

Effort Reporting Documentation
Notification Action Buttons Defined

Effort reports follow the designated approval path (i.e. workflow) as notifications in the employee's worklist. The notification requires each approver to select the appropriate action. The action buttons on the notification are dependent on the approver's role in certifying effort reports. The result of selecting specific actions determines the status of the effort report.

Department Effort Officer (DEO)

Action Button	Explanation
CLOSE	The DEO may elect to close the effort report if it is determined that the information is not correct and additional documents may need to be processed (i.e. salary reclass) Selecting Close changes the status of the effort report to REJECTED and a new effort report is generated.
FORWARD	The DEO forwards the effort report indicating that no additional process is required. The effort report status is ACCEPTED .
REASSIGN	The DEO may elect to reassign the effort report to a third party. By selecting Reassign, the DEO is transferring the rights of the document to a third party who may then elect to Close, Forward, or Reassign the document.

Non-Faculty Employee

Action Button	Explanation
APPROVE	The Non-Faculty employee approves the effort report if he/she determines that the information is correct. The document status remains ACCEPTED . The document then continues to the Top Task Manager(s) worklist for certification.
REJECT	The Non-Faculty employee may reject the effort report if he/she determines that the information is incorrect and documents need to be processed. The effort report is then returned to the DEO's queue and a comment is required.
REASSIGN	The Non-Faculty employee may elect to reassign the effort report to a third party for review.

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Faculty Employee

Action Button	Explanation
CERTIFY	The Faculty employee certifies the effort report if he/she determines that the information is correct. The document status changes to CERTIFIED .
REJECT	The Faculty employee may reject the effort report if he/she determines that the information is incorrect and documents need to be processed. The effort report is then returned to the DEO's queue and a comment is required.
REASSIGN	The Faculty employee may elect to reassign the effort report to a third party for review.