

How to complete an effort “shift” in ECC

Sections:

- [Completing Effort Shifts](#)
- [Editing, Copying, or Deleting Shifts](#)

Overview:

Effort Shift or Shift in Funding Source (called “Short-Term Shift” or “K-Award Shift” in legacy eF ECS system) is a process to represent effort to a grant that is not charged to, or paid by the grant. These shifts are not true transactions and are not traced back to Workday. They are only for documenting a higher total effort level to sponsored awards, than was directly charged.

Shifts are not required for documenting salary over the cap (SoC) in standard circumstances. Under normal circumstances, Workday’s automatic SoC calculation will apply the “Salary Over the Cap Type” and “Salary over the Cap Basis” worktags to the grant, which allows those pay results to be automatically captured in the “K Award/Funding Shift/Over Cap” column of ECC. A situation where completing a shift may be required is when a faculty’s Institutional Base Salary (IBS) is over the salary cap, and they have a clinical practice plan salary component (UWP or CUMG). In this situation, a shift would be required if the necessary SoC amount is not achieved with a PAA in Workday.

Other situations where shifts should be completed in ECC are to bring total effort on a K Award up to 75%, or when the faculty contributes ‘Voluntary Uncommitted cost share’ to a grant. ‘Voluntary Uncommitted cost share’ (not an official term) describes a case when the faculty has elected to dedicate a certain amount of effort to a grant, but to not actually have the commensurate salary of that effort level, charged to the grant.

Completing Effort Shifts:

1. Go to the statement of the faculty you need to complete the shift for. Do this by clicking on their name or the statement status on the “Assigned Effort Statement” tab of the home page (alternatively, search for their last name or EID in the main search bar of the application at the top right of the screen).

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Work List

Welcome to Huron's Employee Compensation Compliance application. The tab(s) below contain various tasks that require your attention.

STAGE ENVIRONMENT

Statement Owner	Department	Period	Due Date	Type	Status	PI
Last, First	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Certification	●
Last, First	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●
	CC103323-CAS Physics - Academics	2023 - 7/1 to 12/31	08/31/2024	Base	Ready for Pre Review	●

- Determine the grant(s) that need more effort shifted to them, and by how much (dollars or percent). The eventual shift will be attributed to the "K Award/Funding Shift/Over Cap" column and contribute to the "Computed Effort" and "Certified Effort" totals for each row.

Effort Statement Line Item Last, First - 987654321 Base Effort Period: 07/01/2023 to 12/31/2023 Status: Ready for Pre Review

WARNING - You cannot certify this Effort Statement because you only have the right to save other users' Statements.

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-003756							
GR012325	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	25%
Award Total:	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	25%
AWD-009517							
GR024411	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	25%
Award Total:	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	25%
UW Total:	\$6,489.50	50.00 %	\$0.00	0.00 %	50.00 %	\$ 50 %	50%
NSP							
CC103323 CAS Physics - Academics	\$6,489.50	50.00 %	\$0.00	0.00 %	50.00 %	\$ 50 %	50%
NSP Total:	\$6,489.50	50.00 %	\$0.00	0.00 %	50.00 %	\$ 50 %	50%
Grand Total:	\$12,979.00	100.00 %	\$0.00	0.00 %	100.00 %	\$ 100 %	100%

- Keep the statement page open. On another browser tab, open the form to complete the effort shift by clicking on the "Manage" menu tab, then on "Add Cost Sharing" (you may have to expand the subtab menu by clicking the three dots icon - ...)

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Look-up Department Dashboard

Work List

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STAGE ENVIRONMENT

Place Statements On Hold

Add Cost Sharing

- Enter the last name *space* first name (or employee ID number – EID) in the "Employee" field and select the faculty from the dropdown list that appears.

Look-up Add Cost Sharing Home Certify Manage Reports Administration Links

Add Cost Sharing

Employee: [Last Name *SPACE* First Name OR EID]

To Account: [Select Account] Associated to Individual New

Currently Associated to Individual: [Select Account] Active Inactive

New To Account: [] Active Inactive

Sponsor: N/A

To Account Start Date: N/A

To Account End Date: N/A

From Account: Associated to Individual New

Currently Associated to Individual: [Select Account] Active Inactive

New From Account: [] Active Inactive

Sponsor: N/A

From Account Start Date: N/A

From Account End Date: N/A

Cost Share %: []

Cost Share \$: []

Budget Period: [Select Budget Period] Base effort? Non-IBS effort?

Type: [Select Type]

Justification: []

[Add Entry] [Remove Budget Period] [Add Budget Period]

5. If shifting to an account the faculty has already had payroll charged to (most common), click the radio button to the left of “Associated to Individual”, then select the desired grant from the dropdown menu (**only select an individual grant worktag, not an award number even if they appear**)
 - a. If shifting to an account the faculty has never had payroll charged to in any period, use the “New” radio button, then type in the grant number into the “New To Account” field (if the account is in a “Closed” status in Workday, you must select the “Inactive” radio button to the right of this field).

Add Cost Sharing

Employee: []

To Account: Associated to Individual New

Currently Associated to Individual: [Select Account]

New To Account: [] Active Inactive

Sponsor: N/A

To Account Start Date: N/A

To Account End Date: N/A

From Account: [Select Account]

Currently Associated to Individual: [Select Account] Active Inactive

New From Account: [] Active Inactive

Sponsor: N/A

6. For the “From Account” you must use the “Associated to Individual” radio button. Click on a non-sponsored source from the dropdown list (the From Account **cannot** be a grant in almost every situation).

To Account End Date: 08/31/2023

From Account: Associated to Individual New

Currently Associated to Individual: [Select Account]

New From Account: [] Active Inactive

Sponsor: N/A

From Account Start Date: N/A

From Account End Date: N/A

Cost Share %: []

Cost Share \$: []

Budget Period: [Select Budget Period] Base effort? Non-IBS effort?

7. Enter an amount to shift (either percent or dollar based). To activate each entry field, you must select the associated radio button by that field (circled in red).
- For percent based:

Cost Share %: (circled in red)

Cost Share \$:

- For dollar based:

Cost Share %:

Cost Share \$: (circled in red)

8. Select the period you are shifting for from the “Budget Period” dropdown menu (do not adjust “Based Effort?” and “Non-IBS effort?” checkboxes).

Budget Period:

Type:

Select Budget Period Base effort? Non-IBS effort?

Select Budget Period
07/01/2023 - 12/31/2023 (UW)

9. Select the type of shift from the “Type” dropdown menu. A Justification of the shift is not required – Notes may be made on the statement itself after you complete the shift to explain any specific circumstances.

Type:

Justification:

[Select Type]

[Select Type]
K Award
Salary Cap
Shift in Funding source

10. Click “Add Entry”.

[+] Add Cost Sharing

Employee:

To Account: Associated to Individual New

Currently Associated to Individual: GR024411

New To Account: Active Inactive

Sponsor: SFN-00576 - Department of Energy

To Account Start Date: 06/01/2022

To Account End Date: 07/31/2024

From Account: Associated to Individual New

Currently Associated to Individual: CC103323 - CAS | Physics - Academics

New From Account: Active Inactive

Sponsor: N/A

From Account Start Date: N/A

From Account End Date: N/A

Cost Share %:

Cost Share \$:

Budget Period: 07/01/2023 - 12/31/2023 (UW) Base effort? Non-IBS effort?

Type: Shift in Funding source

Justification: job aid

11. A summary screen of the shift will pop up, review the information. If accurate to what you entered, click “Add Entry”. Otherwise click “Cancel” or “Revise Entry” to adjust the entry.

Add Cost Sharing

Please confirm the following cost share details before submitting.

Employee	From Account	To Account
Last, First - 987654321	CC103323 - CAS Physics - Academics	GR024411

Date Range	Type	Percentage	Dollars
07/01/2023 to 12/31/2023	Shift in Funding source	0.00%	\$650.00

12. You will be returned to the blank form, with a message at the top of the screen in green text that reads, “Your cost sharing entry was successfully submitted.”

Add Cost Sharing

Your cost sharing entry was successfully submitted.

Employee:

To Account: Associated to Individual New

Currently Associated to Individual:

New To Account: Active Inactive

Sponsor: N/A

To Account Start Date: N/A

To Account End Date: N/A

From Account: Associated to Individual New

Currently Associated to Individual:

New From Account: Active Inactive

Sponsor: N/A

From Account Start Date: N/A

From Account End Date: N/A

13. Return to the browser tab you had the faculty’s effort statement open in and refresh the page. You should see the amount you shifted appear in the “K award/Funding shift/Over Cap” columns, and the total effort fields updated to include the shifted amount.

a. Before Shift

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-003756							
GR012325	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	
<i>Award Total:</i>	\$3,244.75	25.00%	\$0.00	0.00%	25.00%	25%	
AWD-009517							
GR024411	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	
<i>Award Total:</i>	\$3,244.75	25.00%	\$0.00	0.00%	25.00%	25%	
UW Total:	\$6,489.50	50.00%	\$0.00	0.00%	50.00%	50%	
NSP							
CC103323 CAS Physics - Academics	\$6,489.50	50.00 %	\$0.00	0.00 %	50.00 %	\$ 50 %	
NSP Total:	\$6,489.50	50.00%	\$0.00	0.00%	50.00%	50%	
Grand Total:	\$12,979.00	100.00%	\$0.00	0.00%	100.00%	100%	

b. After Shift

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-003756							
GR012325	\$3,244.75	25.00 %	\$0.00	0.00 %	25.00 %	\$ 25 %	
<i>Award Total:</i>	\$3,244.75	25.00%	\$0.00	0.00%	25.00%	25%	
AWD-009517							
GR024411	\$3,244.75	25.00 %	\$650.00	5.01 %	30.01 %	\$ 30 %	
<i>Award Total:</i>	\$3,244.75	25.00%	\$650.00	5.01%	30.01%	30%	
UW Total:	\$6,489.50	50.00%	\$650.00	5.01%	55.01%	55%	
NSP							
CC103323 CAS Physics - Academics	\$6,489.50	50.00 %	-\$650.00	-5.01 %	44.99 %	\$ 45 %	
NSP Total:	\$6,489.50	50.00%	-\$650.00	-5.01%	44.99%	45%	
Grand Total:	\$12,979.00	100.00%	\$0.00	0.00%	100.00%	100%	

14. Ensure "Certified Effort" column has been updated

- a. If "Certified Effort" column is unaligned with "Computed Effort", click the Statement Reset icon to allow the fields to recalculate - :



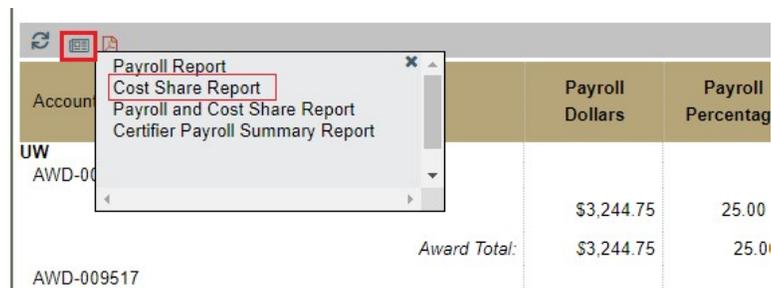
Accounts	Payroll Dollars	Payroll Percentage
UW		
AWD-001204 Application of machine learning to the MacTel project		

- b.

15. At this point you have completed all the necessary steps, and the shift has been made.

Editing, Copying, or Deleting Shifts:

1. Click on the newspaper icon in the top left of the statement, and click "Cost Share Report"



Account	Payroll Dollars	Payroll Percentage
UW		
AWD-001204 Application of machine learning to the MacTel project	\$3,244.75	25.00
<i>Award Total:</i>	\$3,244.75	25.00
AWD-009517		

2. When there are pre-existing values in the "K Award / Funding Shift / Over Cap" column prior to any of the completed shifts (this would only be because of SoC), it is necessary to scroll to the top of the "Cost Share Report" results, and adjust the parameters to limit the results just to your completed shifts:

Name	Account	Cost Share Type	Statement Type	CS Transaction Date	Effective PoP	\$	%	Action
	GR0 2021	Default Status	Base	01/31/2024 to 01/31/2024	07/01/2023 to 06/30/2024	\$276.10	2.29 %	
	GR0 GRA	Default Status	Base	02/29/2024 to 02/29/2024	07/01/2023 to 06/30/2024	\$102.27	1.0 %	
	GR0 GRA	Default Status	Base	03/15/2024 to 03/15/2024	07/01/2023 to 06/30/2024	\$102.27	1.0 %	
	GR0 2021	Default Status	Base	12/31/2023 to 12/31/2023	07/01/2023 to 06/30/2024	\$276.10	2.29 %	
	GR0 2021	Default Status	Base	03/31/2024 to 03/31/2024	07/01/2023 to 06/30/2024	\$255.69	2.20 %	
	GF12 M.D.	Salary Cap	Base		07/01/2023 to 06/30/2024	\$9,772.45	-2.34 %	

- In the "Cost Share Type" field, select from the drop-down menu the "Type" you chose in the shift(s) you want to edit/copy/delete:

a.

- Enter the "Period" that you are adjusting shifts for:

a.

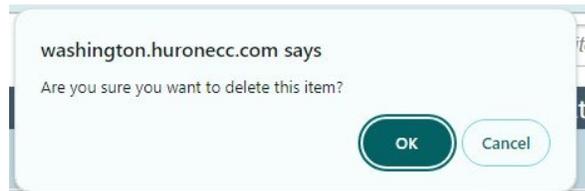
- Since the "Employee" field is auto filled when accessing the report from their effort statement, these are the only fields required. Click "Run Report":

a.

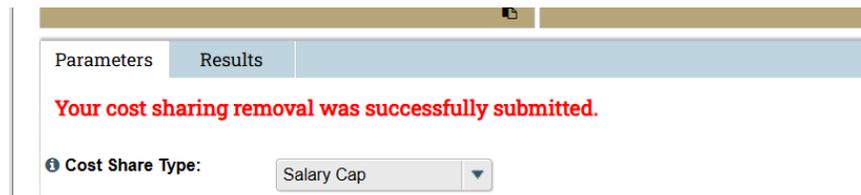
- Use the icons under the "Action" column to edit () , copy () , or delete () the shift entry

Name	To Account	From Account	Cost Share Type	Statement Type	CS Transaction Date	Effective PoP	\$	%	Action
	GR0	GF1	Salary Cap	Base	07/01/2023 to 06/30/2024	07/01/2023 to 06/30/2024	\$4,019.38	1.0 %	
	GR0	GF1	Salary Cap	Base	07/01/2023 to 06/30/2024	07/01/2023 to 06/30/2024	\$2,396.67	1.0 %	
	GR0	GF1	Salary Cap	Base	07/01/2023 to 06/30/2024	07/01/2023 to 06/30/2024	\$17,719.83	2.29 %	

7. If deleting the entry (✖), the system will ask you if you are sure you want to delete it. Click "OK" to confirm the deletion.



- a.
- b. This will return the statement fields to their original values from before the shift (The system may take a while to load after clicking this button, wait until you see the message "Your cost sharing removal was successfully submitted"):



8. The edit button (✎) will reopen the shift form ("Add Cost Sharing") for you to adjust the previously completing shift
9. The copy button (📄) will reopen the shift form for the purposes of creating another shift with default entries setup to match the previous shift (return to [step 4 of "Completing Shifts"](#))