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 Effort Unit Manager
- December 9, 2011 - Second compliance letter sent by Assistant Director
- December 23, 2011 - Third compliance letter sent by Associate Vice President
- December 29, 2011 - Final cut-off to certify statements
- December 29, 2011 - Historical Salary Adjustment (HSA’s) require SPA approval after this date
- December 30, 2011 - 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 Periods 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 23, 2012 - First compliance letter sent by Effort Unit Manager
- April 13, 2012 - Second compliance letter sent by Assistant Director
- April 27, 2012 - Third compliance letter sent by Associate Vice President
- May 2, 2012 - Final cut-off to certify statements
- May 2, 2012 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- May 3, 2012 - SFR notified to remove salary charges for uncertified statements

Certification Cycle 3, FY 2012
- June 17, 2012 – Effort Reporting Period 3 ends (Pay Periods 16 – 26)
- June 27, 2012 – Pay Period 27 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 24, 2012 – First compliance letter sent by Effort Unit Manager
- September 7, 2012 – Second compliance letter sent by Assistant Director
- September 21, 2012 – Third compliance letter sent by Associate Vice President
- September 26, 2012 – Final cut-off to certify statements
- September 26, 2012 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- September 27, 2012 – SRF notified to remove salary charges for uncertified statements

(Revised 7/27/2011)