Effort Coordinator: Post-Review
Processing Tasks

Home Page

- The Primary Effort Coordinator will receive Processing Tasks when effort statements certified with a variance of 5% or greater on any single line of the statement.

- The Effort Task column will display on the Effort Coordinator’s Home Page. An email will be sent to the Effort Coordinator on days where an Effort Task has been created for the Effort Coordinator’s review. To review a task, click the link in the email.
Managing Effort Tasks
Processing Certifications

When reviewing a task, the Effort Coordinator must determine the appropriate next step by selecting one of the buttons presented:

1. **Cancel** – this takes the EC out of the task and leaves it for a later time.
2. **RFA Needed** – if the EC agrees with the certification an RFA must be processed to align certified effort and computed effort within 5%. Selecting this button means the certification is correct and that the EC will be processing an RFA as a result.
3. **Do Not Process** – this rejected the certification and sends it back to the individual to recertify. The EC will have the ability to send an email and customize the text in order to provide instructions/details.
Managing Effort Tasks
Processing Certifications

After the Effort Coordinator has reviewed the task and selected the appropriate button, they will be taken back to the Home Page. The task will be removed from their list. If there are no more tasks then the Effort Tasks tab will disappear.
Managing Effort Tasks
Processing Certifications

The Effort Coordinator has the ability to review the Historical statements list on an individual’s certification page.