

CLARK COUNTY SCHOOL DISTRICT
BUSINESS AND FINANCE DIVISION
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*PeopleSoft-HCM:
ESS–Employee Effort
Certification*

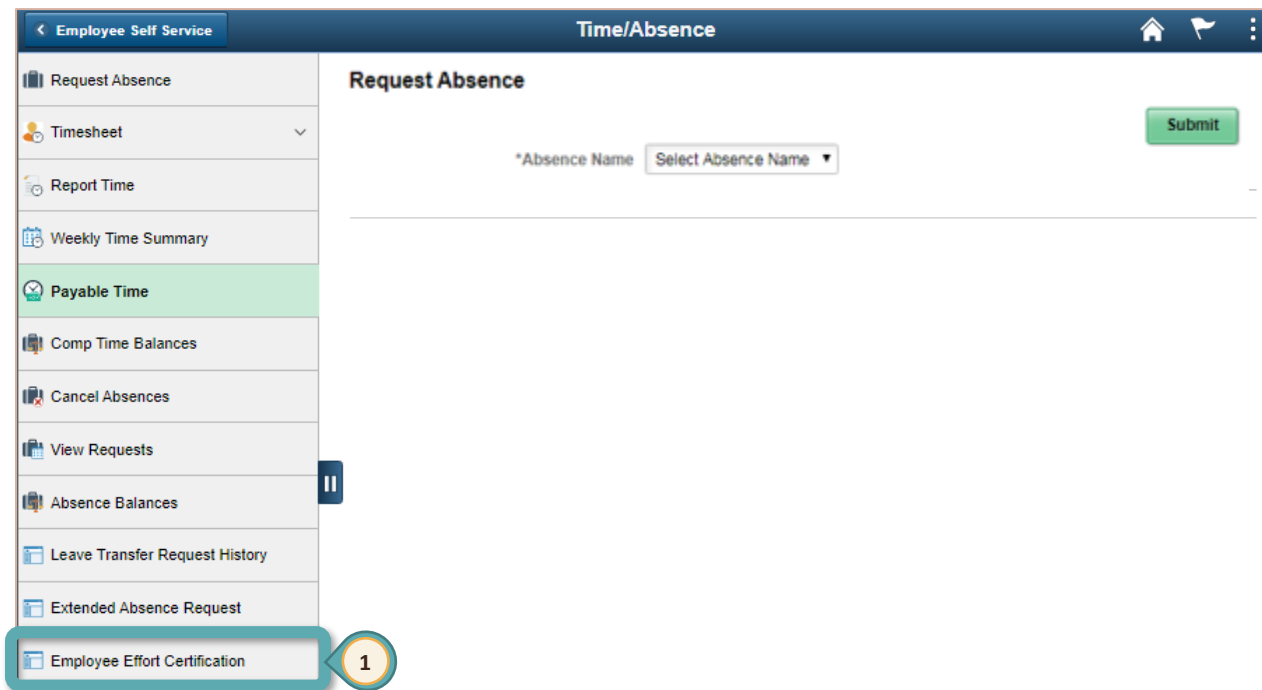
Revised: December 2020

Employee Effort Certification

This area is required for use by federally-funded CCSD employees to review their payroll distribution records and report their actual effort towards projects. This process should be completed monthly.

How to Complete Employee Effort Certification

1. After logging into HCM using AD credentials and selecting the **Time/Absence** tile, click the **Employee Effort Certification** option under Timesheet from the left side panel to display the **Employee Effort Certification** page.



- Keep the **Cert Status** set to **Open**, and then click the **Search** button.

The screenshot shows the 'Employee Self Service' interface with the 'Time/Absence' section selected. The 'Effort Certification' form is displayed, featuring a search criteria section with several dropdown menus. The 'Cert Status' dropdown is highlighted with a red box and set to 'Open'. Below the search criteria, the 'Search' button is also highlighted with a red box. Other search criteria include 'Paycheck Number', 'Pay Period', and 'Firsthand Knowledge'.

- Review the **Distribution %**, the **Grant Name**, the **Program** and **Function** for each activity on the form.

Single activity example:

Title	Dist Earnings	Dist %	Effort %	Program	Function	Dept	Project	Grant Name	Grant Activity ID
TITLE 1, PRE KDG	\$3011.67	100.00	100.00	0100 Regular Programs- Elem/Sec	1000 Instruction	0999 Sample ES	G6633015	PRE-SCHOOL SET ASIDE	00001

Multiple activity example:

Title	Dist Earnings	Dist %	Effort %	Program	Function	Dept	Project	Grant Name	Grant Activity ID
TI INS ASST III	\$599.40	66.67	66.67	0200 Special Programs	1000 Instruction	0999 Sample MS			00004
TI INS ASST III	\$59.94	6.67	6.67	1000 Undistributed Expenditures	2213 Instructional Staff Training	0999 Sample MS	G6633027	STAFF DEVELOPEMENT - SET ASIDE	00024
TI INS ASST III	\$239.76	26.67	26.67	0100 Regular Programs- Elem/Sec	1000 Instruction	0999 Sample MS			00001

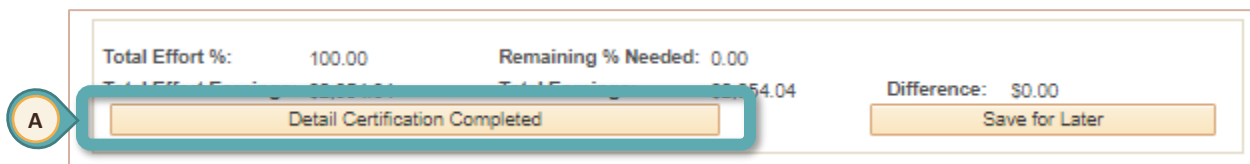
*Note: The **Distribution %** for all rows will equal 100%.*

If the information looks **accurate and reasonable**, continue to the **Certify Form** instructions section.

ONLY if adjustments are needed, go to the **Modify Form** instructions section (p. 5).

Certify Form

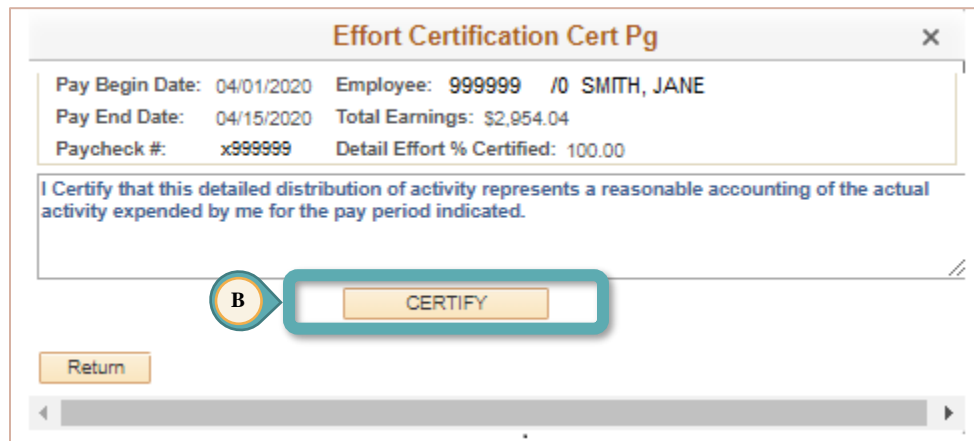
A. Select the **Detail Certification Completed** button.



The screenshot shows a summary of effort certification data. At the top, it displays 'Total Effort %: 100.00' and 'Remaining % Needed: 0.00'. Below this, there are two buttons: 'Detail Certification Completed' and 'Save for Later'. A callout bubble labeled 'A' points to the 'Detail Certification Completed' button.

Total Effort %:	100.00	Remaining % Needed:	0.00	Difference:	\$0.00
Total Effort %: 100.00		Total Effort %: 100.00		Total Effort %: 100.00	

B. Select the **Certify** button to complete the process.



The screenshot shows a window titled 'Effort Certification Cert Pg'. It contains the following information:

- Pay Begin Date: 04/01/2020
- Employee: 999999 /0 SMITH, JANE
- Pay End Date: 04/15/2020
- Total Earnings: \$2,954.04
- Paycheck #: x999999
- Detail Effort % Certified: 100.00

Below the information is a text area with the following text: 'I Certify that this detailed distribution of activity represents a reasonable accounting of the actual activity expended by me for the pay period indicated.' A callout bubble labeled 'B' points to the 'CERTIFY' button.

At the bottom left, there is a 'Return' button.

Modify Form

- A. Enter the revised percentage(s) of effort towards the project in the **Effort %** box for each activity.

In this example, the employee did not do any Instructional Staff Training effort/time so that Effort % box was entered as 0.00 (press the Enter key after each entry to refresh the screen). Then the Special Programs Effort % box was entered as 75.00 and the Regular Programs-Elem/Sec Effort % box was entered as 25.00 for a total of 100%.

Title	Dist Earnings	Dist %	Effort %	Program	Function	Dept	Project	Grant Name	Grant Activity ID
TI INS ASST III	\$599.40	66.67	75.00	0200 Special Programs	1000 Instruction	0999 Sample MS			00004
TI INS ASST III	\$59.94	6.67	0.00	1000 Undistributed Expenditures	2213 Instructional Staff Training	0999 Sample MS	G66330217	STAFF DEVELOPEMENT - SET ASIDE	00024
TI INS ASST III	\$239.76	26.67	25.00	0100 Regular Programs- Elem/Sec	1000 Instruction	0999 Sample MS			00001

Note: The Effort % for all activities *MUST* equal 100%.

If a substantial amount of effort (*more than 5% of the total effort*) was for an activity/duty that was not one of the normal activities/duties, select the + (plus sign) in any of the sections to add an additional (blank) activity section.

An example of this would be if a grant funded employee's normal job was a Title I Instructional Assistant in Special Programs (75%) and was a Title I Instructional Assistant in Regular Programs-Elem/Sec (25%) but worked a substantial amount of time in the front office during this pay period. The employee would need to select the + (plus sign) to add a new blank section to report the effort in the office as a percentage of the total activity.

Title	Dist Earnings	Dist %	Effort %	Program	Function	Dept	Project	Grant Name	Grant Activity ID
TI INS ASST III	\$599.40	66.67	75.00	0200 Special Programs	1000 Instruction	0999 Sample MS			00004
TI INS ASST III	\$239.76	26.67	25.00	0100 Regular Programs- Elem/Sec	1000 Instruction	0999 Sample MS			00001

In the new section, select the **magnifying glass** next to the Grant Activity ID field, choose the new **Activity** from the list, and then enter the **Effort %**. (Remember to press the Enter key after entering the percentage.)

The screenshot shows a form with several fields. On the left, there is a vertical list of labels: Acct Cd, Fund, Code, Project, and Program. To the right, there are fields for Dist Earnings (\$0.00), Dist % (0.00), Effort Earnings (\$0.00), and Effort % (0.00). A magnifying glass icon is positioned to the right of the Grant Activity ID field. A teal box highlights the magnifying glass icon, and a teal arrow points from it to a search results window below.

Search Results

View 100

Grant Activity ID	Grant Activity Description
00001	Regular Elementary / Secondary Education Programs - Instruction
00002	Regular Elementary / Secondary Education Programs - Native American Instruction
00002	Regular Programs-Elem/Sec - Library/Media Services
00003	Special Programs - Psychological Services
00003	Regular Elementary / Secondary Education Programs - Support Services - Instruction
00004	Alternative Pgrms - Instruction
00004	Special Programs - Instruction
00005	Special Programs - Support Services - Student
00005	Alternative Pgrms - Guidance Services
00006	Special Programs - Health Services

Adjust the **Effort %** for all the other rows so that the total equals **100%**. (Note: Remember to press the Enter key after entering each percentage.)

- B. After verifying the Effort equals 100% for all rows, select the **Detail Certification Completed** button.

The screenshot shows a summary section with the following text: Total Effort %: 100.00, Remaining % Needed: 0.00, Difference: \$0.00. Below this text are two buttons: "Detail Certification Completed" and "Save for Later". A teal box highlights the "Detail Certification Completed" button, and a teal circle with the letter "B" is next to it.

C. Select the **Certify** button to complete the process.

Effort Certification Cert Pg

Pay Begin Date: 04/01/2020 Employee: 999999 /0 SMITH, JANE
Pay End Date: 04/15/2020 Total Earnings: \$2,954.04
Paycheck #: x999999 Detail Effort % Certified: 100.00

I Certify that this detailed distribution of activity represents a reasonable accounting of the actual activity expended by me for the pay period indicated.

C **CERTIFY**

Return

For questions regarding Employee Effort Certification, contact the Grants Department preferably via email at 0120-timeandeffort@nv.ccsd.net or at 702-799-3355 x5256.

Resource Links:

Activity Descriptions by Program and Function:

https://docs.google.com/spreadsheets/d/1DDRfvDy_I-tOORNkbI3kh3gETFfj-MfCgFPZktZytCo/edit?usp=sharing

Sample PAR (Personnel Activity Report):

https://docs.google.com/spreadsheets/d/167Q3iDHMu6wHsfXp8ebfGOefeGHoHONI_VZzGiKseOc/edit?usp=sharing