

EFFORT CERTIFICATION SCHEDULE FOR FY2021

KFS - Stages of Certification						
		2021 Q1 & 2020 S03 Summer	2021 Q2 & 2021 S01 Fall	2021 Q3	2021 S02 Spring	2021 Q4 & 2021 S03 Summer Part 1
ITEM	eCert Email/Notifications Schedule	Jul-Sep 2020 (Qtr) & May 16 th – Aug 15 th 2020 (Summer Sem)	Oct-Dec 2020 (Qtr.) & Aug 16 th – Dec 31st 2020 (Fall Sem)	Jan- Mar 2021 (Qtr)	Jan 1st – May 15th 2021 (Spring Sem)	Apr-Jun 2021 (Qtr) & May 16th – June 30th 2021 (Summer 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	10/1/2020	1/4/2021	4/5/2021	5/20/2021	7/6/2021
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	10/13/2020	1/11/2021	4/12/2021	5/25/2021	7/12/2021
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	10/19/2020	1/19/2021	4/19/2021	6/1/2021	7/19/2021
4	15 day email reminder to Certifiers & Preparers (incomplete eCert documents only)	11/4/2020	2/3/2021	5/4/2021	6/16/2021	8/3/2021
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	11/12/2020	2/11/2021	5/12/2021	6/23/2021	8/11/2021
6	** 30 Day Certification Deadline ** (Close Certification Period)	11/18/2020	2/18/2021	5/19/2021	6/30/2021	8/18/2021
7	Freezing of Accounts to Follow * Certifer accounts to remain frozen until eCert edoc is completed	11/19/2020	2/19/2021	5/20/2021	7/1/2021	8/19/2021