

# Effort Certification Schedule

Email Notices & Important Dates		FY2022 S03 Summer & FY2023 Q01	FY2023 S01 Fall & FY2023 Q02/Q03	FY2023 S02 Spring & FY2023 Q04	FY2023 S03 Summer & FY2024 Q01
		May 16th – Aug 15th 2022 (Summer Sem) & Jul-Sep 2022 (Qtr)	Aug 16th – Dec 31st 2022 (Fall Sem) & Oct 2022 - Mar 2023 (Qtr)	Jan 1st – May 15th 2023 (Spring Sem) & Apr-Jun 2023 (Qtr)	May 16th – Aug 15th 2023 (Summer Sem) & Jul-Sep 2023 (Qtr)
1	<p><b>Effort Certification Process Kick-Off - OFA email notification to Reviewers.</b> Effort certification documents (ECD's) will be created on following day. Reminder to complete all outstanding Payroll Accounting Adjustments (PAA's).</p> <p><i>* 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.</i></p>	1/9/2023	4/3/2023	7/24/2023	10/2/2023
2	<p><b>Effort Certification Document Creation Date</b> ECD's are now available in Reviewers Workday Inbox to be prepared.</p> <p><i>* Incomplete PAA's have now been systematically cancelled. If applicable, all effort changes must now be made directly on the ECD. If a change in effort is made a new PAA will be automatically generated, for further processing, once the ECD has been finalized.</i></p>	1/10/2023	4/4/2023	7/25/2023	10/3/2023
3	<p><b>7-Day Period Opening Reminder - OFA email notification to Reviewers.</b> All outstanding ECD's must be completed and approved prior to opening of the official 30-day certification period.</p> <p><i>* If Reviewer action is not taken by the start of 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.</i></p>	1/17/2023	4/11/2023	8/1/2023	10/7/2023
4	<p><b>** 30-DAY EFFORT CERTIFICATION PERIOD OPENS ** OFA email notification to Certifiers and Reviewers.</b></p> <p><i>*All ECDs, regardless of Reviewer action, are sent to the Certifier(s) for certification.</i></p>	1/24/2023	4/18/2023	8/8/2023	10/17/2023
5	<p><b>7-Day Period Closing Reminder - OFA Email Notification to Certifiers and Reviewers.</b> 7-days remaining in the effort certification period, please complete all outstanding ECD's by 30-day certification deadline date.</p>	2/16/2023	5/11/2023	8/31/2023	11/9/2023
6	<p><b>** 30-DAY EFFORT CERTIFICATION DEADLINE **</b></p>	2/23/2023	5/18/2023	9/7/2023	11/16/2023
7	<p><b>**ACCOUNT FREEZE**</b></p> <p><i>* Grants associated with non-certified document(s) will be placed on a hold status where new financial transactions will not be allowed until such time that the document(s) have been certified.</i></p>	2/24/2023	5/19/2023	9/8/2023	11/17/2023