

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.

Work List for Effort Coordinator - Jane

The tab(s) below includes tasks that require your attention. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification
Assigned Effort Statements (48)
Assigned Project Statements (96)

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.

Statement Owner	Department	Period	Due Date	Type	Status	PI
Muhammad	57731000-Ctr-Biomed Semantics Data Int (57...	Mar-Aug 2022	12/31/2022	Base	Building	●
Omer	57732000-Ctr Translational AI in Medici (5773...	July 2021 - Feb 2022	05/10/2022	Base	Ready for Pre Review	●
Laila	57713000-Ctr. AI and Genome Informatics (5...	July 2021 - Feb 2022	05/10/2022	Base	Ready for Pre Review	●
Elmer	57720001-Biomedical Infor. Group ARC (577...	July 2021 - Feb 2022	05/10/2022	Base	Ready for Pre Review	●
Ryan	57700001-Administration (57700001)	Mar-Aug 2022	12/31/2022	Base	Building	●
Juliana	57720000-Clinical&Health Informatics (5772...	Mar-Aug 2022	12/31/2022	Base	Building	●
Tiffany	57720000-Clinical&Health Informatics (5772...	July 2021 - Feb 2022	05/10/2022	Base	Ready for Pre Review	●

Effort Certification Statements

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

Work List

Sun, Dr Kai Q. IMM-Metabolic&Degen Diseases (253...

Sun, Dr Kai - 131142

Be Sure to "click" the appropriate Effort Period

Confirm that Committed Effort and Payroll % are BOTH Accurate. NOTE: Committed Effort is NOT Payroll

Accounts	Originating Sponsor	Project Start Date	Project End Date	Committed Effort	Payroll %	Cost Share/Over the Cap	Payroll + Cost Share	Certified Effort
0012538	Dichotomous Effects of MT1-MMP - -SR1DK109001-04	03/01/2017	02/28/2023	0.00 %	35.00 %	0.00 %	35.00 %	\$ 35 %
0015719	CLOSED- Ces3 and lipolysis - -1R56DK124419-01A1	09/09/2020	09/09/2021	0.00 %	1.68 %	0.00 %	1.68 %	\$ 2 %
0016635	Dichotomous Effects of MT1-MMP - -SR1DK109001-02S1	08/10/2021	02/28/2023	39.18 %	3.23 %	35.95 %	39.18 %	\$ 39 %
Sponsored Total:				39.18%	39.91%	35.95%	75.86%	76%
Non Sponsored				0.00%	60.09%	-35.95%	24.14%	24%
Non Sponsored Total:				0.00%	60.09%	-35.95%	24.14%	24%
Grand Total:				39.18%	100.00%	0.00%	100.00%	100%

Ensure Cost Share Balance is 0%

Pre Review Save

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).

Principal Investigator	Project Title	Spdtype/Proj	Account Number	Sponsor Name	Period	Status	Staff
Dr Melissa B.	Can Microsurgeries Cure Lym...0015231		0015231	Cancer Prevention&R...	July 2021 - F...	Ready for Pre Review	●
Dr Melissa B.	Can Microsurgeries Cure Lym...0015231		0015231	Cancer Prevention&R...	March-Aug 2...	Building	●
Dr Melissa B.	Lymphatic and systemic imm... 0011857		0011857	National Cancer Instit...	July 2021 - F...	Ready for Pre Review	●
Dr Zhi	Advanced Cancer Antibody D... 0014972		0014972	Cancer Prevention&R...	July 2021 - F...	Ready for Pre Review	●
Dr Zhi	Advanced Cancer Antibody D... 0014972		0014972	Cancer Prevention&R...	March-Aug 2...	Building	●
Dr Zhi	COVID19 antibodies	0015811	0015811	Sanofi Pasteur, Inc.	July 2021 - F...	Ready for Pre Review	●
Dr Zhi	COVID19 antibodies	0015811	0015811	Sanofi Pasteur, Inc.	March-Aug 2...	Building	●
Dr Zhi	Development of Hemichannel...0013012		0013012	United States Army M...	July 2021 - F...	Ready for Pre Review	●

Project Statements

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

Work List

Bernstam, Dr Elmer Victor - 110775

Cui, Licong - 139647

Each PI will be listed in the Work List

Click on each project to view Payroll and Effort for each supporting staff member on the project

0014493 - III: Small: Methods for AuditI - -1931134

The Checkboxes column is for Primary Individuals to add at the time of Effort Certification

Employee	Department	Payroll Dollars	Payroll Percentage	Certified Effort	Checkboxes	Reports
Hao, Xubing - 146256	Ctr-Biomed Semantics Data Int (57731000) - ...	\$13,708.38	63.34%	63.34 %	<input type="checkbox"/>	\$
Hu, Ran - 143678	Ctr-Biomed Semantics Data Int (57731000) - ...	\$17,575.01	100.00%	100.00 %	<input type="checkbox"/>	\$
Manuel, Warren - 148439	Ctr-Biomed Semantics Data Int (57731000) - ...	\$10,000.00	83.33%	83.33 %	<input type="checkbox"/>	\$
Mohtashamian, Maryamsadat - 148433	Ctr-Biomed Semantics Data Int (57731000) - ...	\$5,000.00	41.09%	41.09 %	<input type="checkbox"/>	\$

Pre Review Home

- NOTES:**
- As each Effort and/or Project Statement is **Pre Reviewed**, the Effort Statement is eliminated from the assigned worklist
 - The Effort Statements listed in the **Building** status are the current effort statements with payroll being loaded for the next effort period