Run the "Certification Status Report" to Monitor Effort Certifications

Purpose
The "Certification Status" report is used to monitor the progress of effort statement certifications and to identify statements that require certification.

Frequency
Run this report monthly during the year – you might want to coordinate running this report with your monthly SUNY IFR processing.

Note
On the first day of the campus certification period automatic processes are run in **ecrt** so that:

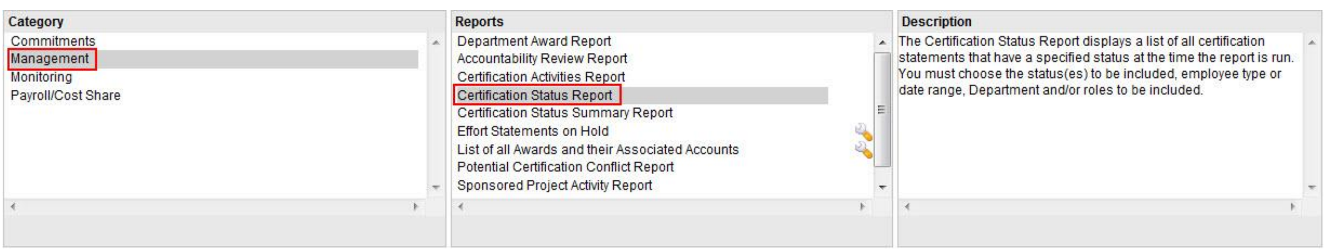
- Statements with federal, federal flow-through, state or state flow-through effort will change to a "Ready to be Certified" status and a system-generated e-mail will be sent automatically to individuals required to certify effort.
- Statements with 100 percent nonfederal or nonsponsored effort (or some combination thereof) will change to an "Automatically Processed" status.

Roles with Access
Primary Effort Coordinators, Effort Coordinators

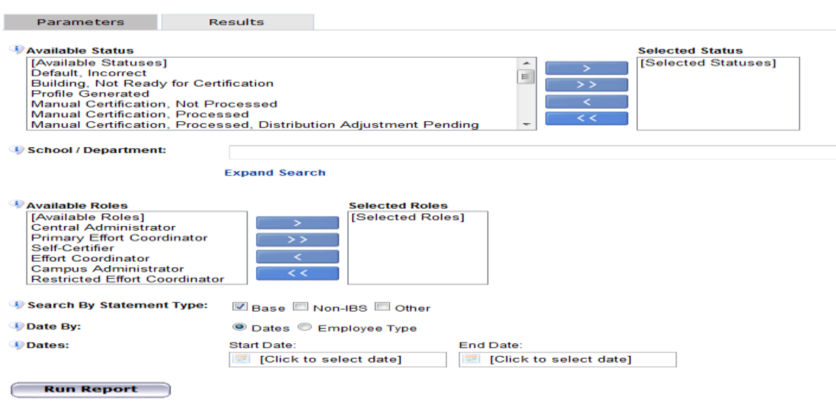
ecrt Report Category
Management

Run the "Certification Status Report"

1. Click **Certification Status Report** in the **Reports** column.



2. Parameter options appear below:



3. Enter the following fields:

<table>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>Available Status</td><td>1. Click one of the statuses from the below list to select it.
For Example: Click Ready to Be Certified in the Available Status column to select it.
2. Click the single right arrow (>) to move that status to the Selected Status box.
3. Repeat steps 1 and 2 until all of the below statuses appear in the Selected Status box.
Note: You can add as many statuses as you want to the Selected Status box.

Run the report using these statuses:
• Manual Certification, Processed, Distribution Adjustment Pending
• No Certification Required, Processed, Distribution Adjustment Pending
• Ready to be Certified
• Certified, Ready for Administrator Review
• Certified (optional)
• Certified, Finalized, Distribution Adjustment Pending
• Not Certified, Not Finalized, Re-Opened
• Not Certified, Not Finalized, Re-opened by Distribution Adjustment Reconciliation

Why use statuses other than Ready to be Certified?

Distribution Adjustment Pending or Administrator Review Statuses:
• These statuses indicate that the primary effort coordinator needs to process an effort task.
• Process the effort task to get the statement out of this status.
• Completing the administrator review effort task will complete the certification process.
• For distribution adjustment pending, completing the payroll reconciliation effort task will either:
○ Post the payroll without re-opening the statement for distribution adjustments that are less than 5% - no further action needed.
○ Post the payroll and re-open the statement for distribution adjustments that are 5% or more – this will require the statement to be recertified.
• If you do not have a corresponding effort task, send an e-mail to effort@rfsuny.org.

Certified Status:
• This is optional.
• If you want to see the certified statements, we recommend that you run a separate Certification Status report to get just the certified statements.

Re-opened Statuses:
• These statements require certification.</td></tr>
<tr><td>School / Department:</td><td>Do not select any values for this field to return results for the entire campus.

If you want results just for a specific department, you may start typing the department name to choose it.</td></tr>
<tr><td>Available Roles</td><td>Do not select any values for this field.</td></tr>
<tr><td>Search By Statement Type:</td><td>Click the Base checkbox to select it.
• Base refers to an individual’s institutional base salary (IBS) effort statement.
• Non-IBS and Other refers to salary expenditures that the RF does not include on effort statements, e.g., extra service, vacation pay, severance, etc.</td></tr>
<tr><td>Date By:</td><td>Click the Dates radio button to select it.</td></tr>
</table>

<table>
<tr><th>Field</th><th>Action</th></tr>
<tr><td>Dates:</td><td>
You can run this report for a specific period of performance, e.g., spring 2015, or for a whole year or longer.
To run the report for a specific period of performance:

Click in the box under Start Date: to select the start date of the effort reporting period, e.g., the start date for the spring 2013 effort reporting period of performance:
<ol type="a">
A pop-up calendar opens.
Select the month from the month drop-down menu.
Select the year from the year drop-down menu.
Click the date on the calendar.

Click in the box under End Date: to select the end date of the effort reporting period, e.g., the end date for the spring 2013 effort reporting period of performance:
<ol type="a">
A pop-up calendar opens.
Select the month from the month drop-down menu.
Select the year from the year drop-down menu.
Click the date on the calendar.

To run the report for a longer time period:

For a calendar year: Enter January 1, XXXX in the Start Date field and December 31, XXXX in the End Date field (where XXXX indicates the year for which you want results).
To check statements from when we started using ECRT: Enter January 1, 2013 in the Start Date field and select the current date for the End Date field.

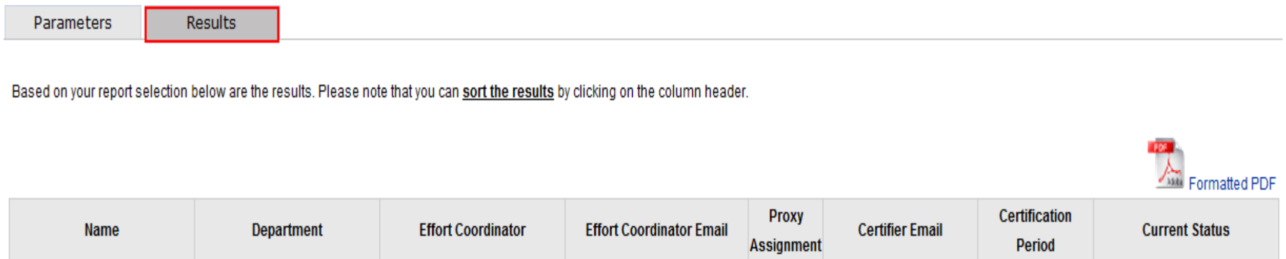
We recommend you do this at least once to make sure you don’t have statements stuck in a distribution adjustment pending status without a corresponding effort task.

Alternatively, you can run the report for any dates you want.

</td></tr>
</table>

4. Click **Run Report**.

5. The report results are displayed:



6. Click **Excel** in the lower right corner to export the report results and save them.
7. Save the final report in your campus records.

Query Results

Field	Description
Name	The last and first name of the person whose effort statement requires certification.
Department	The primary department of the person whose effort statement requires certification.
Effort Coordinator	The person responsible for coordination between the campus research or sponsored programs office and faculty/research staff in the departments to facilitate administration of the effort commitment, charging and certification process.
Effort Coordinator Email	The effort coordinator’s e-mail address.
Proxy Assignment	The first and last name of the person who is assigned to be a proxy certifier for the person listed. This field will display **N/A** if there is no assigned proxy.
Certifier Email	The e-mail address of the person whose effort statement requires certification.
Certification Period	The timeframe included on the person’s effort statement, i.e., the effort reporting period of performance
Current Status	The current status of the effort statement. For effort statement status descriptions refer to the “Effort Statement Statuses” guidance document.