

ePAC Effort Certification Tip Sheet

You will use ePAC to approve your new effort distribution and to certify your past effort.

- The **New Distribution** is intended to reflect how you **plan** to spend your time in the **future**, and is identified at the cost center level. This approval process is required by federal regulation. (*One click to approve.*)
- The **Effort Report** refers to the federally-mandated process of confirming that your past effort was consistent with the way your effort was actually charged. Effort reports are generated every time your earnings distribution is changed and every time your historical effort is adjusted. (*Two clicks to approve and certify.*)

Logging into ePAC

You will receive an email alerting you that action is needed within ePAC and providing you with a link to the system's web address. The login screen will appear requesting your **VUnetID and e-password**. Enter the information and click on the **Login** button.

Approving a New Distribution

The **New Distribution** is intended to reflect how you **plan** to spend your time in the **future**, and is identified at the cost center level. To confirm that the new distribution accurately reflects your planned work activities, click the **Approve** button. However, if the new distribution displayed does not accurately reflect your planned work activities, click the **Reject** button.

Certifying Effort

When you have effort to certify in ePAC, an email will be sent to you with a link to the application. Your effort will display for all periods to be certified, and will show the amount of effort allocated to each of the cost centers to which your time has been charged. In order to view the effort report for each period individually, click **View Detail**.

If the effort report is consistent with the way that you actually spent your time, click **Approve**, then click **Certify** to submit the report. However, if your actual effort was not consistent with the distribution shown on the effort report, click **Reject**, then click either **Finish** (if all periods are inaccurate) or **Certify** (if some periods were accurate and others inaccurate).

Worklist

In the event that you have more than one record to certify in ePAC, you will be directed to a Worklist screen displaying all items requiring your attention. To select the distribution change, which will be listed in an individual row beginning with your name, click on your name to open the record and take the necessary actions.

Logging Out

To log out, click the red **Logout** button at the top of the screen, then click the **Exit CAS** button.

Additional Assistance

If you need assistance with the effort reporting process, please contact your department administrator or Heather Roberts (for faculty/staff in Medical Center divisions) at 3-4626 or Michelle Vazin (for faculty/staff in University Central divisions) at 3-1558.