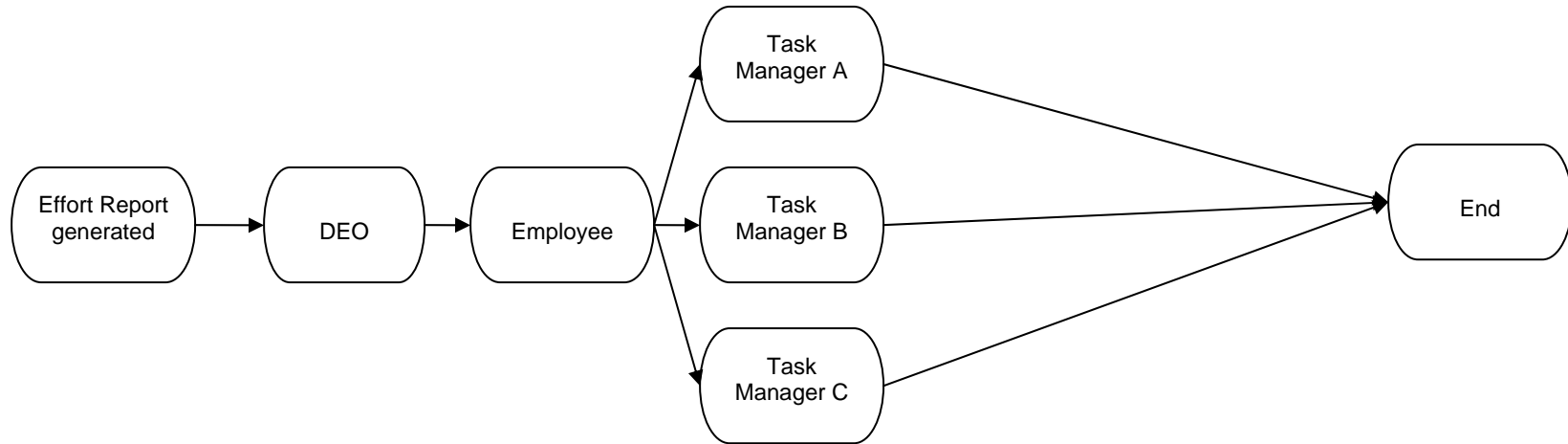


Effort Reporting
Workflow
(reports generated on or after 01/22/2006)

The workflow for **Non-Faculty effort reports** is as follows:

Once the effort report is generated, it is forwarded to the Department Effort Officer (DEO). The DEO may choose to close, forward or reassign the document. Once the document is forwarded, it appears in the Employee's personal worklist as a notification. The employee must choose to approve, reject, or reassign the document. If the employee approves the document, it is sent to the personal worklist of all task managers simultaneously. The Task Manager(s) may certify, reject, or reassign the document. Once all Task Managers have certified the effort report, it will complete the approval process and be marked as certified.



Effort Reporting
Workflow
(reports generated on or after 01/22/2006)

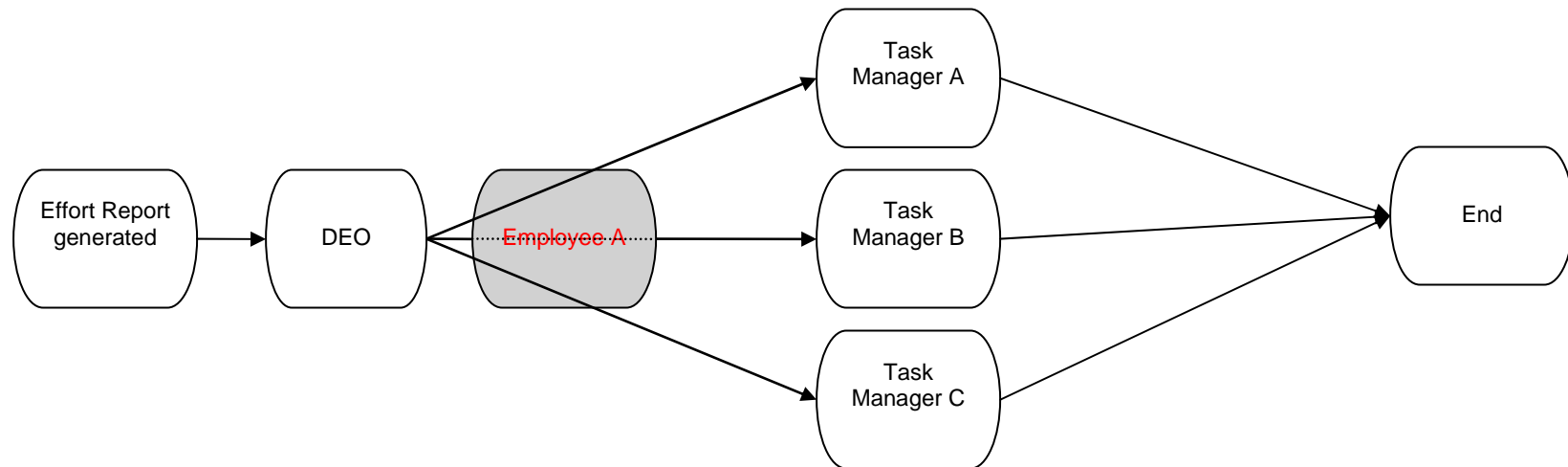
Scenario:

An effort report is generated for Employee A and forwarded to the DEO. Employee A is in an 04 (irregular) employment status with no other paid assignments.*

Scenario:

An effort report is generated for Employee A and forwarded to the DEO. Employee A is on leave from their assignment.

The effort report will **bypass** the employee approval and be routed directly to all Task Managers. Once all Task Managers and delegated responsible person certify the document, it will complete the approval process and be marked as certified.



**Effort report will bypass employees with an 04 employment status as long as the employee has no additional assignments with a different employment status. Employees in multiple effort report eligible employment statuses will receive an effort report.*

Effort Reporting
Workflow
(reports generated on or after 01/22/2006)

The workflow for Faculty effort reports is as follows:

Once the effort report is generated, it is forwarded to the Department Effort Officer (DEO). The DEO may choose to close, forward or reassign the document. Once the document is forwarded, it appears in the faculty member's personal worklist as a notification. The faculty member may certify, reject, or reassign the document. Once the faculty member certifies the effort report, it will complete the approval process and be marked as certified.

