Work List

The "**Work List**" page is the initial display upon login and will have tabs to work and review during each step of the Effort Reporting Process.
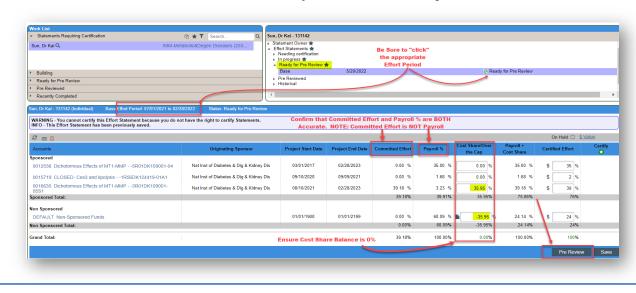

Assigned Effort Statements

Effort Coordinators review each statement in the Ready for Pre-Review. This tab lists effort statements for Primary Individual's (i.e.Statement Owners) in the Effort Coordinator's department(s). This list is populated based on the Statement Owner's "primary" department in PeopleSoft HCM.

Effort Certification Statements

Effort Coordinators review the Committed Effort, Payroll % and enter the appropriate Cost Sharing information for each Primary Individual in their Department.
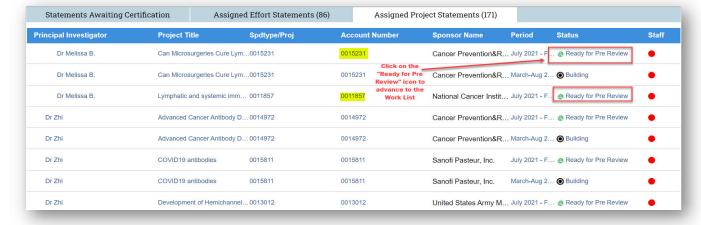

Assigned Project Statements

Primary Effort Coordinators review the payroll distribution of the support staff on each Project Statement. This tab lists all Projects of the Primary Individuals assigned to the Effort Coordinator's departments. Projects are populated based on the Primary Individual's role on sponsored projects in PeopleSoft FMS (i.e. Principal Investigator). This List can ONLY be accessed by Primary Effort Coordinators. Effort Coordinators can view their department's project statements in the Department Dashboard (coming soon).

Project Statements

Effort Coordinators review Payroll Percentages for each Supporting Individual (i.e. Employee) listed on the Project Statement.

NOTES:

1) As each Effort and/or Project Statement is Pre Reviewed, the Effort Statement is eliminated from the assigned worklist

2) The Effort Statements listed in the Building status are the current effort statements with payroll being loaded for the next effort period