

Effort Certification Schedule

Email Notices & Important Dates		2025 S01 Fall & 2025 Q02	2025 Q03	2025 S02 Spring & 2025 Q04	2025 S03 Summer & 2026 Q01
		Aug 16th – Dec 31st 2024 (Fall Sem) & Oct-Dec 2024 (Qtr)	Jan - Mar 2025 (Qtr)	Jan 1st – May 15th 2025 (Spring Sem) & Apr-Jun 2025 (Qtr)	May 16th – Aug 15th 2025 (Summer Sem) & Jul-Sep 2025 (Qtr)
1	<p>Effort Certification Process Kick-Off - OFA email notification to Reviewers. 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>	1/27/2025	4/28/2025	7/28/2025	10/27/2025
2	<p>Effort Certification Document Creation Date 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>	1/28/2025	4/29/2025	7/29/2025	10/28/2025
3	<p>7-Day Period Opening Reminder - OFA email notification to Reviewers. 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>	2/4/2025	5/6/2025	8/5/2025	11/4/2025
4	<p>** 30-DAY EFFORT CERTIFICATION PERIOD OPENS ** OFA email notification to Certifiers and Reviewers.</p> <p><i>*All ECDs, regardless of Reviewer action, are sent to the Certifier(s) for certification.</i></p>	2/11/2025	5/13/2025	8/12/2025	11/11/2025
5	<p>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.</p>	3/6/2025	6/5/2025	9/4/2025	12/4/2025
6	<p>** 30-DAY EFFORT CERTIFICATION DEADLINE **</p>	3/13/2025	6/12/2025	9/11/2025	12/11/2025
7	<p>**ACCOUNT FREEZE**</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>	3/14/2025	6/13/2025	9/12/2025	12/12/2025