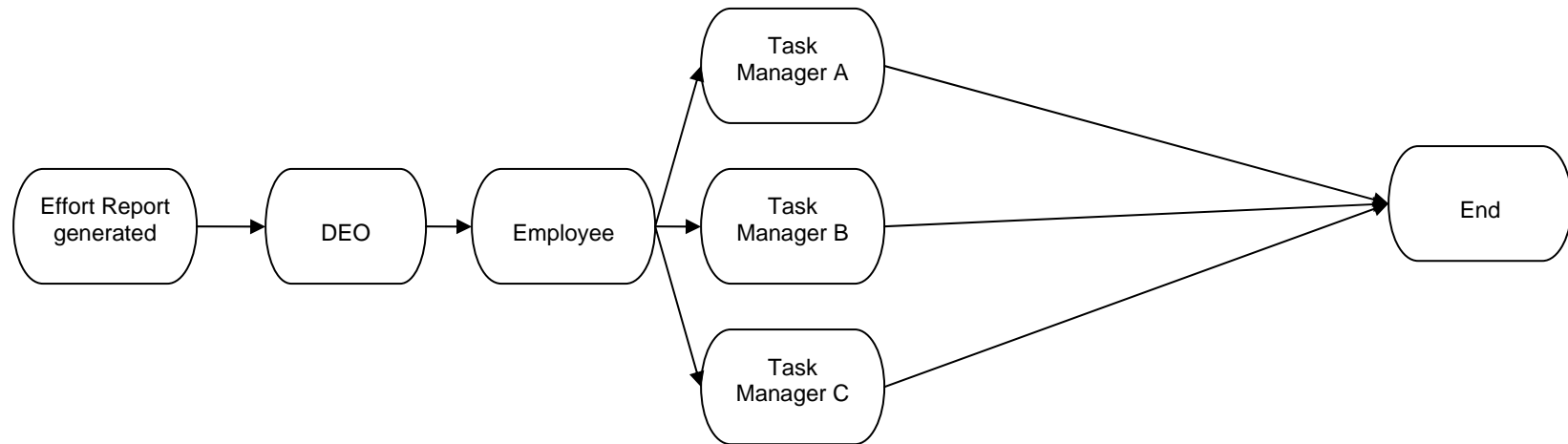


**Effort Reporting**  
**Workflow**  
**(reports generated on or after 09/17/2005)**

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.

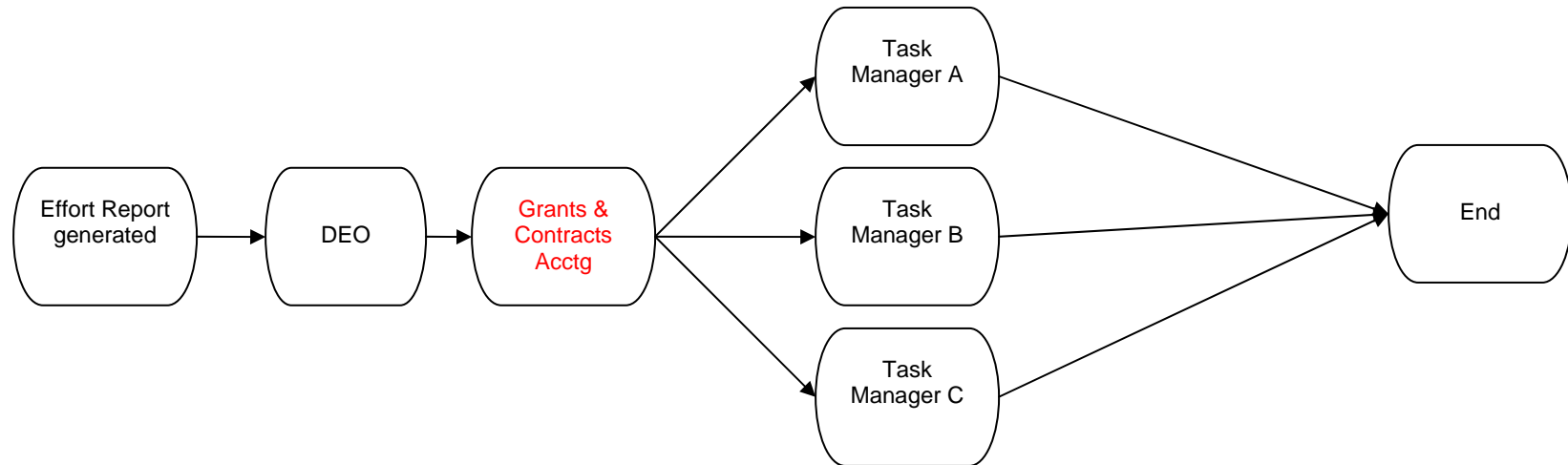


**Effort Reporting**  
**Workflow**  
**(reports generated on or after 09/17/2005)**

**Scenario:**

**An effort report is generated for Employee A and forwarded to the DEO. Employee A terminates before the effort report is forwarded by the DEO.**

The effort report will follow the same approval path as mentioned above except that the document will be routed to Grants & Contracts Accounting rather than the employee. Grants & Contracts Accounting will reassign the document to the top task manager for certification. Once all Task Managers and delegated responsible person certify the document, it will complete the approval process and be marked as certified.

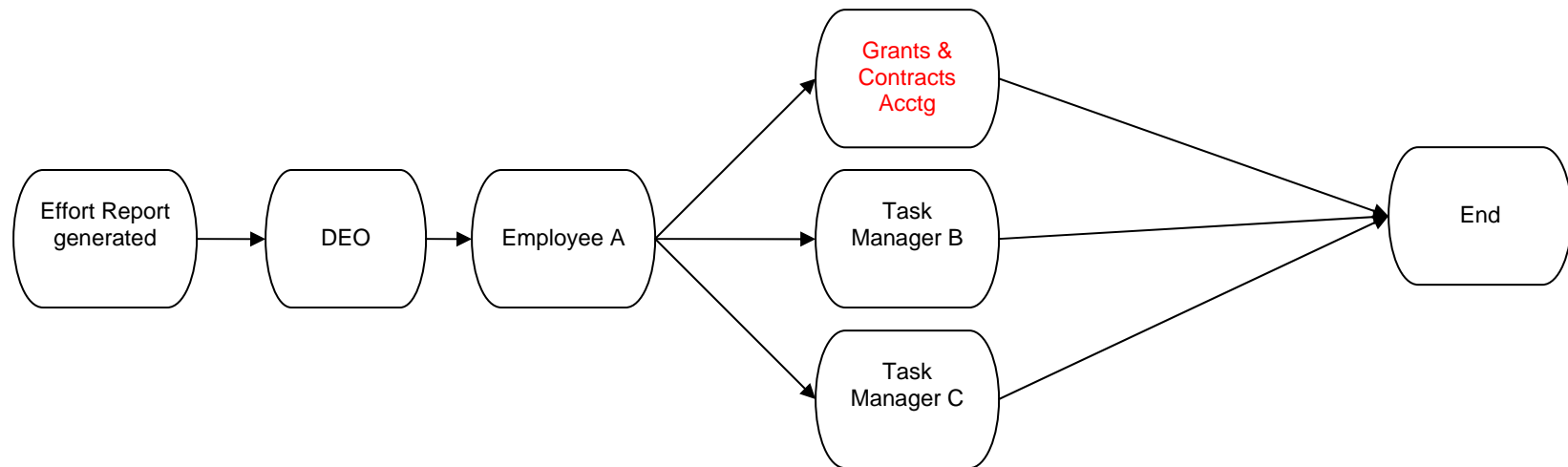


**Effort Reporting**  
**Workflow**  
**(reports generated on or after 09/17/2005)**

**Scenario:**

**An effort report is generated and forwarded to the DEO. The employee forwards the report. One of the Task Managers has terminated.**

The effort report will follow the same approval path as mentioned above except that the document will be routed to Grants & Contracts Accounting simultaneously with the other Task Managers. Grants & Contracts Accounting reassign the document to the supervisor (i.e. Director, Chair or Dean) for certification. Once all Task Managers and delegated responsible person certify the document, it will complete the approval process and be marked as certified.



**Effort Reporting**  
**Workflow**  
**(reports generated on or after 09/17/2005)**

**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.

