University of New Hampshire

**Effort Certification**

**Self Certifiers**

**Quick Reference Guide**

- Annual time & effort certification at UNH is completed during September for the prior fiscal year (ending with the last payroll period in June each year).
- Effort reports are available through WISE starting September 1 and must be completed by September 30.
- Use the WISE menu selection “Effort Certification-Self” ONLY to certify your own effort when you are NOT a Principal Investigator, fund manager for grant funds, or alternate certifier. Graduate students may self-certi fy however many do not self-certify.
- If you believe the actual percentages of effort differ from the report by more than 5% on any project, contact the Project Director, PI, 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.

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**A. Before you Begin**

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

   **WISE PIN**
   Forgot PIN? Reset it at wise.unh.edu > “Login Here” > “Forgot PIN”.
   New to WISE? Your initial PIN is your date of birth: MMDDYY

**B. 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”.

4. Click on “Effort Certification – Self” at the end of the list.

   If you see “Effort Certification – PI” in the list, this means you are a PI, fund manager, or alternate certifier. You must use that link instead, and follow the PI Certifier Quick Reference Guide available at http://www.unh.edu/research/effort-reporting-and-certification-0

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**C. Certify Your Effort**

1. The “Certify My Effort” page should automatically open.

2. Double click on the line labeled “UCERT14” to open the report that needs to be certified this year. 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.

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**D. Adjust Labor Costs and Effort Allocations**

1. Please contact your PI, department’s business manager, or 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? Contact your BSC.

Questions on your USNH ID Number and WISE PIN? Contact the UNH IT Service Desk at 2-4242.

Questions on using 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