

Effort Reporting
Workflow
(reports generated on or after 05/21/2004)

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.



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.

