

Step 3.
 Verify that these effort allocations match what actually happened in each month.
 Remember that averaging effort across the reporting period is acceptable as well.

This is the Spring Certification for the Fall Semester (note the months)

Step 2A.
 If an account is listed then effort was charged to it. Always. If you did not work on the account call RSP.

Step 2B.
 These non-sponsored program accounts are usually where cost share funds come from.

These %'s should equal 100% of your total appointment, usually this is 100% of your monthly earnings, except in summer.

Step 4.

UNILD006

Step 1.

Employee Name: [REDACTED]
 Primary Organization: [REDACTED]
 University ID: [REDACTED]
 Supervisor Name: [REDACTED]

University of Northern Iowa
 Effort Certification Report
 01-AUG-2016 to 31-DEC-2016

Report Date: Feb 28, 2017 01:51 PM
 Page 22 of 30

People Group Name: Faculty
 Assignment Category: NT AY Pd 10
 Annual Salary Base: \$87,286.00
 Monthly Salary Base: \$8,728.60

	AUG 2016		SEP 2016		OCT 2016		NOV 2016		DEC 2016		PIR \$	PIR %
	PIR \$	PIR %	PIR \$	PIR %	PIR \$	PIR %	PIR \$	PIR %	PIR \$	PIR %		
Direct Effort												
6071.00.24031.50210.0000.11.0122 SPED Math Prof Dev -6/17 -Center for Teaching & Learning Mathematics-Instruction	1,745.68	20%	1,745.68	20%	1,745.76	20%	1,745.68	20%	1,745.68	20%		
6144.00.24031.50210.0000.11.0000 Making Sense OnLine-ND-2015-8/16-Center for Teaching & Learning Mathematics-Instruction	174.57	2%	0.00	0%	0.00	0%	0.00	0%	0.00	0%		
6286.00.24031.50210.0000.11.0000 Making Sense OnLine-ND-8/17-Center for Teaching & Learning Mathematics-Instruction	0.00	0%	174.67	2%	174.52	2%	174.67	2%	174.67	2%		
6288.00.24031.50210.0000.11.0000 Making Sense of Math-Mascoutah-7/21-Center for Teaching & Learning Mathematics-Instruction	0.00	0%	2,007.48	23%	2,007.63	23%	2,007.48	23%	2,007.48	23%		
Other Institutional Activities												
0011.00.24601.50210.0000.11.0000 Gnl Educ Fund-Mathematics-Instruction	6,808.35	78%	4,800.77	55%	4,800.69	55%	4,800.77	55%	4,800.77	55%		
Total Effort:	8,728.60	100%	8,728.60	100%	8,728.60	100%	8,728.60	100%	8,728.60	100%		

CERTIFICATION:
 I certify that, to the best of my knowledge, this percentage distribution of salary and wages is a reasonable representation of effort or time expended by me (this employee) during the activity period covered by this report.

Employee _____ Date _____ Supervisory Official _____ Date _____