Important Dates for Effort Certification in FY 2016

Certification Cycle 1, FY 2016

- December 13, 2015 - Performance Period 1 ends (Pay Periods 1 – 13)
- December 24, 2015 - Pay Period 13 posts, Pre-Review Periods begins
- February 8, 2016 - Effort statements available for certification in ECRT System
- March 18, 2016 - Effort certification due date; Statements must be Certified and Approved
- March 21, 2016 - First compliance letter sent by Effort Unit Manager
- April 1, 2016 - Second compliance letter sent by Associate Director
- April 8, 2016 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- April 19, 2016 - Third compliance letter sent by Associate Vice President
- April 25, 2016 - Final cut-off to certify statements
- April 26, 2016 - SFR notified to remove salary charges from statements not Certified and Approved

Certification Cycle 2, FY 2016

- June 12, 2016 – Performance Period 2 ends (Pay Periods 14 – 26)
- June 23, 2016 – Pay Period 26 posts, Pre-Review Period begins
- August 8, 2016 – Effort statements available for certification in ECRT System
- September 16, 2016 – Effort certification due date; Statements must be Certified and Approved
- September 19, 2016 – First compliance letter sent by Effort Unit Manager
- October 17, 2016 – Second compliance letter sent by Associate Director
- October 21, 2016 - Historical Salary Adjustments (HSA’s) require SPA approval after this date
- October 31, 2016 – Third compliance letter sent by Associate Vice President
- November 3, 2016 – Final cut-off to certify statements
- November 4, 2016 – SRF notified to remove salary charges from statements not Certified and Approved

(Revised 10/31/2016)