

## KFS Effort Certifications Instructions

The annual Effort Certifications (ECs) are now available in KFS. The Principal Investigator (PI) / KFS Account Supervisor should receive an Action List Reminder email for the ECs for each UH employee receiving salaries and wages from a federal account. For employees paid on multiple accounts, the EC will require an approval from each of the PIs on the federal accounts. After the PI's approval, the EC will route to all the Fiscal Administrators (FAs) / KFS Fiscal Officers on these accounts. Please note that adjustments must be made directly on the EC. See below for specific instructions on processing adjustments and for more detailed information, refer to the Effort Reporting - Training Manual under the Training tab at <https://drive.google.com/file/d/1-pdRsvDm-y3aGsC2kQoLFmU7M-shyOHX/view?pli=1>.

### PI Instructions

For the KFS EC eDocs, the PI must review and approve the reasonableness of salaries charged for services rendered during FY2024, to each extramural account. Per AP [12.408 - Effort Reporting](#), variances of more than 5% over a long-term period (> two months) warrant an adjustment. If adjustments are not required, click on **approve**. If adjustments are required (i.e. salary amounts are not deemed reasonable based on percentage of effort), please perform the following:

1. Enter the revised salary amount in the **Salary** field and click on **recalculate**.
2. If account to be charged is not listed, add account information in the "Add New Detail Line" section by completing the **Chart**, **Account Number** and **Salary** fields and clicking on **add**. If Error message indicates that account has expired, please verify that it is the correct account and click on the **Expired Override** box. (Note: The grand total effort percentage must equal 100% so salary amounts may need to be adjusted due to rounding issues.) Enter a brief explanation for the revision on the **Notes and Attachments** tab and click on **add**.
3. Approve the EC with the revised amounts.

### FA Instructions

The FA should ensure that documentation on file (i.e. PNF) agrees with the EC or information provided by the PI. If supporting documentation agrees, click on **approve**.

If PI has made adjustments perform the following:

1. Open the EC and click on **approve**. The following message will appear: "The related Effort Certification Salary Transfer (ECST) document does not exist. Do you want to create it?" Click **yes**. (The ECST functions like a regular Salary Transfer (ST), but is automatically generated when changes are made to the EC.)

2. The eDoc# for the related ECST generated from the changes to the EC will be shown just above the 'Notes and Attachments' tab. Click on the ECST eDoc# from the EC and update amounts to reflect changes made to the EC. Complete Error Certification tab. **Save** the ECST and return back to the EC.
3. If no further changes to the EC are required, click on **approve**.
4. UH ORS Compliance group will be the final approver on the EC if any changes are made.
5. If ECSTs are generated, FAs reflected on the accounts on the ECST will receive the ECST in their action list and must 'Acknowledge' in order to finalize the ECST.

## Timeline

The ECs should be reviewed and approved by all individuals shown on the pending and future action requests by **Monday, September 16, 2024**. ORS Financial Compliance will be monitoring the completion and sending out periodic reminders in order to ensure that all extramural accounts have been certified in accordance with federal regulations and UH policies and procedures. Outstanding ECs may be escalated to the attention of the appropriate Dean / Director or may result in the suspension of account activity. Please contact ORS Financial Compliance ([orscomp@hawaii.edu](mailto:orscomp@hawaii.edu)) for any questions or issues that arise.