University of New Hampshire

Effort Certification

PI’s, Fund Managers, & Alternates
Quick Reference Guide

- Annual time & effort certification at UNH is completed during September for the prior fiscal year (ending with the last payroll in June each year).
- Effort reports are available through WISE starting September 1 and must be completed by September 30.
- You MUST be connected to the UNH VPN if you are a PI, fund manager, or alternate certifier.
- Use the WISE menu selection “Effort Certification-PI” ONLY if you are a Principal Investigator, fund manager for grant funds, or certification alternate who certifies for someone other than yourself.
- Everyone may certify for themselves however many do not, e.g. graduate students, post-docs, and some others are often certified by an alternate.
- If you believe the actual percentages of effort differ from the report by more than 5% on any project, contact your Business Service Center (BSC) or departmental business manager. Once the effort redistribution is completed, you must log back in to WISE to complete the effort certification.
- The system for effort certification should be compatible with most web browsers.

A. Before you Begin

1. Locate your:

**UNH Username**
Find it at: accounts.unh.edu > “Login Help” > “Find your Username”.

**UNH Password**
Forgot Password? Reset it at: accounts.unh.edu > “Login Help” > “Reset Password”.

**USNH ID Number (9 digit ID)**
Find it at: accounts.unh.edu > “Login Help” > “Find your ID Number”.

**WISE PIN**
Forgot PIN? Reset at wise.unh.edu > “Login Here” > “Forgot PIN”.

New to WISE? Your initial PIN is your date of birth: MMDDYY

B. Log into the Connect VPN (Pulse)

Current Connect VPN (Pulse) Users:
1. Open Pulse on your computer.
2. Connect* using your UNH Username and Password.

New Connect VPN (Pulse) Users:
1. Go to connect.vpn.unh.edu
2. Under Enterprise/AD Login,** enter your UNH Username and Password.
3. Let Pulse automatically install, or use the Help page to manually install.

Tips for VPN:
* In Pulse, your Server URL must be connect.vpn.unh.edu
** Do not use the login box labeled MyUNH/Blackboard.

C. Access the Certification System

1. Go to wise.unh.edu > “Login Here”.
2. Log in using your USNH ID number (User ID) and WISE PIN.
3. Click on “Employee Services”.
1. Click on “Effort Certification – PI” at the end of the list.

Is “Effort Certification – PI” missing? Recheck your connection to the VPN.

D. Certify Effort for Yourself

1. The “Certify My Effort” page should automatically open. If not, click “Certify My Effort” in the top left.
2. Double click on the line labeled “UCERT14” to open the report that needs to be certified this year for yourself. Effort allocations to grants and contracts are reported in the top box titled “sponsored” and all other effort is reported in the lower box titled “non-sponsored”.
3. Click the “Certify Effort” button in the bottom right then click “I agree” on the pop-up certification statement if you agree that the percentages are accurate within 5% for the last fiscal year. Close the report by clicking “Close X” in the header.

Do not certify if the percentages are not accurate.
Once an effort report is certified, it is locked and effort allocation changes can only be completed by your BSC after getting appropriate approvals.

4. To print at any point, click “More Actions” > “Print”. Use your web browser’s print button.

E. Certify Effort for Others

1. Click “Review or Certify Reports” at the top left.

2. Search for anyone else's effort report for which you have been set up as an alternate. You can search by their 9 digit ID, OR click on the “Advanced Search” button and select attributes for a search for others whose effort you may certify. For a basic search, click “Select Attribute”. Then set “Chart of Accounts Code” to “Y” and “Effort Period Code” to “UCERT14”. Click the “Go” button.

3. Double click on a person’s name to open the report. Note that each person’s report needs to be opened, reviewed, and certified separately.

4. Click the “Certify Effort” button then click “I agree” on the pop-up certification statement if you agree that the percentages are accurate within 5% for the last fiscal year. Close the report by clicking “Close X” in the header.

Do not certify if the percentages are not accurate, or if you do not have first-hand knowledge or documented confirmation that the percentages are accurate. Remember that anyone may self-certify, and that some may have done so before you look at their record (it will be marked as locked).

F. Adjusting Labor Costs and Effort Allocations

1. Please contact your BSC if you believe that an effort report needs to be corrected. Do NOT use the “Request Changes” or the “Add New Funding” buttons on the effort certification page itself.

When your BSC informs you that an effort redistribution has been completed, you can go back to the report and complete the certification. (Start at A1 above).

Questions?

Questions about the effort percentages in your effort report or someone else’s effort report? Contact your BSC or department’s business manager.

Questions on why you are receiving effort reports for someone other than yourself? Contact your BSC.

Questions on UNH Username, UNH Password, USNH ID Number, WISE PIN, and the Connect VPN? Contact the UNH IT Service Desk at 2-4242.

Questions on the effort certification system to search for effort reports and navigate in the system? Contact David Browning (2-0609) or Gretchen Losee (2-3468) in UNH Sponsored Programs Administration.

Questions on UNH’s effort management policy regarding any salary paid from externally sponsored funds, i.e. grants and contracts? Contact David Browning (2-0609) or Gretchen Losee (2-3468) in UNH Sponsored Programs Administration.

References

UNH policy on effort management/certification:
http://www.usnh.edu/olpm/UNH/VIII.Res/S.htm#3

Frequently asked questions on effort certification at UNH:
http://www.unh.edu/research/frequently-asked-questions

UNH required training on effort certification (must be completed every 3 years):
http://www.unh.edu/research/effort-certification-policy-training