













## Effort Statement Statuses

Icon	Status	Definition
<b>Most Common Statuses</b>		
	Building, Not Ready for Certification	An effort statement is being created for the current effort reporting period of performance. Salary expenditures will be applied to applicable awards each pay period.
	Ready to be Certified	The effort statement is ready for review and certification. Effort statements move to this status when the certification period begins and the statement requires certification.
	Certified, Ready for Administrator Review	The effort statement was certified with a note and/or attachment. The effort reporting administrator needs to review the effort statement.
	Certified	The effort statement was certified and the certification process is complete. <b>Note:</b> Effort statements requiring administrator review will automatically update to this status once that review is finished.
	Automatically Processed	The effort statement was automatically processed by <b>ecrt</b> because the individual did not have effort on federal or federal flow-through awards. <b>Note:</b> Effort statements for nonexempt employees will be automatically processed until such time as they use <b>ecrt</b> to certify effort.
<b>Additional Statuses</b>		
	Certified, Distribution Adjustment Ready for Administrator Review	A distribution adjustment was created that impacts a certified effort statement. The effort reporting administrator will review the payroll transaction and contact the certifier if necessary.
	Manually Certified, Ready for Administrator Review	Due to extenuating circumstances a hard copy of the effort statement was signed by the certifier. The effort reporting administrator needs to record that in <b>ecrt</b> .
	Manually Certified	The effort statement was manually certified, recorded in <b>ecrt</b> , and the certification process is now complete. <b>Note:</b> Manually certified effort statements requiring administrator review will automatically update to this status once that review is finished.
 with a blinking dollar sign	Manually Certified, Distribution Adjustment Ready for Administrator Review	The effort statement was manually certified but an additional payroll transaction occurred that impacts the statement. The effort reporting administrator will review the payroll transaction and contact the certifier if necessary.
	No Certification Required, Ready for Administrator Review	The effort statement did not require certification because the individual had charges on federal/ federal flow-through awards that netted to zero <b>and</b> effort on nonfederal/nonsponsored awards. The effort reporting administrator needs to review the effort statement.
	No Certification Required	The effort statement did not require certification because the individual had charges on federal/ federal flow-through awards that netted to zero <b>and</b> effort on nonfederal/nonsponsored awards. <b>Note:</b> No certification required effort statements requiring administrator review will automatically update to this status once that review is finished.
 with a blinking dollar sign	No Certification Required, Distribution Adjustment Ready for Administrator Review	The effort statement did not require certification but an additional payroll transaction occurred that impacts the statement. The effort reporting administrator will review the payroll transaction.