

# Effort Reporting Procedures - End of Term Process

## Graduate students (i.e. GSI, GSRA, GSSI) certify effort for the term.

The Cost Reimbursement Office of Financial Operations will initiate an email to all graduate students required to certify in March, July and November of each year. Employee reads the education material and completes a mandatory quiz.

### Employee reviews Effort Certification Report for accuracy

(1) If report is accurate, move to step #4. (2) If you have questions with the report there is a step in the process to send an email to your HR unit administrator. Add text to the information provided expressing your question. (3) If corrections are needed, your HR unit administrator must process the changes and let you know when the changes have been processed so that you may proceed to step #4. (4) Complete the certification process by 'electronically' signing the report by accepting the document.

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### INSTRUCTIONS FOR ONLINE CERTIFICATION

NOTE: MAC users, please use Mozilla Firefox.

If you are not currently an active University employee, you cannot certify online. Please contact your University departmental administrator to process a paper report.

1. Connect to Wolverine Access at lower right on the UM home page.
2. Select EMPLOYEE BUSINESS.
3. Log in with your unqname and Kerberos password.
4. In the folder "Employment Information," select EFFORT CERTIFICATION.
5. Select the appropriate period to certify or re-certify.
6. Read the education material and answer the three questions correctly.
7. Click COMPLETE to move to the next screen.
8. If your report reasonably reflects your effort for the time specified, click YES to move to the next screen. If you agree with the statement, click OK to submit your report. You have now certified your effort for the specified period. Click RETURN. Notice that the screen now reads CERTIFIED for the period.
9. If you are not sure if your report reasonably reflects your effort, click NO. The system will automatically create an email to your administrative contact. Please add text to the email stating your concerns and click SEND. Your administrator will contact you for further information.
10. Log out completely.

Please direct questions about certifying your effort to your departmental administrator.

Please direct system access or performance questions to the MAIS/ITS helpdesk at 734-936-7000 or at [maishelpdesk@umich.edu](mailto:maishelpdesk@umich.edu).

Detailed information about Effort Reporting is available on Financial Operations' web site: <https://www.finops.umich.edu/> You must log in with your unqname and Kerberos password. At left, choose "Sponsored Programs," then "Effort Reporting."