



**Effort Certification
Frequently Asked Questions (FAQs)**

1. Why does the certificate include other GL accounts where the employee was charged?

To comply with the federal requirement, the effort certificate must reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities. The effort certificate must encompass both federally assisted and all other activities compensated by the District on an integrated basis.

2. What is included in wages?

The employee’s total wages are included. The following are not included: benefits, retro, longevity, professional growth, or stipends. Transfers of payroll expense (i.e. TOEs) as well as payroll accruals affecting federal projects are taken into account.

3. How were hours determined?

The reporting period is three payroll cycles (e.g. 10AB thru 12AB). The hours reported on the certificate are all hours paid during those payroll cycles. Paid hours were obtained from the payroll registers.

For salaried employees: The employee’s regular hours were based on the bargaining unit and HR record. For example, for a 12-month CSEA employee, there are about 65.25 working days in three payroll cycles which equates to 522 hours. The hours distribution by GL account was based on the pay distribution approved in the HR record.

4. What months do the payroll periods correspond to?

The table below outlines the corresponding months for each payroll period within the fiscal year:

Fiscal Quarter	Payroll Period	Months Covered
1 st Quarter	01AB – 03AB, reversal of accrual	July - September
2 nd Quarter	04AB – 06AB	October - December
3 rd Quarter	07AB – 09AB	January – March
4 th Quarter	10AB – 11AB, payroll accrual	April – June

5. How was level of effort calculated?

The level of effort is based on the hours distribution by GL account (i.e. hours charged to a specific GL account as a percentage of total hours charged).

6. I think there may be an error on the effort certificate. Who do I contact?

Please contact Jason Bui (Bui_Jason@rscdd.edu) or Rasel Menendez (Menendez_Rasel@rscdd.edu).