I’m a Certifier with only One Effort Statement (Base or Supplemental)…
Certifiers with Base Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

Note: If you believe effort is incorrect, contact your Effort Coordinator.
Certifiers with Base Effort (cont.)

Complete the attestation by selecting “I Agree”.

Confirm statement has moved to the next step of the process.

Note: If you only have Supplemental Effort, follow the same process. Your statement will just be for your Supplemental Effort.
I’m a Certifier with both Base and Supplemental Effort Statements...
Certifiers with Base and Supplemental Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

Notice – two statements are available and highlighted. If only one is highlighted, you are only seeing the highlighted statement. Use the “shift key” and select the line not highlighted to highlight both.

Review and confirm by selecting the box, all effort on both statements.

Note: If you believe effort is incorrect, contact your Effort Coordinator.

Select “Certify Checked” to certify both base and supplemental effort once all effort is reviewed and confirmed.
Certifiers with Base and Supplemental Effort (cont.)

You’ve confirmed both effort statements if both are listed in the attestation.

Complete the attestation by selecting “I Agree”.

Confirm statements have moved to the next step of the process.
I’m a Certifier with Total Professional Effort (TPE)
Certifiers with Total Professional Effort (TPE)

Most often Certifiers will access TPE from an email link. The TPE confirmation screen will display first and once TPE is confirmed you will move to your effort statement(s).

Duke University Total Professional Effort
Fiscal Year 2016

Covered Individual: CERTIFIER WADE - 820005
Title: ASSISTANT PROFESSOR - TRACK 4
Department: 9970000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT
Email: CERTIFIER WADE@DUKE.EDU
Location: DDXX
Appointment: ACTIVE
Effort Coordinator: CYNTHIA HALL DIFABIO - 24129
Period: 07/01/2015 to 06/30/2016

View Period: 07/01/2015 to 06/30/2016

Current TPE

<table>
<thead>
<tr>
<th>Entity</th>
<th>Current Duke Annual %</th>
<th>Average Duke Annual %</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDC</td>
<td>85.0</td>
<td>85.0</td>
</tr>
<tr>
<td>University</td>
<td>15.0</td>
<td>15.0</td>
</tr>
<tr>
<td>VA</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Effective Start Date: 02/10/2017
Effective End Date: [mm/dd/yyyy]

Metadata

Historical TPE for 07/01/2015 to 06/30/2016

<table>
<thead>
<tr>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>PDC</th>
<th>University</th>
<th>VA</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2015</td>
<td>12/31/2015</td>
<td>85.0</td>
<td>15.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

During the annual effort certification period (August - September), you must confirm your Total Professional Effort before certifying your annual effort.

- Press the Confirm and Carry Forward button if the TPE data above is accurate for the previous fiscal year.
- Press the Confirm and Change button if the TPE data above is accurate for the previous fiscal year, but has changed for the current fiscal year.
- You can also create, change, or update your TPE distribution any time during the year.
- Press the Change Effective Date button if you would like to enter TPE data for a new date range.
- Press the Update button if you would like to change TPE data for an existing date range. To use the update button the effective start and end dates must match an existing TPE record.
- In both scenarios, enter the effective start and end dates prior to pushing the Update/Change Effective Date button.

Press the Home/Close/Finish button if you would like to leave without making any changes.

Select appropriate action based on change that is being made.

Once TPE is confirmed, select home to return to your effort statement(s). You will need to go to the “Pending Certification” section to open statement(s).

Detailed instructions of required actions are listed here. If you are unsure of the date range to use, contact your Effort Coordinator.
I’m a Certifier with Effort
 Supporting DUHS (ES-DUHS)
Certifiers with Effort Supporting DUHS (ES-DUHS)

Most often Certifiers will access ES-DUHS from an email link. It can also be accessed from your effort statement. Note: ES-DUHS cannot be confirmed until all other effort statement(s) have been processed.

Select “Confirm Reporting Period” when confirming quarterly period and select “Confirm” for annual certification.

Review ES-DUHS to confirm accuracy. Effort Coordinators typically pre-populate data. If you feel changes are necessary, contact your Effort Coordinator before taking action.