

How to Review and Approve Effort Certifications

Step 1: Connect to UA VPN (if off-campus)

If you're working off-campus, you must first connect to the UA VPN:

UA VPN Access: <https://vpn.arizona.edu>

Step 2: Log in to UAccess Financials

Go to the UAccess Financials login page: <https://financials.uaccess.arizona.edu/kfs/>

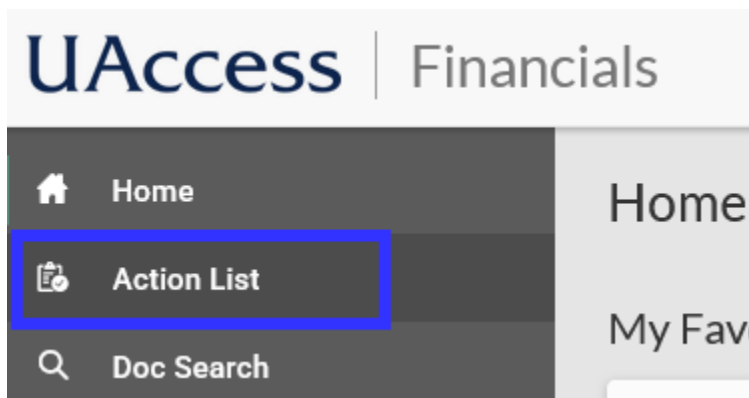
Log in using your NetID and password.

If you experience login issues or cannot use the VPN, contact your business officer. They can send screenshots of the reports via email. You may reply with your approval, and the business officer will notify Sponsored Projects to finalize the reports.

Step 3: Access Your Action List

Once logged in:

- Click on "Action List" (second item from the top on the left toolbar).



Step 3: Filter Your Action List

This step isn't necessary but it is helpful to consolidate items that are pending your approval.

- Click on "Filter" (on the top right corner)



- In the Action Request field, select "APPROVE"
- Click the "Filter" button

Action List Filter

Parameters

Document Title	<input type="text"/>	Exclude? <input type="checkbox"/>
Document Route Status	All <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Action Requested	APPROVE <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Action Requested Group	No Filtering <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Document Type	<input type="text"/>	Exclude? <input type="checkbox"/>
Date Created	from: <input type="text"/> <input type="button" value="calendar"/> to: <input type="text"/> <input type="button" value="calendar"/>	Exclude? <input type="checkbox"/>
Date Last Assigned	from: <input type="text"/> <input type="button" value="calendar"/> to: <input type="text"/> <input type="button" value="calendar"/>	Exclude? <input type="checkbox"/>

Step 5: Locate Effort Certification in Your Action List

Click on the Document ID number in the leftmost column to open the individual reports.

22 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>
28	Effort Certification	Effort Certification – Employee’s Name, Period, Base or supplemental Pay	ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification		ENROUTE	APPROVE
28	Effort Certification	June Base Pay	ENROUTE	APPROVE

Step 6: Review Effort Certification

- The report displays pay distributions for the individual and the time period covered.
- Principal Investigator (PI) names are listed after the account title below each account number. You are only approving for accounts you are PI for
- If the distributions match the effort worked for your account, scroll down and click the “Approve” button.
- If the distributions are incorrect, do not approve. Contact your business officer to update the report.
- Ensure that cost share effort is also listed on the report.

OVERVIEW

* Description: Explanation:

Organization Document Number:

REPORT INFORMATION

Employee Name: Report Start Date: 06/29/2024

* Report Number: 2025-B01 Report End Date: 12/31/2024

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ACCOUNT SUB-ACCOUNT EFFORT SALARY ACTIONS

%

PASS THROUGH ACCOUNTS

Acct number	Account title (PI to approve)	ORIGINAL EFFORT	EFFORT	ORIGINAL SALARY	SALARY
<input type="text"/>	<input type="text"/>	31% 30.7611%	<input type="text" value="31"/>	31,424.96	<input type="text" value="31,424.96"/>
<input type="text"/>	<input type="text"/>	0% 0.0000%	<input type="text" value="1"/>	0.00	<input type="text" value="1,239.81"/>
<input type="text"/>	<input type="text"/>	29% 28.7311%	<input type="text" value="29"/>	29,351.14	<input type="text" value="29,351.14"/>
<input type="text"/>	<input type="text"/>	3% 3.3333%	<input type="text" value="3"/>	3,405.27	<input type="text" value="3,405.27"/>
<input type="text"/>	<input type="text"/>	63%	64%	64,181.37	65,421.18
<input type="text"/>	<input type="text"/>	21% 21.2645%	<input type="text" value="20"/>	21,723.36	<input type="text" value="20,483.55"/>
<input type="text"/>	<input type="text"/>	16% 15.9100%	<input type="text" value="16"/>	16,253.37	<input type="text" value="16,253.37"/>
<input type="text"/>	<input type="text"/>	37%	36%	37,976.73	36,736.92
Grand Totals:		100%	100%	102,158.10	102,158.10

Policy: <https://research.arizona.edu/administration/managing-projects/effort-reporting>

Procedure: <https://research.arizona.edu/administration/managing-projects/effort-reporting/effort-reporting-procedure>