

# Important Dates for Effort Certification in FY 2010

## Certification Cycle 1, FY 2010

- August 30, 2009 – Effort Reporting Period 1 ends
- October 19, 2009 – Effort data available in ECRT System
- November 13, 2009 – Effort certification due date
- December 4, 2009 – First compliance letter sent by Effort Unit Manager
- December 18, 2009 – Second compliance letter sent by Assistant Director
- January 4, 2010 – Historical Salary Adjustment (HSA) cut-off
- January 8, 2010 – Third compliance letter sent by Associate Vice President
- January 13, 2010 – Final cut-off to certify statements
- January 15, 2010 - SFR notified to remove salary charges for uncertified statements

## Certification Cycle 2, FY 2010

- January 3, 2010 – Effort Reporting Period 2 ends
- January 19, 2010 – Effort data available in ECRT System
- February 12, 2010 – Effort certification due date
- February 26, 2010 – First compliance letter sent by Effort Unit Manager
- March 12, 2010 – Second compliance letter sent by Assistant Director
- March 19, 2010 - Historical Salary Adjustment (HSA) cut-off
- March 26, 2010 – Third compliance letter sent by Associate Vice President
- April 1, 2010 – Final cut-off to certify statements
- April 5, 2010 – SFR notified to remove salary charges for uncertified statements

## Certification Cycle 3, FY 2010

- June 6, 2010 – Effort Reporting Period 3 ends
- July 12, 2010 – Effort data available in ECRT System
- August 6, 2010 – Effort certification due date
- August 20, 2010 – First compliance letter sent by Effort Unit Manager
- September 3, 2010 – Second compliance letter sent by Assistant Director
- September 13, 2010 - Historical Salary Adjustment (HSA) cut-off
- September 17, 2010 – Third compliance letter sent by Associate Vice President
- September 23, 2010 – Final cut-off to certify statements
- September 27, 2010 – SRF notified to remove salary charges for uncertified statements

(Revised 8/12/09)