

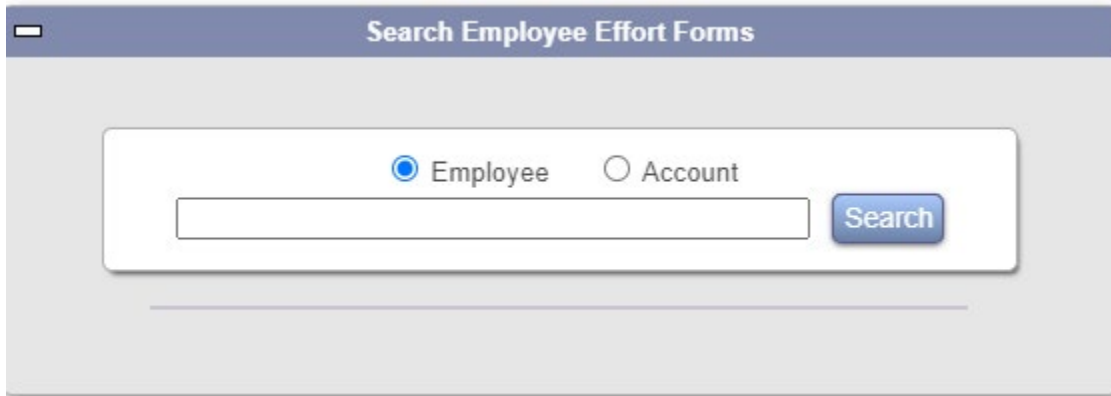
## How to Recertify

Changes have been made to the distribution of your payroll that has caused the payroll distribution to not agree with your previously certified effort report.

Only the original Certifier can recertify an effort form.

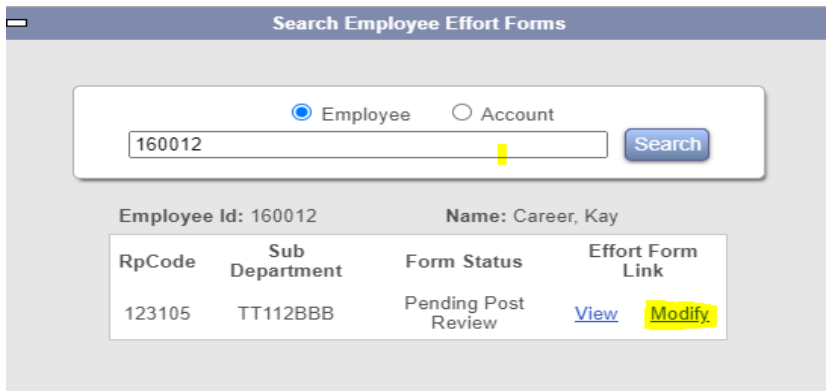
In order to be complaint, the effort distributions and payroll distributions must be kept in line. We are assuming that this payroll change was made because there was an error in your initial effort certification. You now have the opportunity to recertify you effort. To do so:

- (1) Please go to the site: to access the system, copy the link below and paste into your browser
  - <https://highereducation.maximus.com/UMB-ERS/templates/framework.jsp>
- (2) Log in using your UMB Portal UserID and password
- (3) Search Employee Effort Forms: **Enter the EMPID of the effort form you desire to recertify, and click Search**



(4) You will see all the effort form which you previously certified, and the status (Pending Post Review) will be indicated

(5) Click **Modify**



RpCode	Sub Department	Form Status	Effort Form Link
123105	TT112BBB	Pending Post Review	<a href="#">View</a> <a href="#">Modify</a>

(6) You will be able to see that the effort form indicates "Certification Completed". This is because it was previously certified and you now desire to change the distribution of your effort. Click on "Make Changes" on the effort form.

Certify

Name: Career, Kay Employee ID: 160012 Title: FacTenured  
 Sub Dept: TT112BBB - Street Smart Division: TT - Office of Very Smart People Title Code: 1

Certification Complete  
Career, Kay on 07-07-2021

Reporting Period: 123105 (10-02-2005 through 12-24-2005)						
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %	
Sponsored Accounts						
<a href="#">800000001-EXT</a>	Brain Work	50%	0%	50%	25%	
<b>Sponsored Subtotal</b>		50%	0%	50%	25%	
Non-Sponsored Accounts						
<a href="#">105-TT111AAA-000000-00000000-140</a>	State	50%	0%	50%	75%	
<b>Non-Sponsored Subtotal</b>		50%	0%	50%	75%	
<b>Grand Total</b>		100%	0%	100%	100%	

Notes  
N/A

I certify that this report reasonably reflects the activities for which I, or the employee named on this report, was compensated by the University of Maryland, Baltimore [and, if applicable to me as a member of the faculty of the School of Medicine, by the faculty practice plan for the School] for the period covered by this report. I certify that I have firsthand knowledge or other suitable means of verification that the work was performed as certified.

Exit
Make Changes
Notify

(7) On the right side of the screen you will see the "Certified Effort %" box open, and now available to be edited. If you would like to make changes on this certified Effort %, see next step.

(8) The new payroll distribution is in the column "Payroll Percent". If you agree that this is a better distribution of your effort than you previously certified, *change the percentages* in the boxes under "Certified Effort %" to agree with the "Payroll %" column. If not, please contact your administrator to adjust the payroll and simply exit the form.

Certify

Name: Career, Kay Employee ID: 160012 Title: FacTenured  
 Sub Dept: TT112BBB - Street Smart Division: TT - Office of Very Smart People Title Code: 1

Unsaved Changes  
Certification Complete  
Career, Kay on 07-07-2021

Reporting Period: 123105 (10-02-2005 through 12-24-2005)						
Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
	<a href="#">800000001-EXT</a>	Brain Work	50%	0%	50%	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">50%</div>
<b>Sponsored Subtotal</b>			50%	0%	50%	50%
Non-Sponsored Accounts						
	<a href="#">105-TT111AAA-000000-00000000-140</a>	State	50%	0%	50%	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">50%</div>
<b>Non-Sponsored Subtotal</b>			50%	0%	50%	50%
<b>Grand Total</b>			100%	0%	100%	100%

Add Account

Notes


Exit
Reset
Notify
Save
Process

(9) If there is no discrepancy then click “Proceed”, review the certifier checklist, close the window and review the attestation statement. Then click the “Certify” button. A note will appear at the top of the screen indicating certification complete and date.





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Certify

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Name: Career, Kay 	Employee ID: 160012	Title: FacTenured
Sub Dept: TT112BBB - Street Smart	Division: TT - Office of Very Smart People	Title Code: 1

Certification Complete  
Career, Kay on 07-07-2021

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(10) If there are concerns in recertifying the effort form, click the “Notify” that appears below the attestation statement, and an email will be sent to your departmental administrator. To exit the form without recertifying, click the “Exit” button