

**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*

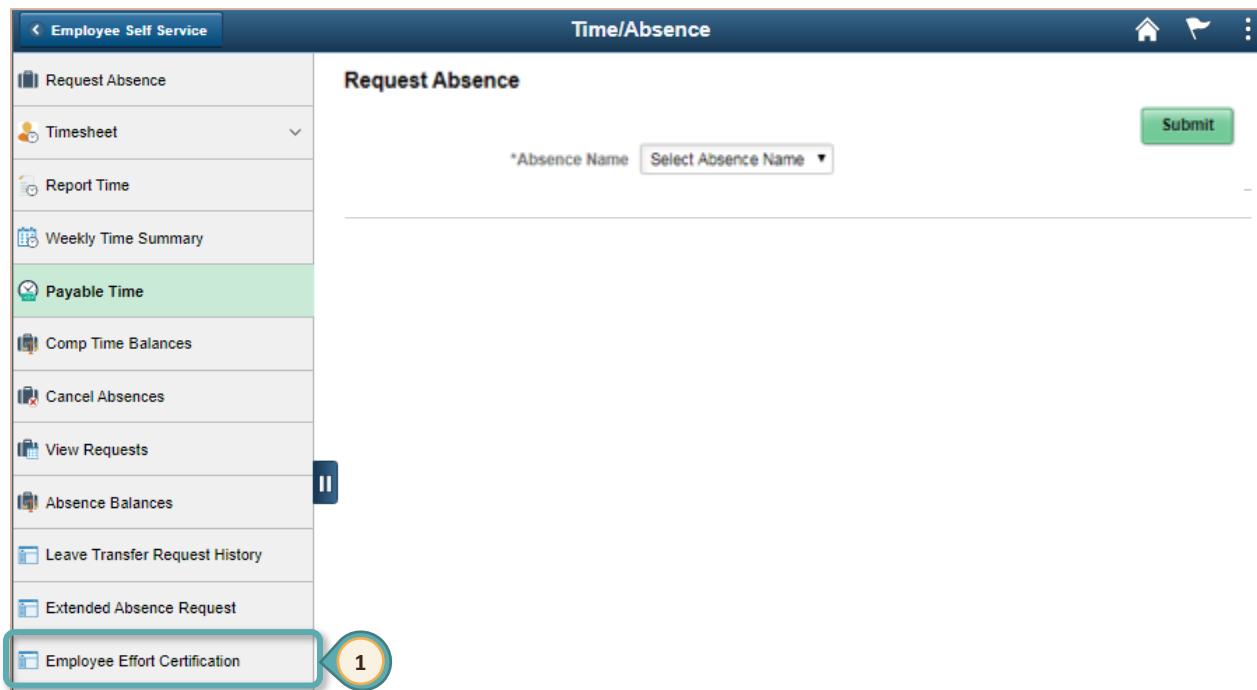
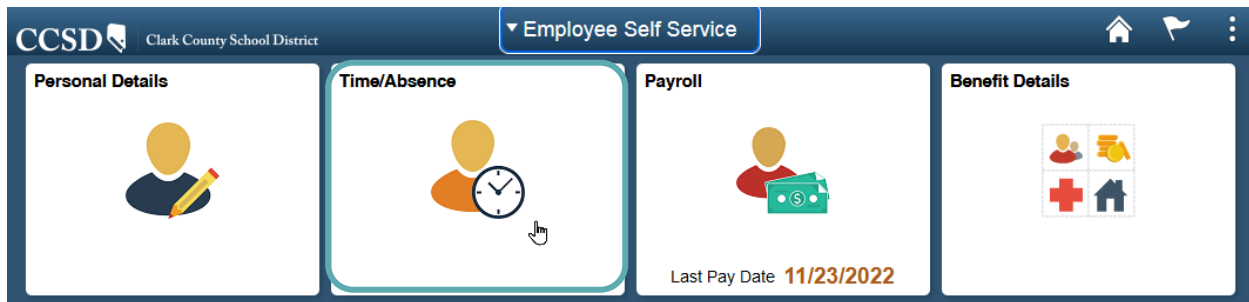
*Revised: December 2022*

## 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. Employees will receive an email to notify them when it is time to certify.

### 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' search form is displayed, with the 'Cert Status' dropdown menu set to 'Open'. The 'Search' button is highlighted with a red box. Other search criteria include Paycheck Number, Pay Period End Date, and Firsthand Knowledge.

- Review the **Grant Name**, the **Activity ID Description** and the **Effort Percentage** for each activity.

Single activity example:

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
66390	LOCAL PLAN	00211	Special Ed/Related Service - Instruction	100.00	100.00	\$1069.74	TI SP PROG TA III			G00000000	SPECIAL SCHOOLS-

Multiple activity example:

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
66390	LOCAL PLAN	00211	Special Ed/Related Service - Instruction	85.71	5.71	\$970.80	SPEC PROGRAMS TA			G00000000	INSTRUCTIONAL POSITIONS
		00001	Regular Programs - Instruction	14.29	4.29	\$161.80	SPEC PROGRAMS TA				

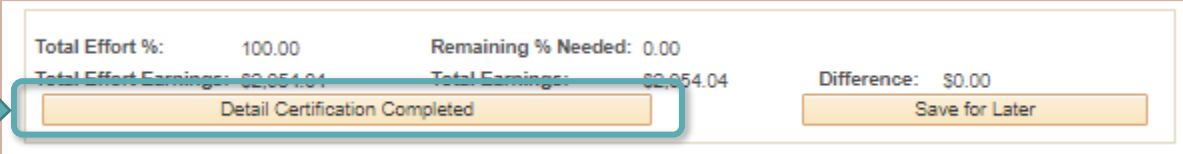
*Note: The **Effort %** for all rows will equal 100%.*

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, it shows 'Total Effort Earnings: \$2,954.04' and 'Total Earnings: \$2,954.04', with a 'Difference: \$0.00' to the right. Two buttons are visible: '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	
Total Effort Earnings:	\$2,954.04	Total Earnings:	\$2,954.04	Difference: \$0.00

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



The screenshot shows a dialog box 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', and 'Detail Effort % Certified: 100.00'. Below this information is a text area with the statement: '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. There is also a 'Return' button at the bottom left of the dialog box.

## 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 work with Fiscal Services so they changed the effort percentage box to 0 (press the Enter key after each entry to refresh the screen). Then the employee changed the Title IV Part A effort percentage box to 100% because the employee only worked in Title IV Part A.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	0.00	60.00	\$1918.40	COORDINATOR III				
66460	TITLE IV PART A	00388	Central Services	100.00	40.00	\$1278.93	COORDINATOR III			G000000000	PROGRAM SERVICES

**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 listed, select the **+** (plus sign) in any of the sections to add an additional (blank) activity section.

In this example the employee actually works for Fiscal Services for 60% of time, 20% for Title IV Part A, and 20% for Title II(A). The report only shows Fiscal Services and Title IV Part A. The employee needs to select the + (plus sign) to add a new blank line to report the Title II(A) effort.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	60.00	60.00	\$1918.40	COORDINATOR III				
66460	TITLE IV PART A	00388	Central Services	40.00	40.00	\$1278.93	COORDINATOR III			G000000000	PROGRAM SERVICES
				0.00			COORDINATOR III				

After selecting the new line, the employee selects the magnifying glass next to the Grant number.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	60.00	60.00	\$1918.40	COORDINATOR III				
66460	TITLE IV PART A	00388	Central Services	40.00	40.00	\$1278.93	COORDINATOR III			G00000000	PROGRAM SERVICES
				0.00			COORDINATOR III				

Look Up Grant Number

Grant Number begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-67 of 67 Last

Grant Number	Description
00000	Not a Federal Grant
55170	MAGNET SCHOOLS ASSIS
55200	PALETTROOF VEST
66000	OL BR
66000	ARP-IDEA PRE-K
66680	TITLE II(A)
66720	CSR-WAIT RECLT
66790	SYSTEMIC/SSIP) PH II

The employee chooses Title II(A) from the list of Grants and presses enter.

Next choose an **Activity ID** from the list of activities and press enter.

Look Up Act ID

Grant Activity ID begins with

Grant Activity Description begins with

Grant Number begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-18 of 18 Last

Grant Activity ID	Grant Activity Description	Grant Number	Description
00142	Regular Programs - Instruction	66180	ESSER II - CRRSA ACT (COVID)
00177	Regular Programs - Support Services - Student	66180	ESSER II - CRRSA ACT (COVID)
00335	Instruction, Curriculum Development	66180	ESSER II - CRRSA ACT (COVID)
00346	Instructional Staff Training	66180	ESSER II - CRRSA ACT (COVID)
00381	Central Services	66180	ESSER II - CRRSA ACT (COVID)
00404	Safety	66180	ESSER II - CRRSA ACT (COVID)

Next change the **Effort %** to 20% and press enter.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	60.00	60.00	\$1918.40	COORDINATOR III				
66460	TITLE IV PART A	00388	Central Services	20.00	40.00	\$1278.93	COORDINATOR III			G00000000	PROGRAM SERVICES
66680	TITLE II(A)	00389	Central Services	20.00			COORDINATOR III				

The employee will need to adjust the Title IV Part A effort percentage from 40% to 20%, then press enter.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	60.00	60.00	\$1918.40	COORDINATOR III				
66460	TITLE IV PART A	00388	Central Services	20.00	40.00	\$1278.93	COORDINATOR III			G00000000	PROGRAM SERVICES
66680	TITLE II(A)	00389	Central Services	20.00			COORDINATOR III				

The total effort % equals 100% and now represents the employee's time accurately.

Grant Number	Grant Name	Act ID	Act ID Descr	Effort %	Dist %	Dist Earnings	Title	Dept	Dept Descr	Project	Project Name
		00031	Fiscal Services	60.00	60.00	\$1918.40	COORDINATOR III	0120	GRANTS DEVELOPMENT AND ADMIN		
66460	TITLE IV PART A	00388	Central Services	20.00	40.00	\$1278.93	COORDINATOR III	0120	GRANTS DEVELOPMENT AND ADMIN	G66460019	PROGRAM SERVICES
66680	TITLE II(A)	00389	Central Services	20.00			COORDINATOR III				

<b>Total Effort %:</b> 100.00	<b>Remaining % Needed:</b> 0.00
<b>Total Effort Earnings:</b> \$3,197.34	<b>Total Earnings:</b> \$3,197.33
<b>Difference:</b> \$-0.01	

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

<b>Total Effort %:</b> 100.00	<b>Remaining % Needed:</b> 0.00
<b>Total Effort Earnings:</b> \$2,054.04	<b>Total Earnings:</b> \$2,054.04
<b>Difference:</b> \$0.00	

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

The screenshot shows a web browser window titled "Effort Certification Cert Pg". The window 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 table, there 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." Below the text area, there is a "Return" button and a "CERTIFY" button. A red circle with the letter "C" is drawn around the "CERTIFY" button.

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