Important Dates for Effort Certification in FY 2011

Certification Cycle 1, FY 2011

- August 29, 2010 - Effort Reporting Period 1 ends (Pay Periods 1 - 6)
- October 4, 2010 - Effort data available in ECRT System
- October 29, 2010 - Effort certification due date; Statements must be Approved and Certified
- November 12, 2010 - First compliance letter sent by Effort Unit Manager
- November 29, 2010 - Second compliance letter sent by Assistant Director
- December 13, 2010 - Historical Salary Adjustment (HSA) cut-off
- December 17, 2010 - Third compliance letter sent by Associate Vice President
- December 29, 2010 - Final cut-off to certify statements
- December 30, 2010 - SFR notified to remove salary charges for uncertified statements

Certification Cycle 2, FY 2011

- January 16, 2011 - Effort Reporting Period 2 ends (Pay Periods 7 – 16)
- January 26, 2011 - Pay Period 16 posts, Pre-Review Periods begins
- February 14, 2011 - Effort date available for certification in ECRT System
- March 11, 2011 - Effort certification due date; Statements must be Certified and Approved
- March 25, 2011 - First compliance letter sent by Effort Unit Manager
- April 8, 2011 - Second compliance letter sent by Assistant Director
- April 18, 2011 - Historical Salary Adjustments (HSA's) require SPA approval after this date
- April 22, 2011 - Third compliance letter sent by Associate Vice President
- April 27, 2011 - Final cut-off to certify statements
- April 28, 2011 - SFR notified to remove salary charges from statements not certified and approved

Certification Cycle 3, FY 2011

- June 19, 2011 – Effort Reporting Period 3 ends (Pay Periods 17 – 27)
- June 29, 2011 – Pay Period 27 posts, Pre-Review Period begins
- August 1, 2011 – Effort data available for certification in ECRT System
- August 26, 2011 – Effort certification due date; Statements must be Certified and Approved
- September 9, 2011 – First compliance letter sent by Effort Unit Manager
- September 23, 2011 – Second compliance letter sent by Assistant Director
- October 7, 2011 – Third compliance letter sent by Associate Vice President
- October 12, 2011 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- October 12, 2011 – Final cut-off to certify statements
- October 13, 2011 – SRF notified to remove salary charges for uncertified statements

(Revised 8/31/2011)