

Certifying an FEC with eFECS

1. After receiving email notification that the FEC is ready for review, follow the link provided and Login to eFECS.
2. Review the Online FEC and determine if the percentages represent a reasonable reflection of effort for the reporting period. Should you wish to view additional details, click on the 'plus signs'.
3. If it is NOT a reasonable reflection of effort, and you believe this FEC requires adjustments, please contact your FEC Coordinator. *Need help identifying your FEC Coordinator? Contact your department administrator.*
4. If the FEC represents a reasonable reflection of effort for the reporting period, click "**Begin Certification**". (image 1)

Note: A new, un-editable screen will display your summary Faculty Effort Certification (FEC), this will become the official record once certified.

5. Review the summary FEC.
6. If it reasonably reflects the effort for the reporting period. click "**OK to Certify**". (image 2)

Note: You will receive a warning message. "*This action cannot be undone and any changes to this FEC will require processing a re-certification. Continue to Certify?*"

7. If it is NOT a reasonable reflection of effort, click '**Back to Salary Details**' and return to the online FEC without certifying and contact your FEC coordinator. (image 2)
8. Clicking '**Yes, Certify**', certifies and updates the FEC status to Certified. Your UW Net Id and a timestamp will appear next to the Certified Status on the FEC. The FEC is now certified.

Online FEC (image 1)

Faculty Effort Report
 Mary Smithson (mrsmith)
 EID: 821-002-123
 Dept: 3590001, Education
 Reporting Period: 09/16/2010 - 03/15/2011 Status: Not Certified
 Complete By: 06/15/2011
 Avg. Paid FTE: 100.0%

Comments
 All comments become part of the certified effort report.

[How to Certify](#)
[Cost Share Key Terms/Instructions](#)

Salary Source(s)		Compensation Dist.		Salary Cap		Cost Share		Total
Description	K	Salary	Dist.	Amount	Effort	Amount	Effort	Effort
Subtotal	Sponsored Programs	\$25,476	21.3%	\$4,057	3.4%	\$0	0.0%	24.7%
20-1234	[ARRA] SEDI	\$5,095	4.3%	\$1,014	0.8%	\$0	0.0%	5.1%
61-5678	HRC	\$8,152	6.8%	\$1,623	1.4%	\$0	0.0%	8.2%
61-4571	SDYC	\$7,133	6.0%	\$1,420	1.2%	\$0	0.0%	7.1%
62-2180			2.1%	\$0	0.0%	\$0	0.0%	2.1%
63-4977			2.1%	\$0	0.0%	\$0	0.0%	2.1%
Subtotal			7%		-3.4%		0.0%	75.3%
06-5080			100%					100%
Totals:		119,721	100%					100%

Begin Certification

Salary Cap: \$5000. Max salary cap amount and % effort are derived

Current as of Friday, 06/03/2011, at 10:28 AM

Summary FEC (image 2)

Faculty Effort Certification

SMITHSON, MARY
 EID: 821-002-123
 Home Department: 3590001 - EDUCATION

Avg. Paid FTE: 100.0%
 Reporting Period: 09/16/2010 - 03/15/2011
 Complete by: 06/15/2011

Salary Source(s)	Compensation Distribution	Salary Cap Effort	Cost Share Effort	Total Effort
Subtotal of Sponsored Programs	21.3%	3.4%	0.0%	24.7%
20-1234 [ARRA] SEDI	4.3%	0.8%	0.0%	5.1%
61-5678 HRC	6.8%	1.4%	0.0%	8.2%
61-4571 SDYC	6.0%	1.2%	0.0%	7.1%
62-2180 INQUIRY PROBLEMS	2.1%	0.0%	0.0%	2.1%
63-4977 PA PPL	2.1%	0.0%	0.0%	2.1%
Subtotal of Other Salary Sources	78.7%	-3.4%	0.0%	75.3%
Total of All Activities	100%			100%

Back to Salary Details
OK to Certify

Having suitable means of verification, I hereby certify that the payroll distribution above represents a reasonable reflection of effort devoted.

Back to Salary Details
OK to Certify

If this FEC requires adjustments, please contact your department's FEC Coordinator.

Login to eFECS: ucs.admin.washington.edu/effortreport/ Questions?: eFECS@uw.edu

Learn more about FEC compliance: <http://f2.washington.edu/fm/maag>

Learn more about the eFECS system: <http://f2.washington.edu/fm/efecs/training-resources>