## Effort Certification System (ECS)

### Frequently Asked Questions

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<th>No.</th>
<th>FAQ</th>
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| 1   | **What is effort certification?**  
- OMB Circular A-21, *Cost Principles for Educational Institutions*, requires that institutions engaged in government-funded activities certify their effort of grants on a timely basis. |
| 2   | **Who must certify effort?**  
- Faculty and staff paid from sponsored awards (grant projects)  
  
  **NOTE:** Students/wage personnel certify by signing their weekly/bi-weekly timesheets |
| 3   | **Do I have to certify my effort?**  
- If part of your time spent at Howard University is charged to a sponsored award, you must certify your effort  
- If you receive an email notification that you are required to certify your effort, a portion of your time has been charged to a sponsored award and you must certify.  
- If you receive an email notification AND you complete weekly/bi-weekly timesheets – please contact us at HUEffortCertification@Howard.edu |
| 4   | **How will I be notified if I am required to certify my effort?**  
- Individuals required to certify receive a system generated email from the Effort Certification System (ECS). Within the email there is a link to log-in to the PeopleSoft Self-Service page which contains the effort certificate(s). |
| 5   | **When will effort certifications be distributed and how long do I have to reply?**  
- Effort certifications are distributed quarterly.  
- The effort certification process will only take 5 – 10 minutes of your time. Since it is such a short process, we ask that you certify promptly upon receipt of this notice. |
| 6   | **What if my certificate is incorrect?**  
- The ECS has the functionality that permits certifiers to correct their effort and certify the revised/corrected effort.  
- By utilizing the “request correction” feature, each individual is able to correct how their effort is allocated. (Scroll to the bottom of your certificate to see the “request correction” button.)  
- When “request correction” is selected, certifiers may add or subtract departments and / or sponsored projects as well as adjust the allocation of time by adjusting the percentage related to each row of information. |
| 7   | **Are there any training opportunities or resources?**  
- Yes, there are live sessions, individual sessions and phone sessions available where someone will assist you with everything from access issues to certifying and potentially making changes to your effort.  
- **Effort Certification Open House at the:**  
  - College of Medicine Mudd Building, Lab Room 124/LCR  
  - Tentative Dates are:  
    - Thursday, April 25, 2013 (8:30am – 5:00pm)  
    - Tuesday, April 30, 2013 (8:30am – 5:00pm)  
    - Thursday, May 2, 2013 (8:30am – 5:00pm)  
  - 520 W Street between 4th and Georgia, Room 124/LCR.  
  - We will have computers available, individuals to answer your questions and walk you through the entire certification process. Please plan on attending and certify your effort in only a few minutes.  
  - For a personal on-site or telephonic training session, please send a request to hueffortcertification@howard.edu  
  - Interactive guides, simple PDF instructions and FAQs are all posted on the PeopleSoft Self-Service Portal. |
| 8   | **What happens if I do not certify?**  
- If responses are not received timely, your PI, Department Chair and / or Dean will be notified and will take appropriate follow-up actions.  
- If you are unable to certify, contact the help desk, hueffortcertification@howard.edu, and we will work to reassign your certificate so either the PI, Dean or appropriate personnel can certify in your place.  
- If we do not obtain certificates from all personnel, Howard will not meet our federal compliance obligations under OMB A-21. |
| 9   | **What if I cannot access my Howard email account? How will I be notified and how will I access the ECS?**  
- If you are unable to access your Howard email account, you can go to the following link to reset your password: http://peoplesoft.howard.edu/psp/portal/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST |
| 10  | **How often will Howard certify effort?**  
- Howard’s effort certification policy requires quarterly effort certifications |
| 11  | **How do I access my certificate?**  
- As noted in #4 above, there is a link in the email you will receive which will take you to your PeopleSoft Self-Service page. You will be able to navigate to your certificate from this page. |
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- You will also be able to go directly to your PeopleSoft Self-Service page and view your effort certificate.  
  *Note: When off campus, you will need to VPN into PeopleSoft (see below)*

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<th>Answer</th>
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| 12 How do I access the ECS/PeopleSoft if I am not on campus or the link is not working? | **1st Time Remote Access:** Remote access is available. It is a slightly longer process which requires some installation but is still a simple process. Through accessing the network remotely via the secure link, you will have access to all of your network functionality in a secure environment. 1) You access the Secure Howard VPN site (email user id and password) and then 2) access PeopleSoft (PeopleSoft id and password).  
  - Open Internet Explorer (or Firefox, Safari).  
  - Type in the URL: [secure.howard.edu](http://secure.howard.edu).  
  - Enter HU username and password (identical to HU email username and password).  
  - Accept all and trust all certificates that pop up in the various dialog boxes.  
  - On the “Network Connect” line, click “Start.”  
  - Accept all, install software and trust all certificates that pop up in the various dialog boxes.  
  - Open a new Internet Explorer window (or Firefox, Safari).  
  - Type in PeopleSoft.Howard.edu in the new window.  
  - Sign-in using your normal PeopleSoft log-in credentials.  

**2nd Time Remote Access**  
After installing the security and software the first time you access the network remotely, the access is already installed on your computer. Follow these steps:  
- Click on the Start icon on the lower left of your screen.  
- Select “Network Connect” (you may have to go under “All Programs”, “Juniper”).  
- Accept HU security policy;  
- Log-in (identical to HU email username and password).  
- Open a new Internet Explorer window (or Firefox, Safari).  
- Type in PeopleSoft.Howard.edu in the new window.  
- Sign-in using your normal PeopleSoft log-in credentials.  

With either remote access option, please log-out at the end of your session. Follow the steps below:  
- Locate the Network Connect icon on the bottom tool bar of your monitor.  
- Select Network Connect.  
- Click “Sign Out.”  
- Your secure session has now ended.

| 13 What do I do if I forgot my PeopleSoft User ID or Password? | User ID: Call Support Help Desk at (202) 806-2020, option #1  
  Password: Go to the forgotten password function on the PeopleSoft Portal at: [http://peoplesoft.howard.edu/psp/portal/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST](http://peoplesoft.howard.edu/psp/portal/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST) |