

Effort Certification Instructions

Effort Certification is a Federal requirement for all classified and unclassified employees with a portion (or 100%) of their salary paid by a grant. Failure to properly and timely document effort will result in disallowance of expenditures and forfeiture of Federal or other grant funds.

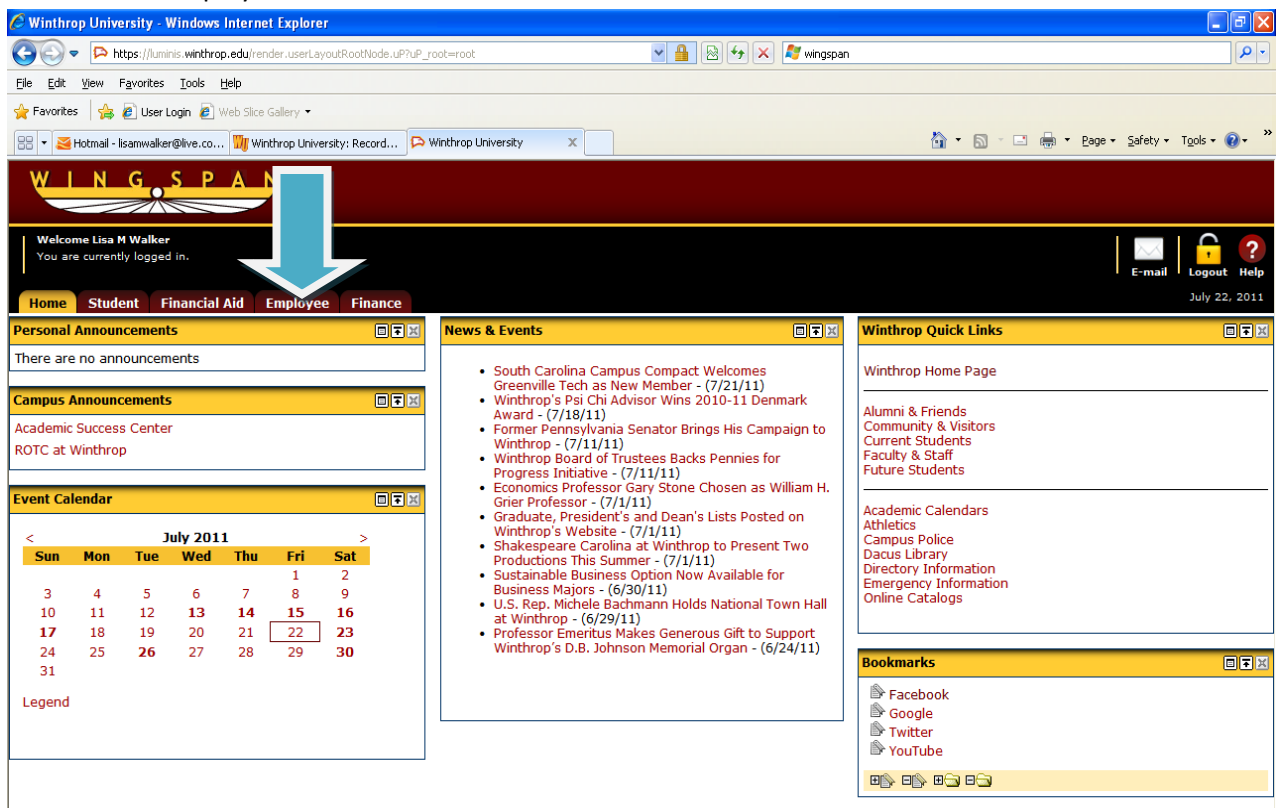
Effort Certification Reports are generated and monitored by the Sponsored Programs and Research Office (SPAR). Teresa Justice, Director coordinates Effort Certification Reporting and may be reached by phone at 323-2460 or via email at juslicet@winthrop.edu.

The SPAR Office will send an e-mail notification that your Effort Certification Report is available for certification.

You will have **20 days** to certify your effort or request a modification to the effort distribution shown on the report. After 20 days, if your effort has not been certified, the SPAR Office, will notify the Principle Investigator, and your Department Head that your Effort Certification report is outstanding. If the Effort Certification Report is not certified by the end of 40 days, the SPAR Office will work in conjunction with the Dean, Department Chair and Principal Investigator to ensure that the report is completed.

Steps to Certify Your Effort

1. Log in to Wingspan <https://wingspan.winthrop.edu>
2. Click on the "Employee" Tab



The screenshot shows a Windows Internet Explorer browser window displaying the Winthrop University Wingspan website. The address bar shows the URL https://luminis.winthrop.edu/render.userLayoutRootNode.uP?uP_root=root. The page header includes the Winthrop University logo and the text "Welcome Lisa M Walker You are currently logged in." Below the header is a navigation menu with tabs for Home, Student, Financial Aid, Employee, and Finance. The "Employee" tab is highlighted with a blue arrow. The main content area is divided into three columns: Personal Announcements, Campus Announcements, Event Calendar, News & Events, Winthrop Quick Links, and Bookmarks. The Event Calendar shows the month of July 2011, with the date 22 highlighted. The News & Events section lists several recent news items, including the South Carolina Campus Compact Welcomes Greenville Tech as New Member (7/21/11) and Winthrop's Psi Chi Advisor Wins 2010-11 Denmark Award (7/18/11).

3. Click on the "Employee Detail Menu" Link

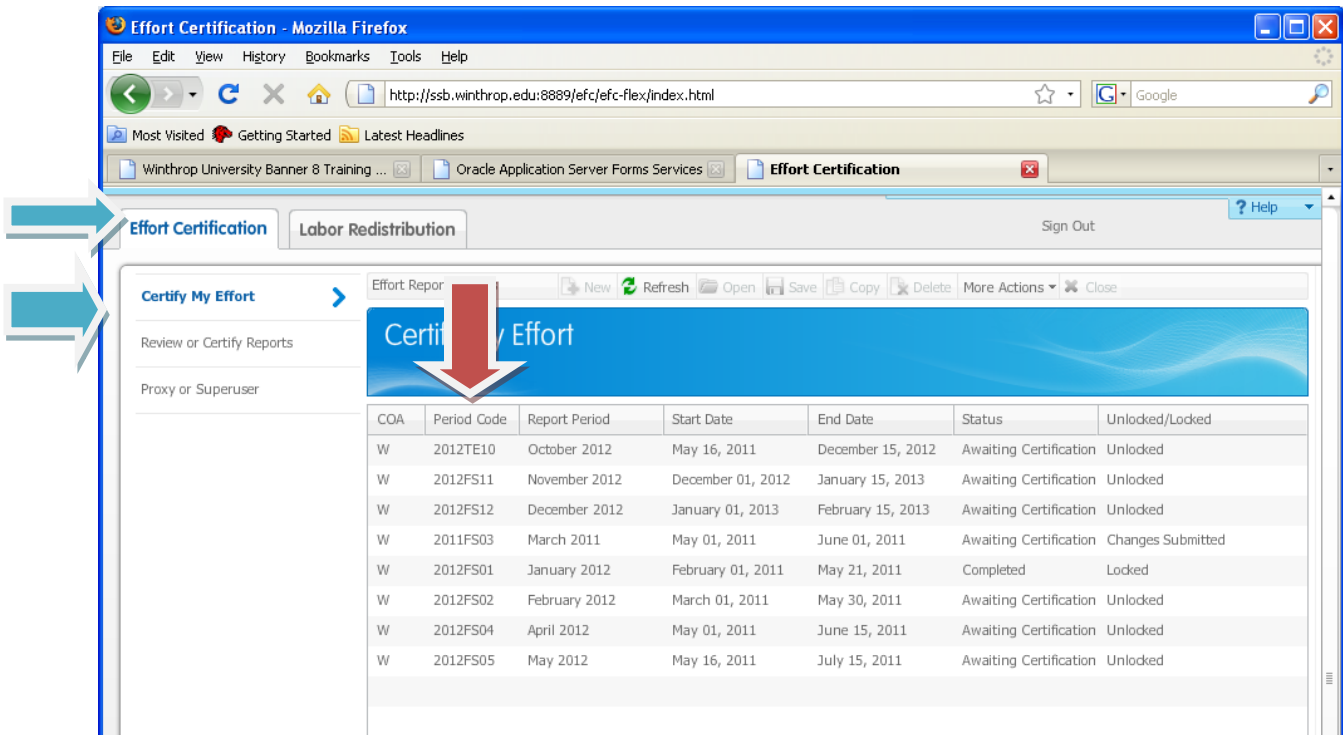
The screenshot shows the Winthrop University WINGSpan portal. The user is logged in as Lisa M Walker. The navigation menu includes Home, Student, Financial Aid, Employee, and Finance. The Employee menu is selected, and a sub-menu is displayed with the following options: Time Approval, Time Reporting (Time Sheet), Employee Information, and Employee Quick Links. A blue arrow points to the "Employee Information" link, which includes sub-links for Site Map, Employee Detail Menu, and Personal Information Menu. Other visible links include Direct Deposit, Job Details, Leave Details, and Pay Stub. The Employee Quick Links section includes Winthrop Home Page, Benefits, Employee Forms, Human Resources, Online I9 Inquiry, PAF System, Payroll, and Sponsored Programs & Research. The Faculty / Employee Applications section includes Faculty Forum, Name Change Request, Online I9 inquiry system, Organization, General Web and Email Request System, Parking Permit Application, Photo ID, and WU Alert Registration.

4. If a Security Warning pops up then select "No"

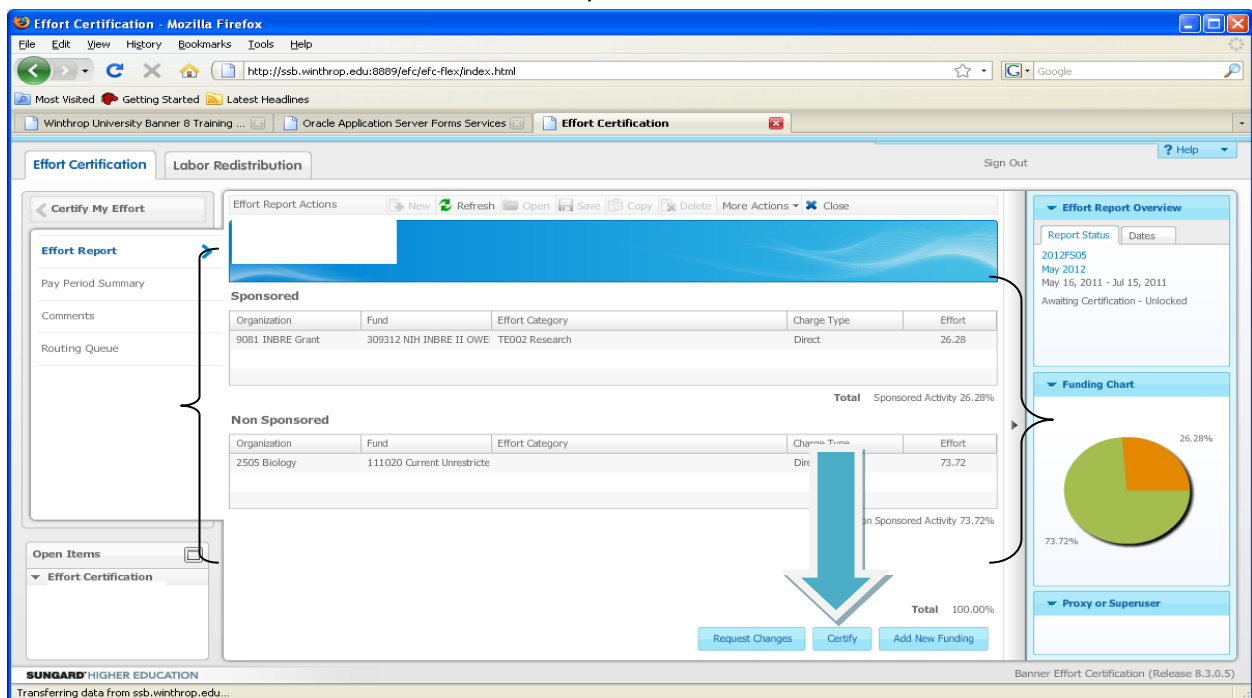
5. Click on the "Effort Certification" Link

The screenshot shows the Winthrop University WINGSpan portal with the Employee Detail menu selected. The navigation menu includes Personal Information, Student, Financial Aid, Employee Detail, and Finance. The Employee Detail menu is expanded, and a sub-menu is displayed with the following options: Time Sheet, Leave Report, Pay Information, Direct deposit allocation, earnings and deductions history, or pay stubs, Tax Forms, W4 information, W2 Form, Jobs Summary, Leave Balances, and Effort Certification. A blue arrow points to the "Effort Certification" link, which includes the text "Allows faculty and sta... and administrative staff to review and certify effort for others." The page also includes a search bar, a "Go" button, and links for RETURN TO MENU, SITE MAP, and HELP. The version number "RELEASE: 8.4.1" is displayed at the bottom.

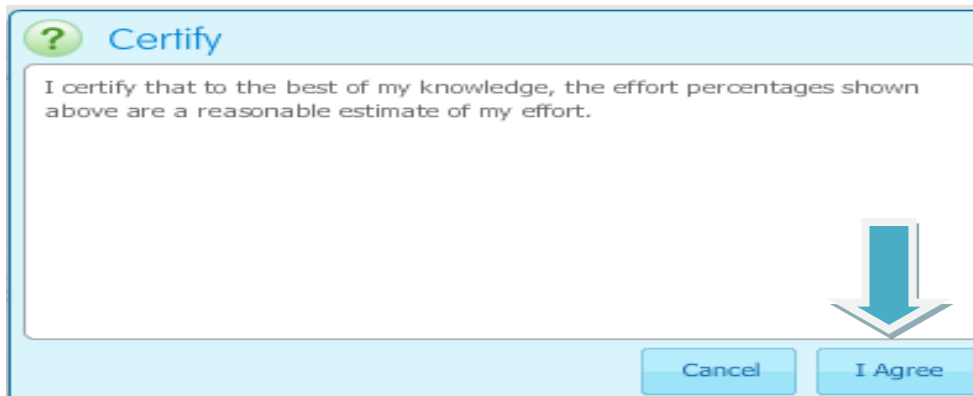
- The report periods that are currently available to view will show on “Effort Certification” Tab under the “Certify My Effort” link
- Double click on the “Period Code” you want to certify



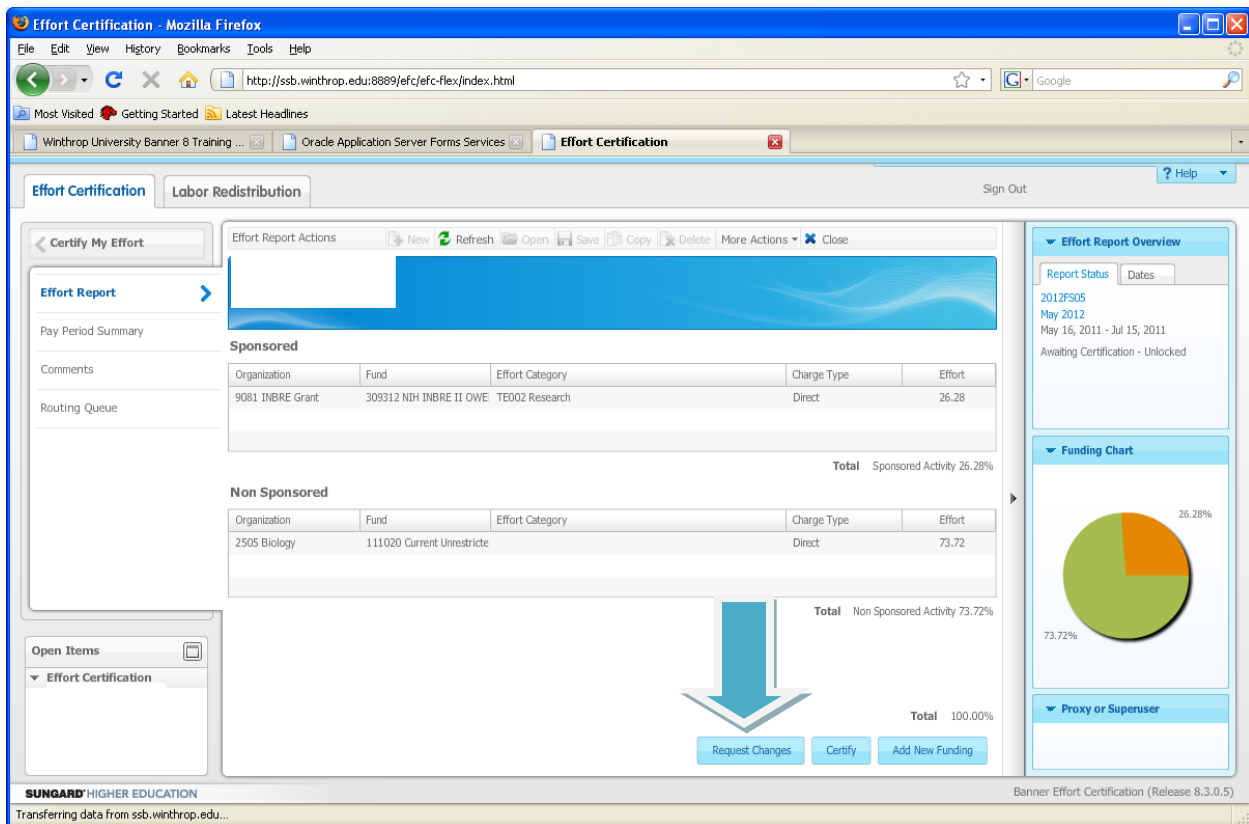
- Review your effort distribution
- If the distribution is **correct** then click the “Certify” button



- The certify statement window will open
- Click the “I agree” button



12. If the distribution is **not correct** then “Request Changes”



13. This will create a new message from your e-mail. Send the e-mail to the SPAR Office (spar@winthrop.edu) with your correct funding distribution. SPAR will contact the PI and/or Department Head to verify the distribution and will make the necessary changes in BANNER. You will receive an email notification when the Effort Certification Report has been modified and is ready for you to certify.

14. Once you have certified the Effort Certification Report it will remain on your list with a status of “Completed.” The Effort Certification Report will also be “locked” meaning that no changes can be made to the report. If you have certified the report in error, you will need to contact the SPAR Office to have the Effort Certification Report “unlocked” and available for modification.

If you have any questions concerning this process, please contact Teresa Justice in the SPAR Office at 803-323-2460 or via email at justicet@winthrop.edu .