Effort Reporting Workflow
UAB Project Employees

New or revised Effort Report delivered to the Departmental Effort Officer (DEO)

Distributions correct?
Effort Reporting Workflow
UAB Project Employees

Effort Report is **Cancelled** and new effort report is generated

New or revised Effort Report delivered to the **Departmental Effort Officer (DEO)**

**Distributions correct?**

NO
Effort Reporting Workflow
UAB Project Employees

Effort Report is *Cancelled* and new version generated based on salary reclass documents submitted

New or revised Effort Report delivered to the Departmental Effort Officer (DEO)

Salary Reclass must be prepared and submitted; Effort Report status changed to *On Hold*

Distributions correct?

NO
Effort Reporting Workflow
UAB Project Employees

- Effort Report is **Cancelled** and new version generated based on salary reclass documents submitted

- New or revised Effort Report delivered to the **Departmental Effort Officer (DEO)**

  - Distributions correct?
    - **YES** Effort Report is **Accepted** and forwarded to employee for review and certification
    - **NO**

  - Effort Report is **rejected** and FYI notification is sent to the DEO

  - Effort Report is **Rejected** and an explanation for rejecting must be given

Distributions correct?
Effort Reporting Workflow
UAB Project Employees

Effort Report is **Cancelled** and new version generated based on salary reclass documents submitted

New or revised Effort Report delivered to the Departmental Effort Officer (DEO)

Distributions correct?

Salary Reclass must be prepared and submitted; Effort Report status changed to **On Hold**

Effort Report is **Accepted** and forwarded to employee for review and certification

Distributions correct?

Effort Report is **Rejected** and an explanation for rejecting must be given

Effort Report is **Rejected** and FYI notification is sent to the DEO

Distributions correct?

YES

NO
Effort Reporting Workflow
UAB Project Employees

New or revised Effort Report delivered to the Departmental Effort Officer (DEO)

Distributions correct?

YES

Effort Report is Accepted and forwarded to employee for review and certification

Distributions correct?

YES

Effort Report is Certified
Effort Reporting Workflow
UAB Project Employees

Effort Report is **Decertified** and new version generated based on salary reclass documents submitted

New or revised Effort Report delivered to the Departmental Effort Officer (DEO)

Distributions correct?

Salary Reclass must be prepared and submitted; Effort Report status changed to **On Hold**

Effort Report is **Accepted** and forwarded to employee for review and certification

Distributions correct?

Changes after certification

Effort Report is **Certified**

Distributions correct?

YES
Effort Reporting Workflow: PI Certification

**Effort Report is Cancelled/Decertified and new version generated based on salary reclassification documents submitted**

**New or revised Effort Report delivered to the Departmental Effort Officer (DEO)**

**Salary Reclass must be prepared and submitted; Effort Report status changed to On Hold**

**Distributions correct?**

- NO: Effort Report is Rejected and an explanation for rejecting must be given
- YES: Effort Report is Rejected and FYI notification is sent to DEO

**Effort Report is Rejected and FYI notification is sent to Top Task Manager(s)**

- Effort is sent to Top Task Manager(s) for certification
- Effort Report is sent to staff employee for review

01 (regular full time) and 03 (regular part time) staff employees are "bypassed" when in a "Leave of Absence" status. 04 (irregular part time employees) are "bypassed".

**Effort Report is Certified**

- Distributions correct? (YES)
- Effort Report is sent to Top Task Manager(s) for certification

All Top Task Managers must "certify" that the reported effort accurately represents the actual effort expended on the projects listed.