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.

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Learn more about the eFECS system: [http://f2.washington.edu/fm/efecs/training-resources](http://f2.washington.edu/fm/efecs/training-resources)