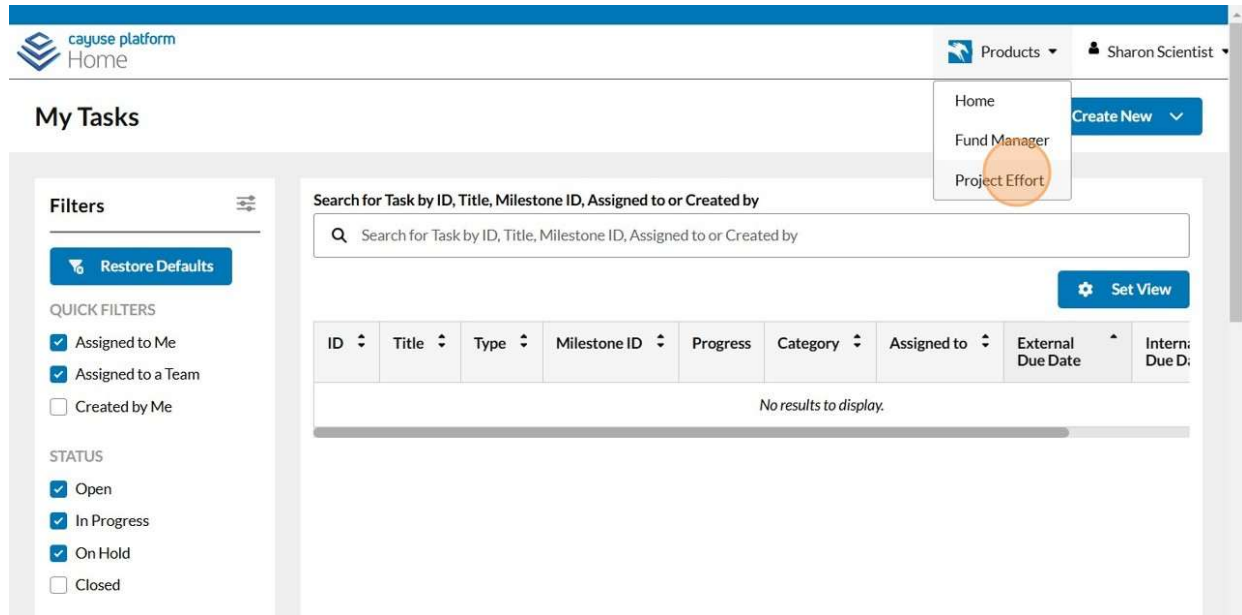# Certifying Effort in Cayuse Project Effort

1. Login to Cayuse
2. Navigate to Project Effort from the Products dropdown

3. You will see a list of all effort statements that are currently waiting for you to certify. The grid shows the Employee ID, Employee Name, Status, and Effort Period Name. If you have several reports listed, you can use the filter and search options. Click the icon in the Click for Period Details column to open the statement.
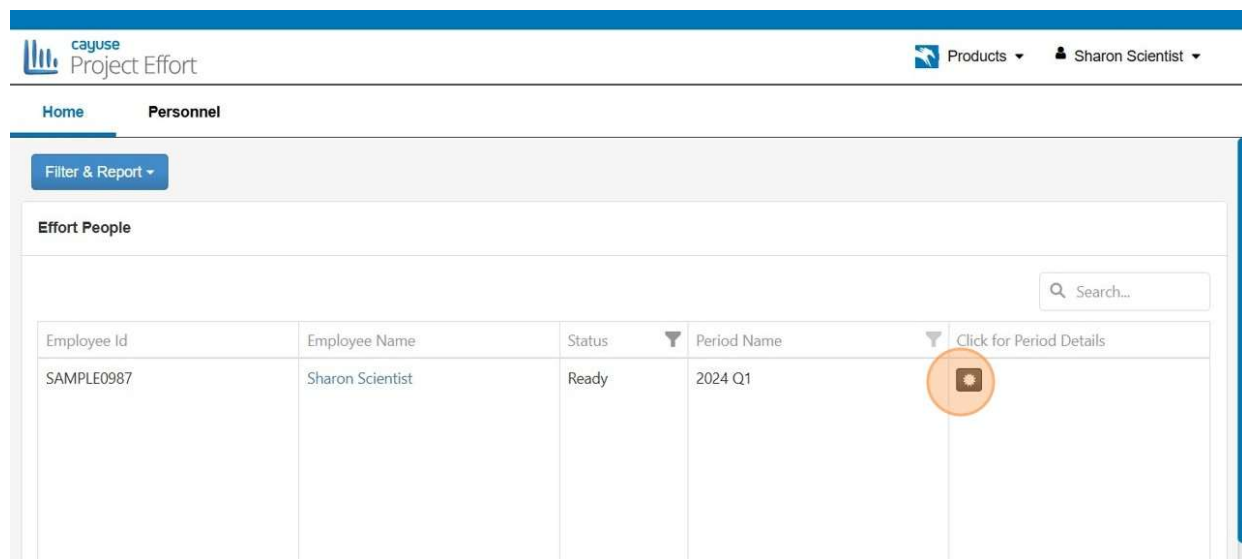
4. The statement will open in a pop-up window. The Effort Period, Effort Status and Employee Name show at the top of the statement. On the Summary tab, wyou will see each fund the employee was paid on during that certification period. Funds are divided between Sponsored Funds and Institutional Funds. For each fund in Sponsored Funds, it will show the Fund number, the Description (fund name), the % Paid (pay on this fund as a percentage of total pay for this period), $ Paid, C/S (percent cost share provided by another fund for this fund), Total (%Paid + C/S), Commit (% committed on this fund, if provided), and Actual %Paid +C/S). For each fund in Institution Funds it will show the Fund number, the Description (fund name), the % Paid (pay on this fund as a percentage of total pay for this period), $ Paid, C/S (fund number of another fund that pay on this fund is providing cost share for), and Actual (%Paid).

2024 Q1 2024-01-01-2024-03-31

Effort Period 2024 Q1 1/1/2024-3/31/2024 **Effort Status** Ready
Employee Name Sharon Scientist

Certify | Report

| Summary | Transaction Details | Monthly Summary | Documents | Certification | Decertification History |

Sponsored Funds

	Fund	Description	% Paid	$ Paid	C/S	Total	Commit	Actual	
⚠	600654	Upward Bound	40.00	$30,000.00	0.00	40.00	0.00	40.00	...
		Total Sponsored Funds	**40.00**	**$30,000.00**	**0.00**	**40.00**	**0.00**	**40.00**	

Institutional Funds

Fund	Description	% Paid	$ Paid	C/S			Actual	
999999	Departmental Funds	60.00	$45,000.00				60.00	...
	Total Institutional Funds	**60.00**	**$45,000.00**				**60.00**	
	Total	**100.00**	**$75,000.00**			**0.00**	**100.00**	

⊘ Close

5. If you'd like more information on where the totals on the Summary tab are coming from, you can click the Transaction Details tab.

2024 Q1 2024-01-01-2024-03-31

Effort Period 2024 Q1 1/1/2024-3/31/2024 **Effort Status** Ready
Employee Name Sharon Scientist

Certify | Report

| Summary | Transaction Details | Monthly Summary | Documents | Certification | Decertification History |

Sponsored Funds

	Fund	Description	% Paid	$ Paid	C/S	Total	Commit	Actual		
⚠	600654	Upward Bound	40.00	$30,000.00	0.00	40.00	0.00	40.00	...	ⓞ
		Total Sponsored Funds	**40.00**	**$30,000.00**	**0.00**	**40.00**	**0.00**	**40.00**		

Institutional Funds

Fund	Description	% Paid	$ Paid	C/S			Actual	
999999	Departmental Funds	60.00	$45,000.00				60.00	...
	Total Institutional Funds	**60.00**	**$45,000.00**				**60.00**	
	Total	**100.00**	**$75,000.00**			**0.00**	**100.00**	

⊘ Close

6. This tab shows the individual payroll transactions for this period.

2024 Q1 2024-01-01-2024-03-31

Effort Period 2024 Q1 1/1/2024-3/31/2024 **Effort Status** Ready   [Certify] [Report]
Employee Name Sharon Scientist

| Summary | Transaction Details | Monthly Summary | Documents | Certification | Decertification History |

2024-07 3/25/0204-4/7/2024

Tx Date	Tx Type	Payment Source	$ Paid	Code	Commit	Actual	
3/31/2024	Time	600654		600654		40.00	🔒
3/31/2024	Time	999999		999999		60.00	🔒
		Total for Pay Period	$0.00	Total for Pay Period	0.00	100.00	

2024-01 1/1/2024-1/14/2024

Tx Date	Tx Type	Payment Source	$ Paid	Code	Commit	Actual	
1/15/2024	Payroll	600654	$5,000.00	600654			🔒
1/15/2024	Payroll	999999	$7,500.00	999999			🔒
		Total for Pay Period	$12,500.00	Total for Pay Period	0.00	0.00	

2024-02 1/15/2024-1/28/2024

Tx Date	Tx Type	Payment Source	$ Paid	Code	Commit	Actual	
1/29/2024	Payroll	600654	$5,000.00	600654			🔒
1/29/2024	Payroll	999999	$7,500.00	999999			🔒
		Total for Pay Period	$12,500.00	Total for Pay Period	0.00	0.00	

2024-03 1/29/2024-2/11/2024

Tx Date	Tx Type	Payment Source	$ Paid	Code	Commit	Actual	
2/12/2024	Payroll	600654	$5,000.00	600654			🔒
2/12/2024	Payroll	999999	$7,500.00	999999			🔒
		Total for Pay Period	$12,500.00	Total for Pay Period	0.00	0.00	

2024-04 2/12/2024-2/25/2024

Tx Date	Tx Type	Payment Source	$ Paid	Code	Commit	Actual

7. You can also view the Monthly Summary tab. This tab shows a summary for each fund by month.

2024 Q1 2024-01-01-2024-03-31

Effort Period 2024 Q1 1/1/2024-3/31/2024 **Effort Status** Ready   [Certify] [Report]
Employee Name Sharon Scientist

| Summary | Transaction Details | Monthly Summary | Documents | Certification | Decertification History |

January 2024

Type	Code	Description	C/S	% Paid	$ Paid	C/S	Total	Actual
SP	600654	Upward Bound		40.00	$10,000.00	0.00	40.00	0.00
UF	999999	Departmental Funds		60.00	$15,000.00	0.00	60.00	0.00
		Total		100.00	$25,000.00	0.00	100.00	0.00

February 2024

Type	Code	Description	C/S	% Paid	$ Paid	C/S	Total	Actual
SP	600654	Upward Bound		40.00	$10,000.00	0.00	40.00	0.00
UF	999999	Departmental Funds		60.00	$15,000.00	0.00	60.00	0.00
		Total		100.00	$25,000.00	0.00	100.00	0.00

March 2024

Type	Code	Description	C/S	% Paid	$ Paid	C/S	Total	Actual
SP	600654	Upward Bound		40.00	$10,000.00	0.00	40.00	0.00
UF	999999	Departmental Funds		60.00	$15,000.00	0.00	60.00	0.00
		Total		100.00	$25,000.00	0.00	100.00	0.00

April 2024

Type	Code	Description	C/S	% Paid	$ Paid	C/S	Total	Actual
SP	600654	Upward Bound		0.00	$0.00	0.00	0.00	40.00
UF	999999	Departmental Funds		0.00	$0.00	0.00	0.00	60.00

8. There is also a documents tab where you can view any additional documents that have been attached for this statement and/or upload a new document. The Certification tab will show anyone that has already certified the statement, the person that currently needs to certify the statement and anyway that will need to certify the statement next.

9. When you are ready to certify, click the "Certify" button

10. A window will pop up. Read the certification language, add an optional comment, check the "Apply Signature and Certify Effort" box and then click "Save".

11. The certification tab will now show that you have certified, and the time and date will be recorded.

12. If you would like a PDF report of this statement, click "Report"

13. When the report opens, click the download icon and select how you would like to download the report. When you are done, close the report.

14. When you are done, you can click Close on the effort statement. Note that if you have already certified the statement, once you click close, you will no longer see it in the system. The Effort administrator(s) at your organization will always have access to the statement.

15. If you have additional statements that are ready for you to certify, you can repeat the above, starting with step 3.