is a summary of the existing distribution of your earnings within the payroll system for the period(s) listed below to be certified. This effort report was computed based upon the hours and distribution you reported on your timesheet. In order to confirm that your actual work activities were consistent with the reported activities, please review the Effort Report below in relation to your actual work activities and indicate your agreement or disagreement with these distributions.

- **Agree All**
- **Disagree All**

### Effort Report

**Pay End Date:** 06/12/2012

#### Earning Period: 04/29/2012 - 05/06/2012 - On Cycle Payroll

<table>
<thead>
<tr>
<th>Center Description</th>
<th>Center End Date</th>
<th>Center Resp Person</th>
<th>Certification Reason</th>
<th>Center</th>
<th>Center Distribution</th>
<th>Status</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIOLOGY SALARIES &amp; FB</td>
<td></td>
<td>DEPT CHAIR</td>
<td>TCR Timesheet Certification Record 1206905000</td>
<td>50.00%</td>
<td>Uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH DISPARITIES AND THE STRESS HYPOTHESIS 03/12/2014</td>
<td>TURKAN R</td>
<td>TCR Timesheet Certification Record 4206900161</td>
<td>50.00%</td>
<td>Uncertified</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Earning Period: 06/06/2012 - 06/12/2012 - On Cycle Payroll

<table>
<thead>
<tr>
<th>Center Description</th>
<th>Center End Date</th>
<th>Center Resp Person</th>
<th>Certification Reason</th>
<th>Center</th>
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<td></td>
<td>DEPT CHAIR</td>
<td>TCR Timesheet Certification Record 1206905000</td>
<td>50.00%</td>
<td>Uncertified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH DISPARITIES AND THE STRESS HYPOTHESIS 03/12/2014</td>
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<td>TCR Timesheet Certification Record 4206900161</td>
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<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Exit**
- **Continue**
The Effort Certifier (employee) will click the “Disagree” radio button next to the time period(s) where they do not agree with the effort distribution.

**Figure 7: Disagree with Effort Distribution**

![Effort Certification Summary](image)

The Effort Certifier (employee) would then click the “Continue” button.

The Effort Certifier (employee) would then click the “Continue” button.
Step: Click “Finish” to reject effort and to notify the department administrator.

The Effort Certifier (employee) will see the following screen. To complete the process, they will click the “Finish” button. Email notifications of the rejected effort are generated (see Appendix A for email distribution and sample messages).

Figure 8: System Response when Effort Certifier Disagrees with Effort Distribution

Returning to Timesheet App
Once they have finished, they will be directed to the eTimesheet application.

Step: Click “Timesheet” button to return to the eTimesheet application.

Figure 9: System Response when Effort Certification is Complete
Appendix A
Sample eMail Messages

Message 1 is sent to the Effort Certifier (employee), Timesheet Approver, PA Reviewer, and PA Home Department Executor when an Effort Certification is rejected. Generally, this is sent when the Effort Certifier has rejected effort certification for one or more period(s).

**Message 1: Timesheet Certification Rejected message**

Subject: Timesheet Certification Rejected (TCR)

**Attention electronic Personnel Action Change (ePAC) Application User**

One or more periods of effort whose certification was triggered as a result of a TCR for Vanderbilt, Cornelius S. have been rejected. A RDC will be required to correct these incorrect periods of effort. If you determine the rejected periods of effort are actually correct, you may contact the federal certifier and have him/her certify the rejected effort report.

You can access the ePAC application to create a RDC at https://webapp.mis.vanderbilt.edu/epac.

NOTE: You may also find easy to follow instructions at the ePAC Website at https://dof.mc.vanderbilt.edu/fs/Documents/vu/ePACEffortCertTipSheet.pdf

**** Please do not reply to this message ****

Message 2 is sent to the Effort Certifier (employee) when a Retroactive Distribution Change (RDC) is processed for a previous period.

**Message 2: RDC in Pending Certifier Approval Status**

Subject: Effort Certification Required

**Attention Electronic Personnel Action Change (ePAC) Application User**

This message is a notification that a retroactive earnings distribution has been processed to change your effort distribution for a historical payroll period. As a result of this retroactive earnings distribution, you now have federally-funded effort that is ready to be certified in the effort certification web application. In order to comply with federal effort reporting regulations, please login to the application by clicking here:

https://webapp.mis.vanderbilt.edu/epac.

If you have any questions regarding this important certification responsibility or the use of the effort certification web application, please contact your department administrator, the VUMC Department of Finance (2-3293) or the University Office of Contract and Grant Accounting (3-6655).

NOTE: You may also find easy to follow instructions at the ePAC Website at https://dof.mc.vanderbilt.edu/fs/Documents/vu/ePACEffortCertTipSheet.pdf

**** Please do not reply to this message ****