CAYUSE Effort Reporting

END USER GUIDE





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Cayuse Overview

This section provides a brief overview of Cayuse, the university's electronic research administration system, and identifies the modules commonly used by faculty and staff.

What is Cayuse?

Cayuse is Stephen F. Austin State University's electronic research administration system that provides a suite of integrated modules that support the lifecycle of sponsored projects and research compliance activities.

Which Module do I Need?

If you need to...	Use this module
Apply for an external grant or contract	Sponsored Projects (SP)
Submit a Grants.gov application	Proposals (S2S)
Obtain approval for human subjects research	Human Ethics
Certify grant-funded effort	Effort
Track and verify expenditures	Fund Manager

System Requirements

- Preferred Internet Browsers: Google Chrome and Firefox.
- Cayuse requires the use of pop-ups.
- Your mySFA credentials are used to access Cayuse.

Effort Reporting Overview

Effort reporting documents how an employee's salary was distributed among their university responsibilities during a specific reporting period. Effort reports are generated from payroll distributions entered through **Electronic Personnel Action Forms (EPAFs)** and should reasonably reflect the work performed.

Key concepts:

1. Effort is expressed as a percentage of total university activity.
2. Total effort must equal 100%.
3. Effort includes university-funded, grant-funded, and cost-shared activities.
4. Effort is a reasonable estimate and is not based on a 40-hour work week.

What is Effort Certification?

Effort certification provides **documentation** that salary charged to a sponsored project reasonably reflects work performed and supports reimbursement of salary and benefits charged to grants. SFA uses after-the-fact certification to help ensure:

- Salary charges are reasonable
- Work performed matches salary charged
- Costs are allocated (charged) to the appropriate funding source

Who Can Certify Effort?

The certifier must have first-hand knowledge of the work performed, so is typically the:

- Principal Investigator (PI)
- Co-Principal Investigator (Co-PI)
- Project Director (PD)
- Or, Chair or Dean if the above individuals are unavailable and the chair/dean has sufficient knowledge of the employee's work.

Note: Cayuse effort reports default to the PI of the grant. Contact RSP if a different certifier is needed.

When are Effort Reports Due?

Reporting Period	Certification Deadline
Fall	January 31st
Spring	June 30th
Summer	September 30th

Additional Resources

- Uniform Guidance Requirements 200.430(i) Compensation - Personal Services
- SFA Policy 02-402 *Effort Reporting and Certification for Sponsored Activities*
- State of Texas Grants Management Guide

Instructions for Certifying Effort

Effort Certification Quick Reference

A. Open report
B. Verify accuracy of report
C. If discrepancies exceed 5%: Do not certify
D. Select **Certify**
    a. Apply signature
    b. Select **Save**
E. Repeat for remaining reports

Full Process

Step 1: Access the Cayuse Effort Module

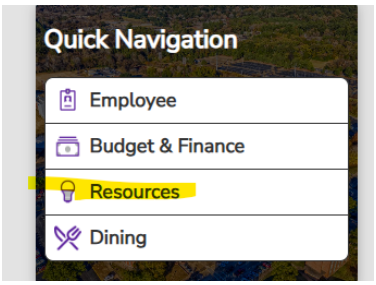
Option 1: Access from the Email Notification
When effort reports are available, Cayuse sends an email notification to the assigned certifier.

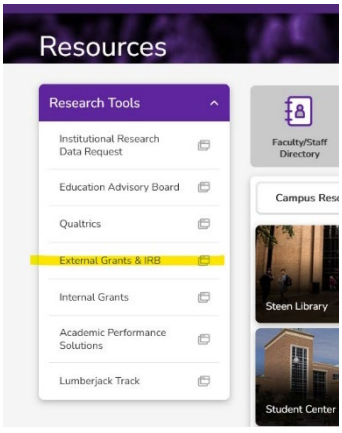
1. Open the email from **noreply@cayuse.com**.
2. Select the **Effort Administrator** link.
3. Log in using your mySFA credentials.

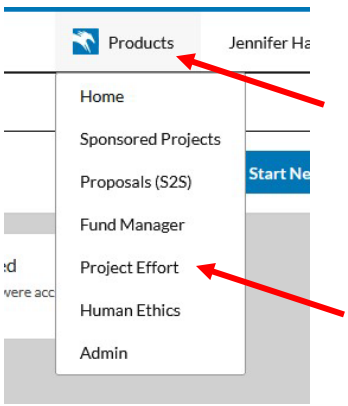
Option 2: Access through mySFA

1. Log in to **mySFA** using your username and password.
2. Select **Resources** from the Quick Navigation menu.
3. Under **Research Tools**, select **External Grants & IRB** which will launch **Cayuse**.
4. From the Cayuse homepage, select **Products > Effort**.









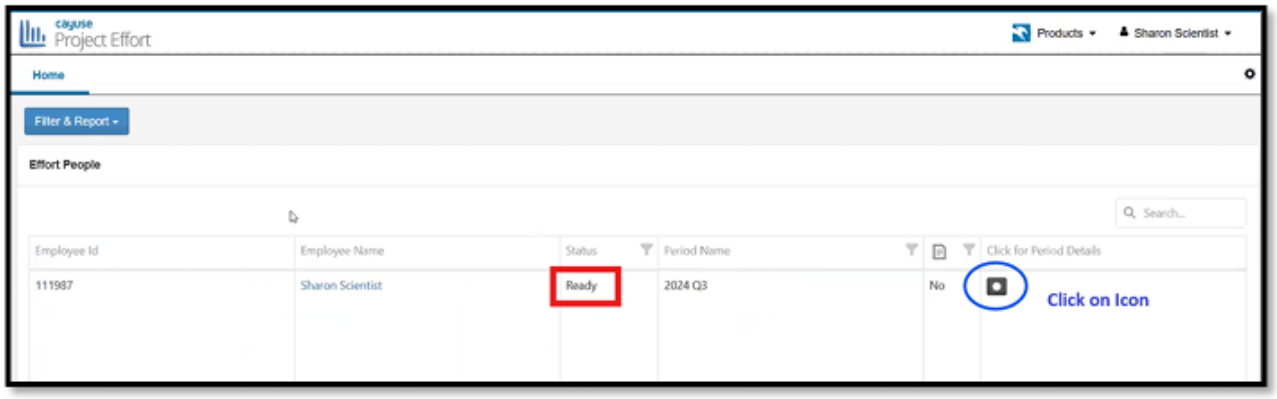
Step 2: Open Reports Pending Certification

When the Effort Module opens, you will see a list of all effort reports assigned to you. The list includes the Employee ID, Employee Name, Status, and Effort Period.

You can use the filter and search options to reduce the number of reports viewable at one time.

Reports ready for certification should have a status of **Ready**. If a report shows a different status, contact Research & Sponsored Programs before proceeding.

To open a report, select the **View** icon in the last column and the report will open in a pop-up window.



Step 3: Review Report Before Certification

Before certifying an effort report, verify that the payroll distribution and effort percentages reasonably reflect the work performed during the reporting period.

Confirm the following details:

- ✓ The reporting period is correct.
- ✓ The sponsored projects and Banner FOPs listed are correct.
- ✓ Effort percentages reasonably reflect actual work performed.
- ✓ Cost sharing has been included, if applicable.
- ✓ Salary distributions reasonably match actual effort. SFA allows for a variance of up to 5%.

If you believe corrections are needed:

1. Do not certify the report.
2. Contact your department administrator and grants accountant to review report and payroll allocation.
3. Contact Research & Sponsored Programs if additional assistance is needed.

Step 4: Determine if an Adjustment is Needed

Request adjustments if:

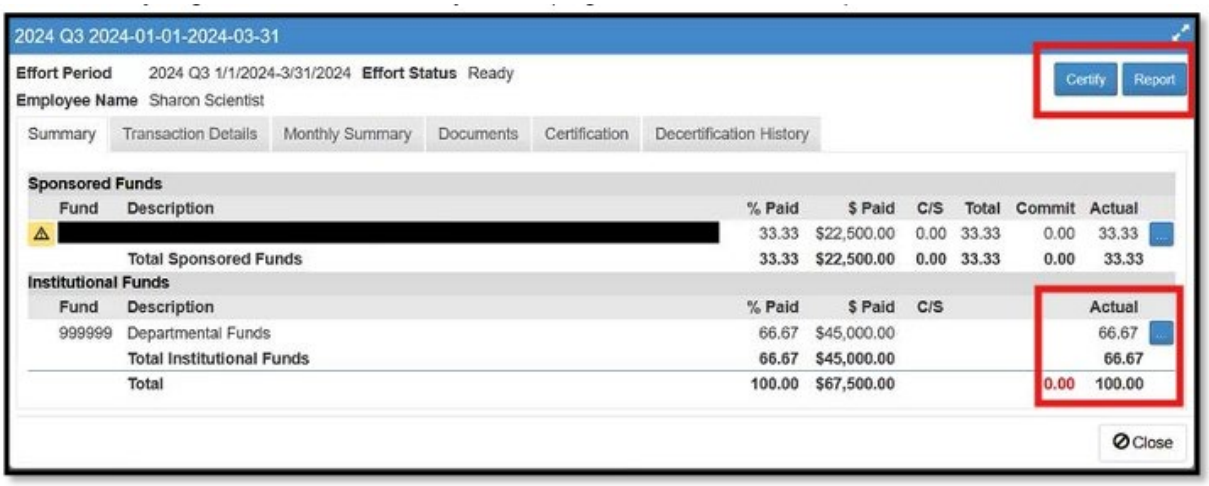
- Effort percentages do not reasonably reflect actual work performed.
- Salary was charged to the wrong funding source.
- Required cost sharing is missing.
- The variance exceeds SFA's allowable tolerance (SFA allows a +/- 5% variance. Refer to Appendix A).

Step 5: Certify the Effort Report

After completing your review:

1. Select **Certify** in the upper-right corner.
2. Enter comments if desired (optional).
3. Select whether to send a notification to the employee (not required).
4. Apply your electronic signature.
5. Select **Save**.
6. Select **Close**.
7. **Repeat** for additional effort reports.

Screenshots of this process follow.



Once you **select Certify,** the Certification tab will update to show:

- Certifier name
- Date certified
- Time certified

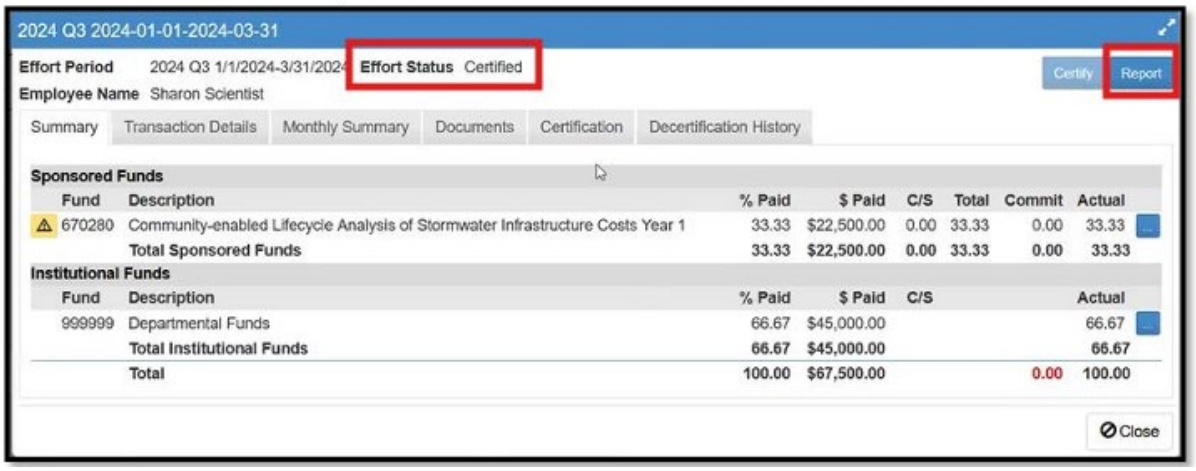


To generate a PDF copy of the effort statement:

1. Select **Report**.
2. Save or print the generated PDF.

After Certification

After a report has been certified and closed, it will no longer appear in your certification queue. Research & Sponsored Programs will continue to have access to all certified effort reports. If additional reports remain in your queue, repeat the process for each report.



Appendices

Appendix A: Understanding the 5% Variance Allowance

SFA procedures allow a variance of +/- **5%** between payroll distribution and effort worked.

Example 1

Funding Source	Payroll Distribution (EPAF)	Actual Effort Performed
Grant A	55%	50%
Grant B	45%	50%

Result*:* Because the variance is within SFA's allowable 5% tolerance, the effort report may be certified without adjustment.

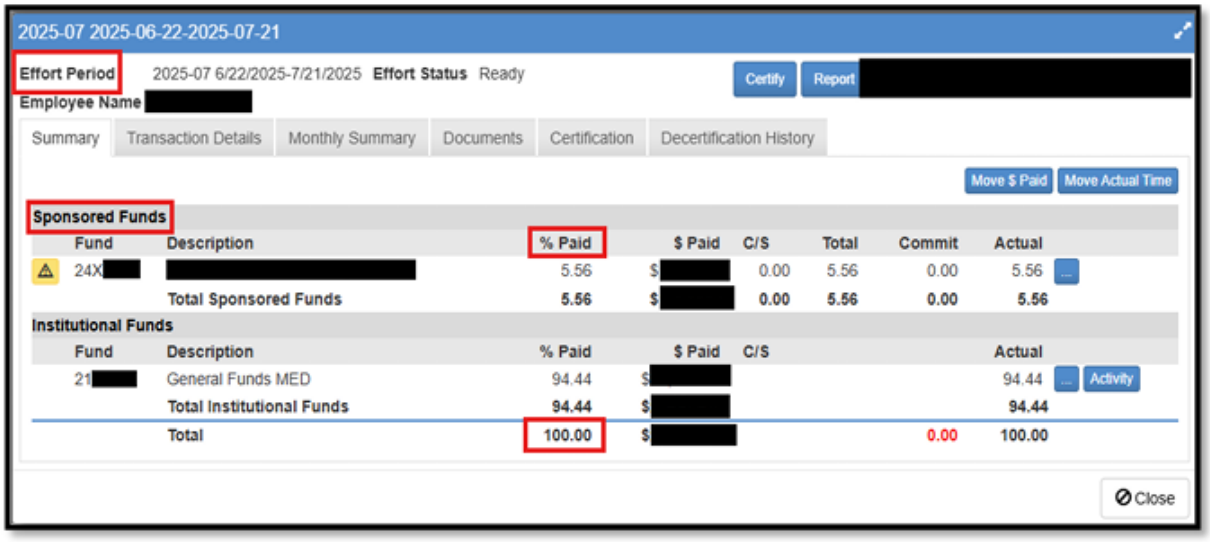
Example 2

Semester	Actual Effort on Project	Salary Charged to Project
Fall	**65%**	**65%**
Spring	**35%**	**35%**
Academic Year Average *(100% ÷ 2 semesters)*	**50%**	**50%**

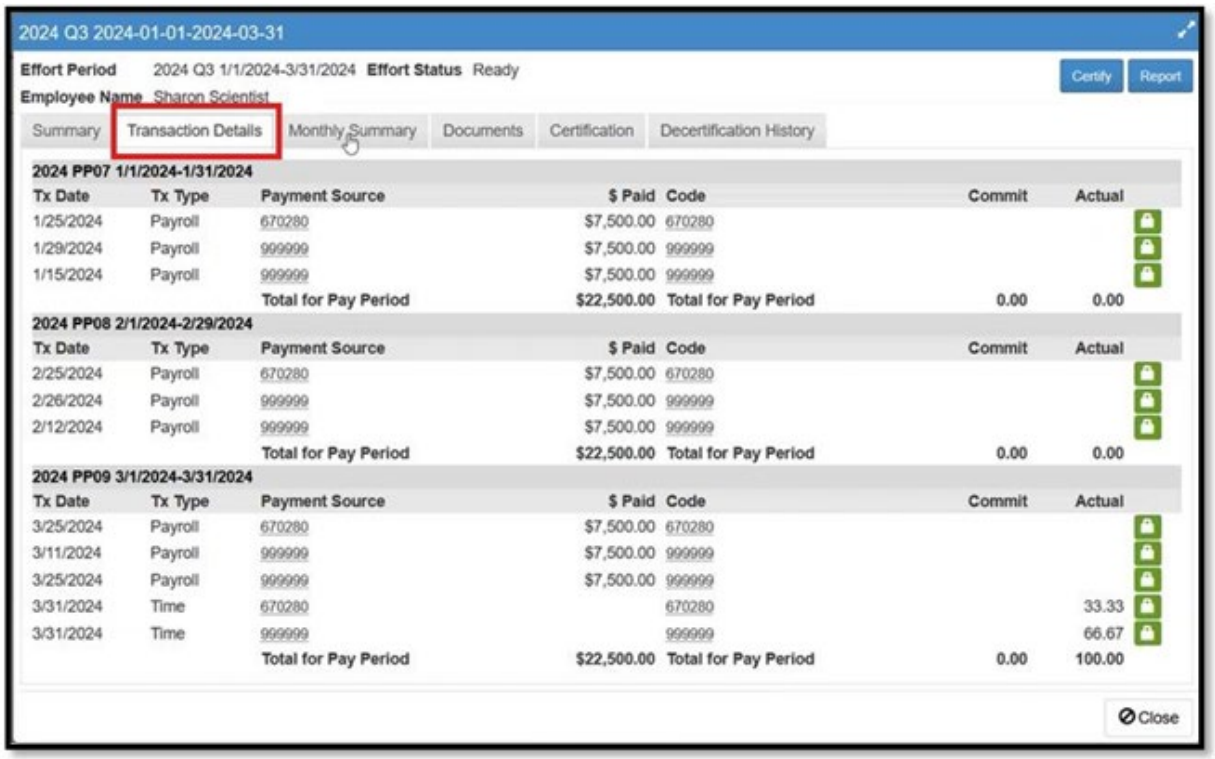
Proposed Commitment: 50% effort during the academic year
Result: Although effort varied between semesters, the average effort for the academic year was 50%, satisfying the committed level of effort for the project

Appendix B: Understanding Report Tabs

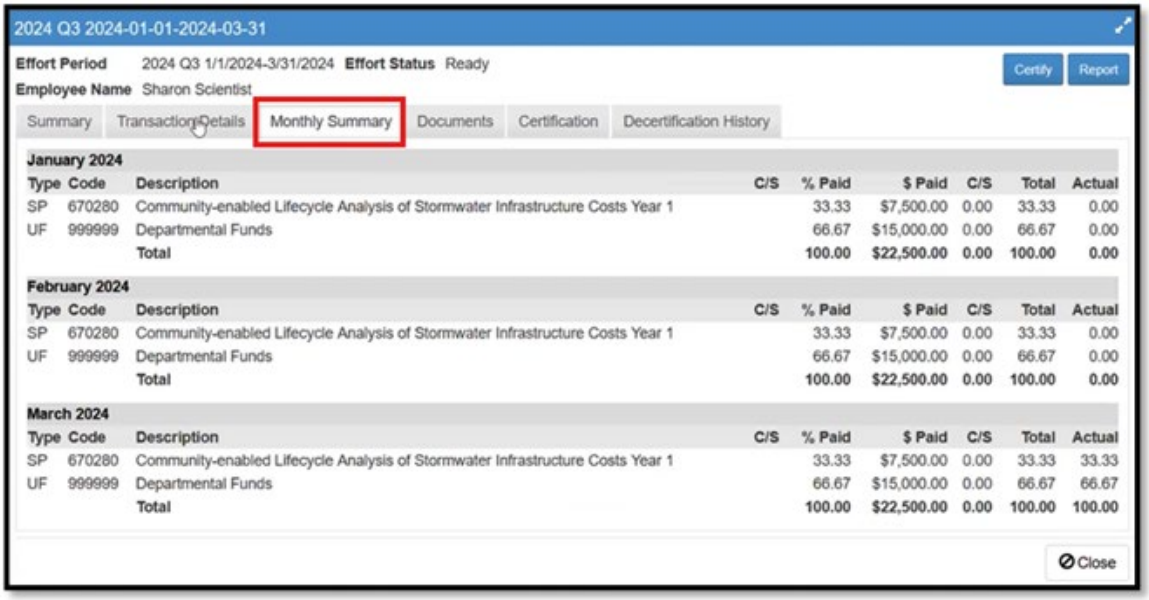
A. The **Summary tab** provides an overview of the entire reporting period. The percentages are based on the entire reporting period.



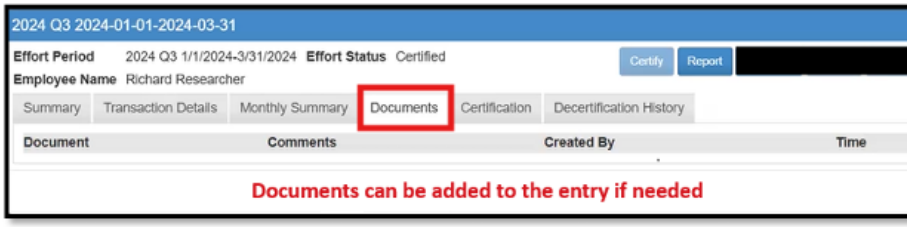
B. The **Transaction Details tab** reflects further detail based on each month.



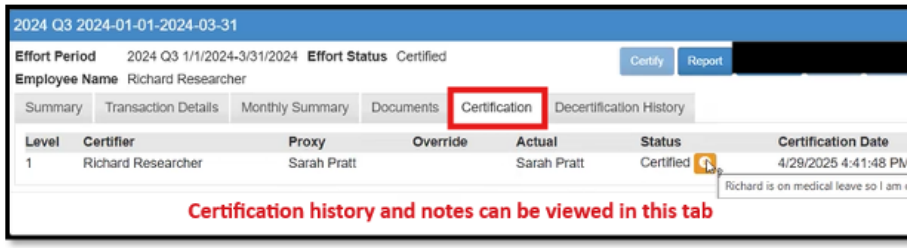
C. The **Monthly Summary tab** shows a summary for each fund by month.



D. **Documents Tab:** View attached supporting documentation or upload additional documentation.



E. **Certification Tab:** Displays certification history, the current certifier, and any remaining certification routing.



F. **Decertification Tab:** Only available when corrections have been required after an initial certification.

