

EFFORT CERTIFICATION SCHEDULE FOR FY2020

Stages of Certification					
		2020 Q1 & 2019 S03 Summer	2020 Q2 & 2020 S01 Fall	2020 Q3	2020 Q4 & 2020 S02 Spring
ITEM	eCert Email/Notifications Schedule	Jul-Sep 2019 (Qtr) & May 16 th – Aug 15 th 2019 (Summer Sem)	Oct-Dec 2019 (Qtr.) & Aug 16 th – Dec 31st 2019 (Fall Sem)	Jan- Mar 2020 (Qtr)	Apr-Jun 2020 (Qtr) & Jan 1st – May 15th 2020 (Spring Sem)
1	Notice to Preparers to begin processing Payroll Expense Transfers PETs * 14 day period for Preparers to create & process PET's so they may be included in eCert creation process	10/1/2019	1/7/2020	5/6/2020	7/21/2020
2	7 day email notification to Preparers & Reviewers of upcoming eCert period opening * Any pending PET's not finalized during this period will be cancelled upon the eCert document creation process	10/14/2019	1/20/2020	5/19/2020	8/3/2020
3	30 day email notification to Certifiers, Preparers and Reviewers (eCert Edocs are created & eCert Period Begins) * All incomplete PET's have now been cancelled & must be recreated & processed in the eCert System	10/21/2019	1/27/2020	5/26/2020	8/10/2020
4	15 day email reminder to Certifiers & Preparers (incomplete eCert documents only)	11/4/2019	2/11/2020	6/11/2020	8/26/2020
5	7 day remaining email notification to Certifiers & Preparers (incomplete eCert documents only) * Last week for Certifiers to complete all certifications for themselves, RAs or terminated employees	11/13/2019	2/19/2020	6/19/2020	9/3/2020
6	** 30 Day Certification Deadline ** (Close Certification Period)	11/20/2019	2/26/2020	6/26/2020	9/9/2020
7	Freezing of Accounts to Follow * Certifier accounts to remain frozen until eCert edoc is completed	11/21/2019	2/27/2020	6/29/2020	9/10/2020

IN 2021 FY
2021 Q1 & 2020 S03 Summer
Jul-Sep 2020 (Qtr) & May 16 th – Aug 15 th 2020 (Summer Sem)
9/29/2020
10/12/2020
10/19/2020
11/3/2020
11/11/2020
11/18/2020
11/19/2020