

## 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.

**Login to eFECS:** <https://ucs.admin.uw.edu/effortreport/>

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 recertification. 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)

Reporting Period: 03/16/2017 - 09/15/2017 Status: Not Certified  
 Complete By: 12/11/2017  
 Avg. Paid FTE: 100.0%

Comments  
 All comments become part of the certified effort report  
[Learn more about Comments](#)

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

Salary Source(s)	Description	K	Compensation Dist.		Salary Cap		Cost Share		Total
			Salary	Dist.	Amount	Effort	Amount	Effort	
Subtotal	Sponsored Programs		\$33,476	100.0%	\$0	0.0%	\$0	0.0%	100.0%
			\$14,048	42.0%	\$0	0.0%	\$0	0.0%	42.0%
			\$14,547	43.5%	\$0	0.0%	\$0	0.0%	43.5%
				14.6%	\$0	0.0%	\$0	0.0%	14.6%
Subtotal				0.0%		0.0%		0.0%	0.0%
Totals:				100%					100%

Begin Certification

Current as of Wednesday, 10/11/2017, at 8:29 AM

Do not certify this FEC if adjustments are required that will impact sponsored effort dollars and/or percentages. Please contact your department's FEC Coordinator.

Summary FEC (image 2)

Faculty Effort Certification

Avg. Paid FTE: 100.0%  
 Reporting Period: 03/16/2017 - 09/15/2017  
 Complete by: 12/11/2017

Salary Source(s)	Compensation Distribution	Salary Cap Effort	Cost Share Effort	Total Effort
Subtotal of Sponsored Programs	100.0%	0.0%	0.0%	100.0%
	42.0%	0.0%	0.0%	42.0%
	43.5%	0.0%	0.0%	43.5%
	14.6%	0.0%	0.0%	14.6%
Subtotal of Other Salary Sources	0.0%	0.0%	0.0%	0.0%
Total of All #	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

Do not certify this FEC if adjustments are required that will impact sponsored effort dollars and/or percentages. Please contact your department's FEC Coordinator.

Learn more about the eFECS system:

<http://f2.washington.edu/fm/efecs/training-resources>

Learn more about FEC compliance:

<http://f2.washington.edu/fm/maa>