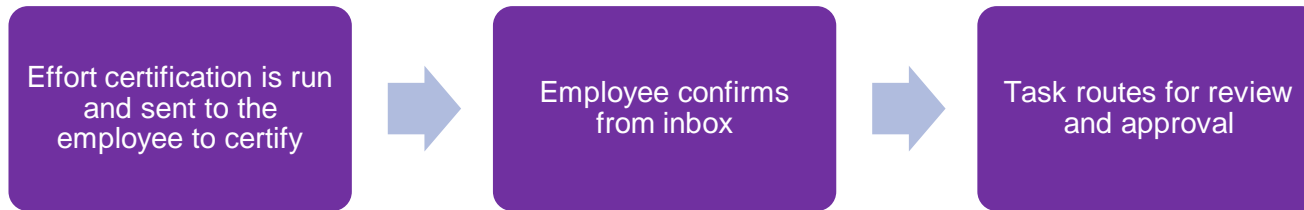


Overview

Use this job aid as a resource to certify effort for an award from your Workday inbox.

Process Flow



Certify Effort Certification

1. From your Workday inbox, select the **Certify Effort Certification** task.
2. The Summary, Details, and Positions tab contain the relevant details to confirm. Click through and review.
3. If the information is correct, click **Submit** and the process will route for approval.
4. If there is an error and you need to make a change, click **Change Effort**.
5. From the Effort Certification Lines table, locate the inaccurate line values.
6. In the **Change Reason** field, select an appropriate value.
7. In the **Certified Percent Estimated** field, enter the estimated updated value.

Note: The total must add up to 100%.

8. Click **OK**.