

Workday Stages of Effort Certification

Effort Certification Schedule for FY2022

Item	eCert Email/Notifications Schedule	2022 Q01 & 2021 S03 Summer Part 2	2022 Q02 & 2022 S01 Fall	2022 Q03
		Jul-Sep 2021 (Qtr) & Jul 1th – Aug 15 th 2021 (Summer Sem)	Oct-Dec 2021 (Qtr.) & Aug 16th – Dec 31st 2021 (Fall Sem)	Jan- Mar 2022 (Qtr)
1	14 day Email Notification to Reviewers to complete all outstanding Payroll Accounting Adjustments (PAA). * 14 day period for Reviewers to create & process PAAs so they may be included in eCert creation process	1/4/2022	4/5/2022	7/7/2022
2	7 day Email Notification to Reviewers to complete all outstanding Payroll Accounting Adjustments (PAA). * Any pending PAAs not finalized during this period will be cancelled upon the eCert document creation process	1/11/2022	4/12/2022	7/14/2022
3	Effort Certification Create Date/(eCert Edocs are now available to be prepared). * You have 14 days to take to action on all effort documents prior to period opening. Note: If action is not taken the effort document will not be available for the PI to certify during the upcoming 30 day certification period. * All incomplete PET's have now been cancelled & must be recreated & processed in the eCert System	1/19/2022	4/19/2022	7/25/2022
4	30 day effort certification period opens. (Prepared eCert Edocs are eligible to be certified. Outstanding prepared eDocs must first be completed before Certifier can take action.)	2/2/2022	5/3/2022	8/8/2022
5	15 day remaining in the effort certification period. (Please prepare and complete all outstanding effort documents.)	2/17/2022	5/18/2022	8/24/2022
6	7 day remaining in the effort certification period. (Final Notice - Please complete all outstanding effort documents.) * Last week for Certifiers to complete all certifications for themselves, RAs or terminated employees	2/24/2022	5/25/2022	91/1/2022
7	** 30 Day Certification Deadline ** (Close Certification Period) All incomplete effort certification documents are now frozen. (Account Freeze)	3/3/2022	6/1/2022	9/7/2022
8	* Certifier accounts to remain frozen until eCert edoc is completed.	3/4/2022	6/2/2022	9/8/2022

Item	Description	2022 Q04 & 2022 S02 Spring
		Apr-Jun 2022 (Qtr) & Jan 1st – May 15th 2022 (Spring Sem)
1	14-day Email Notification to Reviewers to complete all outstanding Payroll Accounting Adjustments (PAA). * 14 day period for Reviewers to create & process PAAs so they may be included in eCert creation process	9/26/2022
2	7 day Email Notification to Reviewers to complete all outstanding Payroll Accounting Adjustments (PAA). * Any pending PAAs not finalized during this period will be cancelled upon the eCert document creation process	10/3/2022
1	Effort Certification Process Kick-Off Notification to Reviewers. Notice that effort certification documents (ECD's) will be created on following day. Reminder to complete all outstanding Payroll Accounting Adjustments (PAA's). * Any pending PAA(s), associated to this upcoming effort period, that have not been finalized in Workday will be cancelled upon the eCert document creation process.	10/10/2022
2	Effort Certification Document Creation Date. ECD's are now available in Reviewers Workday Inbox to be prepared. * Incomplete PAA's have now been systematically cancelled. If applicable, all effort changes must now be made directly on the ECD. These changes will then generate a PAA, for further processing, once the ECD has been finalized.	10/11/2022
3	7-Day Period Opening Reminder - OFA Email Notification to Reviewers. All outstanding ECD's must be completed prior to opening of the official 30-day certification period. * If Reviewer action is not taken by the official 30-day certification period, the ECD will be systematically sent to the Certifier. Once sent, only the Certifier has access to the ECD. If the Reviewer needs to make additional changes, the Certifier must return the ECD back to the Reviewer.	10/18/2022
4	** 30-DAY EFFORT CERTIFICATION PERIOD OPENS ** Notification to Certifiers and Reviewers: All ECDs, regardless of Reviewer action, are sent to the Certifier(s) for certification. *** All ECDs, regardless of Reviewer action, are sent to the Certifier(s) for certification**	10/25/2022
5	15-day remaining in the effort certification period. (Please prepare and complete all outstanding effort documents.)	11/9/2022
5	7-Day Period Closing Reminder - OFA Email Notification to Certifiers and Reviewers. 7-days remaining in the effort certification period, please complete all outstanding ECD's by 30-day certification deadline date.	11/16/2022
6	** 30-DAY EFFORT CERTIFICATION DEADLINE **	11/23/2022
7	**ACCOUNT FREEZE** * All accounts associated with incomplete effort certification documents are now frozen. Accounts will remain frozen until all individuals being paid from said account(s) have certified their ECD(s).	11/24/2022

IN 2023 FY	
2023 Q01 & 2022 S03 Summer	
Jul-Sep 2022 (Qtr) & May 16th – Aug 15th 2022 (Summer Sem)	
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-	-
1/16/2023	1/16/2023
1/17/2023	1/17/2023
1/25/2023	1/25/2023
2/1/2023	2/1/2023
-	-
2/24/2022	2/24/2022
3/2/2023	3/2/2023
3/3/2023	3/3/2023