Effort Certification System Overview

**REQUIREMENT**
Federal regulations require that specified employees' activity be periodically reported and certified (Office of Management and Budget Circular A-21).

**APPLICABILITY**
Effort certification is required for the following WSU employees:

- Those whose earnings are charged directly (at least in part) to sponsored agreements.
- Those whose earnings include federal appropriation monies (fund 143).
- Those who contribute effort for cost sharing purposes (see *BPPM 40.36*).
- Certain employees who devote effort to departmental administration.

**Departmental Administration**
Effort Certification Reports are not required for employees who devote 100 percent of their effort to departmental administration and are completely supported by accounts in programs 01-08. Other employees who devote effort to departmental administration must complete Effort Certification Reports (see *BPPM 40.35*). All departmental administrators who contribute effort for cost sharing purposes must also complete Effort Certification Reports.

**REPORTING PERIOD**
Effort is reported and certified for all eligible employees for the following periods, which roughly correspond to academic semesters:

- **Fall**
  August 16 through December 31

- **Spring**
  January 1 through May 15

- **Summer**
  May 16 through June 30
  July 1 through August 15

**EFFORT CERTIFICATION FORMS**

- **Effort Certification Report**
  The activity of each employee paid a regular salary is reported on a separate Effort Certification Report. See *BPPM 40.35* for instructions.

- **Daily Activity Report**
  Temporary employees' effort is recorded on the Daily Activity Report used to report activity for WSU temporary employees (see *BPPM 60.61*). The number of hours worked on each project is certified twice a month by the cognizant supervisor.