

**Process Overview and Steps**

UMOR follows U-M procedures to certify effort when required for the University to be in compliance with federal regulations. Generally this is only necessary when employees are paid on sponsored funds or related cost-sharing funds. Certification is done annually.

Employees are notified via email that they must certify their effort through Wolverine Access.

UMOR HR is notified by UHR when employees have not completed their effort certification. UMOR HR will follow-up with Unit Administrators to ensure this process is completed in a timely fashion.

When an employee who is required to certify their effort terminates, completing the effort certification should be part of the termination process and included on the off-boarding checklist. It is critical that employees complete the effort certification process via Wolverine Access before their last day of employment.

**Procedure Applies To**

All UMOR employees

**References**

[SPG 501.10](#) – Policy on Effort Certification  
 U-M Financial Operations [Effort Reporting Overview](#)

**Responsible for Reviewing and Updating Procedures**

UMOR Associate Director of Human Resources

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