Important Dates for Effort Certification in FY 2012

Certification Cycle 1, FY 2012

- August 28, 2011 - Effort Reporting Period 1 ends (Pay Periods 1 - 5)
- September 7, 2011 - Pay Period 6 posts, Pre-Review Periods begins
- October 3, 2011 - Effort data available in ECRT System
- November 4, 2011 - Effort certification due date; Statements must be Approved and Certified
- November 18, 2011 - First compliance letter sent by SPA Effort Unit Manager
- December 14, 2011 - Second compliance letter sent by Associate Director
- December 29, 2011 - Historical Salary Adjustment (HSA’s) require SPA approval after this date
- January 5, 2012 - Third compliance letter sent by Associate Vice President
- January 10, 2011 - Final cut-off to certify statements *
- January 11, 2012 - SFR notified to remove salary charges for uncertified statements

Certification Cycle 2, FY 2012

- January 15, 2012 - Effort Reporting Period 2 ends (Pay Periods 6 – 15)
- January 25, 2012 - Pay Period 16 posts, Pre-Review Period begins
- February 13, 2012 - Effort data available for certification in ECRT System
- March 9, 2012 - Effort certification due date; Statements must be Certified and Approved
- March 29, 2012 - First compliance letter sent by SPA Effort Unit Manager
- April 17, 2012 - Second compliance letter sent by Associate Director
- May 2, 2012 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- May 7, 2012 - Third compliance letter sent by Associate Vice President
- May 10, 2012 - Final cut-off to certify statements *
- May 11, 2012 - SFR notified to remove salary charges from statements not certified and approved

Certification Cycle 3, FY 2012

- June 17, 2012 – Effort Reporting Period 3 ends (Pay Periods 16 – 26)
- June 27, 2012 – Pay Period 26 posts, Pre-Review Period begins
- July 16, 2012 – Effort data available for certification in ECRT System
- August 10, 2012 – Effort certification due date; Statements must be Certified and Approved
- August 31, 2012 – First compliance letter sent by SPA Effort Unit Manager
- September 12, 2012 – Second compliance letter sent by Associate Director
- September 27, 2012 – Third compliance letter sent by Associate Vice President
- September 26, 2012 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- October 4, 2012 – Final cut-off to certify statements *
- October 5, 2012 – SRF notified to remove salary charges for uncertified statements

* Or other date listed in your final compliance letter

(Revised 10/01/2012)