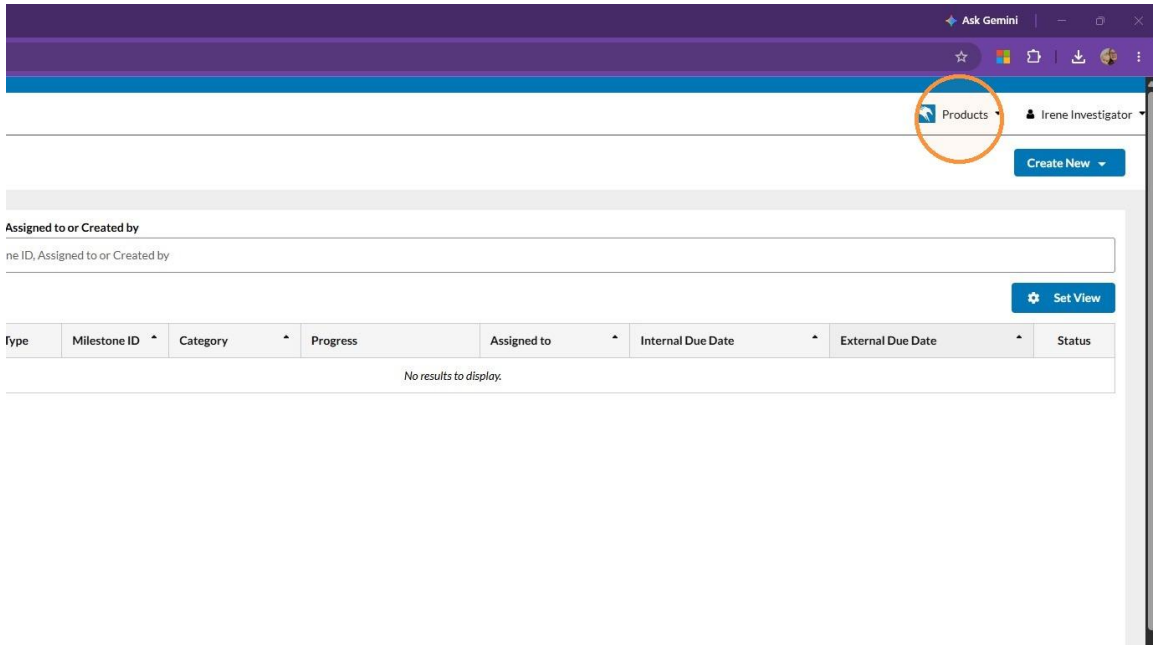


Certifying Effort in Cayuse

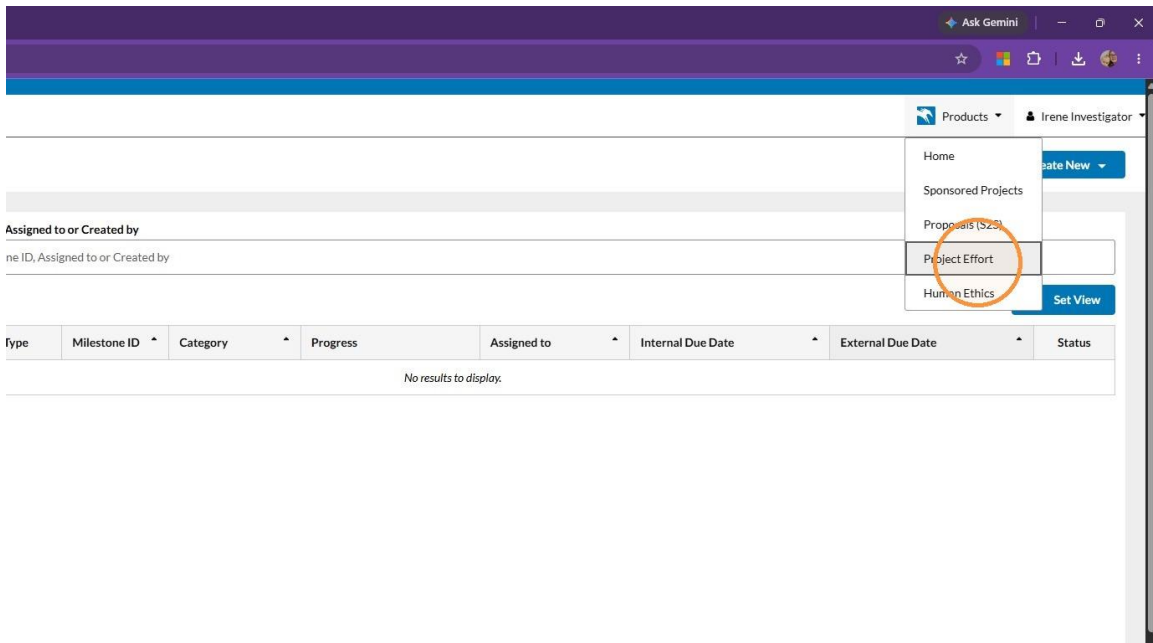
1. Navigate to usm.app.cayuse.com and log in with your campus credentials.

Open Project Effort

2. From the home page, click "Products"

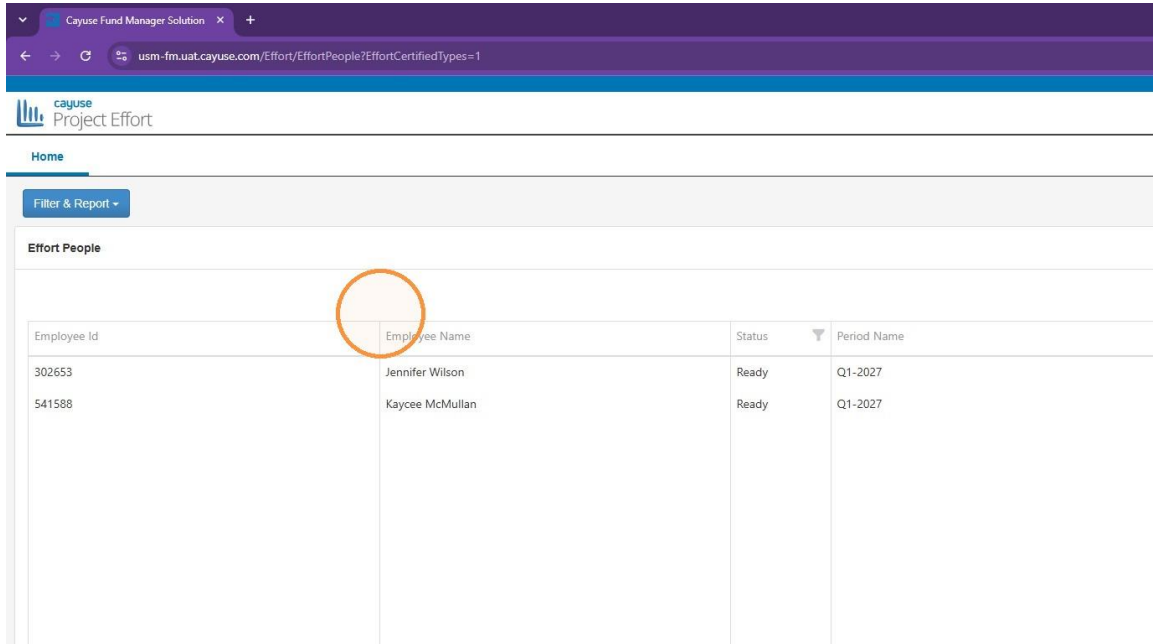


3. Click "Project Effort"



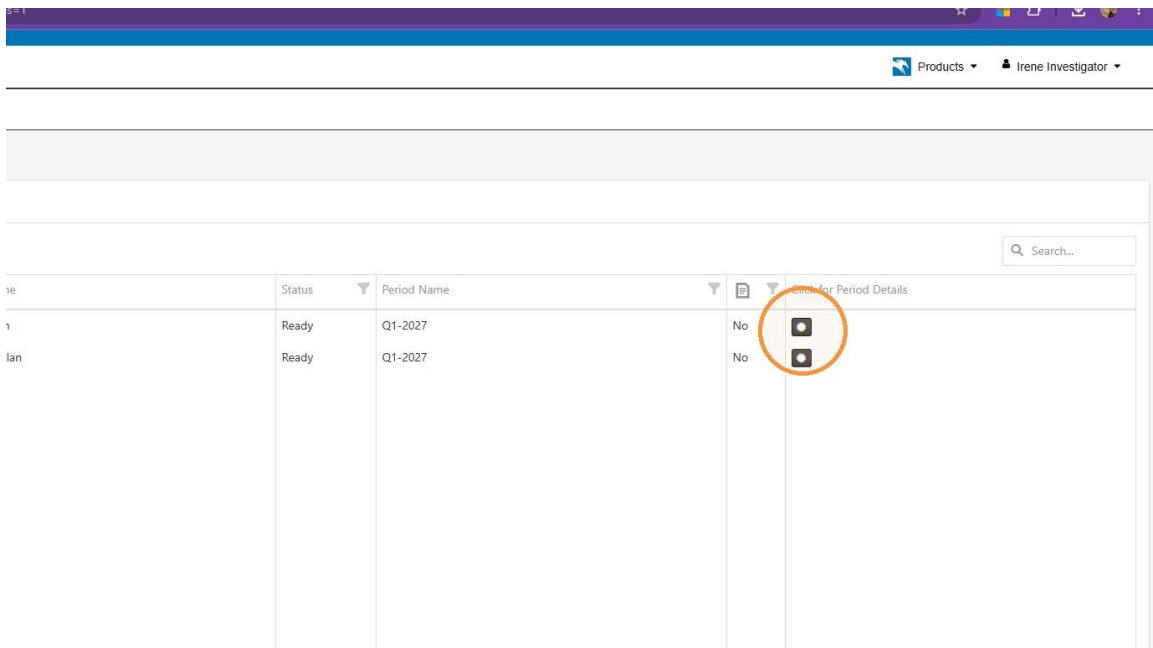
Review Employee Effort

4. In the project effort module, you will see a list of employees paid from your grant(s).



Employee Id	Employee Name	Status	Period Name
302653	Jennifer Wilson	Ready	Q1-2027
541588	Kaycee McMullan	Ready	Q1-2027

5. To review an employee's recorded effort and certify, click the black box with a white circle inside under the "Click for Period Details" header.



Employee Id	Employee Name	Status	Period Name	Click for Period Details
302653	Jennifer Wilson	Ready	Q1-2027	No
541588	Kaycee McMullan	Ready	Q1-2027	No

6. Note the effort period and employee name for this certification.

The screenshot shows the Cayuse Fund Manager Solution interface. The effort period is Q1-2027 2026-07-01-2026-09-30, and the employee name is Jennifer Wilson. The summary tab is selected, showing the following data:

Fund	Description	% Paid	\$ Paid	C/S	Total	Commit
8007876	For Training Purposes Only	100.00	\$300,000.00	0.00	100.00	0.00
Total Sponsored Funds		100.00	\$300,000.00	0.00	100.00	0.00

Fund	Description	% Paid	\$ Paid	C/S
999999	Non-Sponsored Funds	0.00	\$0.00	
Total Institutional Funds		0.00	\$0.00	
Total		100.00	\$300,000.00	0.00

7. This will show you the sponsored funds the employee is paid from in addition to all non-sponsored funds. The employee shown here is paid 100% from sponsored funds.

The screenshot shows the Cayuse Fund Manager Solution interface. The effort period is Q1-2027 2026-07-01-2026-09-30, and the employee name is Jennifer Wilson. The summary tab is selected, showing the following data:

Fund	Description	% Paid	\$ Paid	C/S	Total	Commit	Actual
8007876	For Training Purposes Only	100.00	\$300,000.00	0.00	100.00	0.00	100.00
Total Sponsored Funds		100.00	\$300,000.00	0.00	100.00	0.00	100.00

Fund	Description	% Paid	\$ Paid	C/S	Actual
999999	Non-Sponsored Funds	0.00	\$0.00		0.00
Total Institutional Funds		0.00	\$0.00		0.00
Total		100.00	\$300,000.00		0.00

8. This employee is paid 54.55% from sponsored funds and 45.45% from non-sponsored funds.

Q1-2027 2026-07-01-2026-09-30

Effort Period Q1-2027 7/1/2026-9/30/2026 Effort Status Ready

Employee Name Kaycee McMullan

Summary Transaction Details Monthly Summary Documents Certification Decertification History

Sponsored Funds							
Fund	Description	% Paid	\$ Paid	C/S	Total	Commit	Actual
8007876	For Training Purposes Only	54.55	\$30,000.00	0.00	54.55	0.00	54.55
Total Sponsored Funds		54.55	\$30,000.00	0.00	54.55	0.00	54.55
Institutional Funds							
Fund	Description	% Paid	\$ Paid	C/S			Actual
999999	Non-Sponsored Funds	45.45	\$250,000.00				45.45
Total Institutional Funds		45.45	\$250,000.00				45.45
Total		100.00	\$550,000.00			0.00	100.00

Close

9. Navigate to the Transaction Details page to view individual transactions that make up the totals shown on the summary page.

Cayuse Fund Manager Solution

usm-fm.uat.cayuse.com/Effort/EffortPeople?EffortCertifiedTypes=1

Project Effort

Home

Filter & Report +

Effort People

Employee Id

302653

541588

Q1-2027 2026-07-01-2026-09-30

Effort Period Q1-2027 7/1/2026-9/30/2026 Effort Status Ready

Employee Name Jennifer Wilson

Summary Transaction Details Monthly Summary Documents Certification Decertification History

M-Jul 7/1/2026-7/31/2026

Tx Date	Tx Type	Payment Source	\$ Paid	Code	Commit	Actual
7/31/2026	Payroll	999999	\$9,583.33	999999		
Total for Pay Period			\$9,583.33	Total for Pay Period	0.00	0.0

M-Aug 8/1/2026-8/31/2026

Tx Date	Tx Type	Payment Source	\$ Paid	Code	Commit	Actual
8/18/2026	Payroll	8007876	\$290,416.67	8007876		
Total for Pay Period			\$290,416.67	Total for Pay Period	0.00	0.0

M-Sep 9/1/2026-9/30/2026

Tx Date	Tx Type	Payment Source	\$ Paid	Code	Commit	Actual
8/18/2026	Adj	8007876	\$9,583.33	8007876		3.1
8/18/2026	Adj	999999	(\$9,583.33)	999999		-3.1
9/30/2026	Time	8007876		8007876		96.8
9/30/2026	Time	999999		999999		3.1
Total for Pay Period			\$0.00	Total for Pay Period	0.00	100.0

10. Navigate to the Monthly Summary page to view by month.

The screenshot shows a web application interface for a user named Jennifer Wilson. The page title is "Q1-2027 2026-07-01-2026-09-30". The "Effort Period" is "Q1-2027 7/1/2026-9/30/2026" and the "Effort Status" is "Ready". The "Employee Name" is "Jennifer Wilson". The "Monthly Summary" tab is selected and circled in orange. The page displays three tables for the months of July, August, and September 2026. Each table has columns for Type, Code, Description, C/S, % Paid, \$ Paid, C/S, Total, and Actual.

Jul-2026								
Type	Code	Description	C/S	% Paid	\$ Paid	C/S	Total	Actual
UF	999999	Non-Sponsored Funds		100.00	\$9,583.33	0.00	100.00	0.00
Total				100.00	\$9,583.33	0.00	100.00	0.00

Aug-2026								
Type	Code	Description	C/S	% Paid	\$ Paid	C/S	Total	Actual
SP	8007876	For Training Purposes Only		100.00	\$290,416.67	0.00	100.00	0.00
Total				100.00	\$290,416.67	0.00	100.00	0.00

Sep-2026								
Type	Code	Description	C/S	% Paid	\$ Paid	C/S	Total	Actual
SP	8007876	For Training Purposes Only		0.00	\$9,583.33	0.00	0.00	100.00
UF	999999	Non-Sponsored Funds		0.00	(\$9,583.33)	0.00	0.00	0.00
Total				0.00	\$0.00	0.00	0.00	100.00

11. On the documents page, you can upload any relevant documents.

The screenshot shows the "Documents" page for Jennifer Wilson, Q1-2027. The "Documents" tab is selected and circled in orange. The page has a table with columns for Document, Comments, Created By, and Time. There is a "Link New Database Document" button. The background shows a list of employees and their status.

Document	Comments	Created By	Time
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Link New Database Document

Close

Employee Name	Status	Period Name		
Jennifer Wilson	Ready	Q1-2027	No	
Kaycee McMullan	Ready	Q1-2027	No	

12. On the certification page, you can see any certification history and note this record is ready for you to certify.

Q1-2027 2026-07-01-2026-09-30

Effort Period Q1-2027 7/1/2026-9/30/2026 Effort Status Ready [Certify](#) [Report](#)

Employee Name Jennifer Wilson

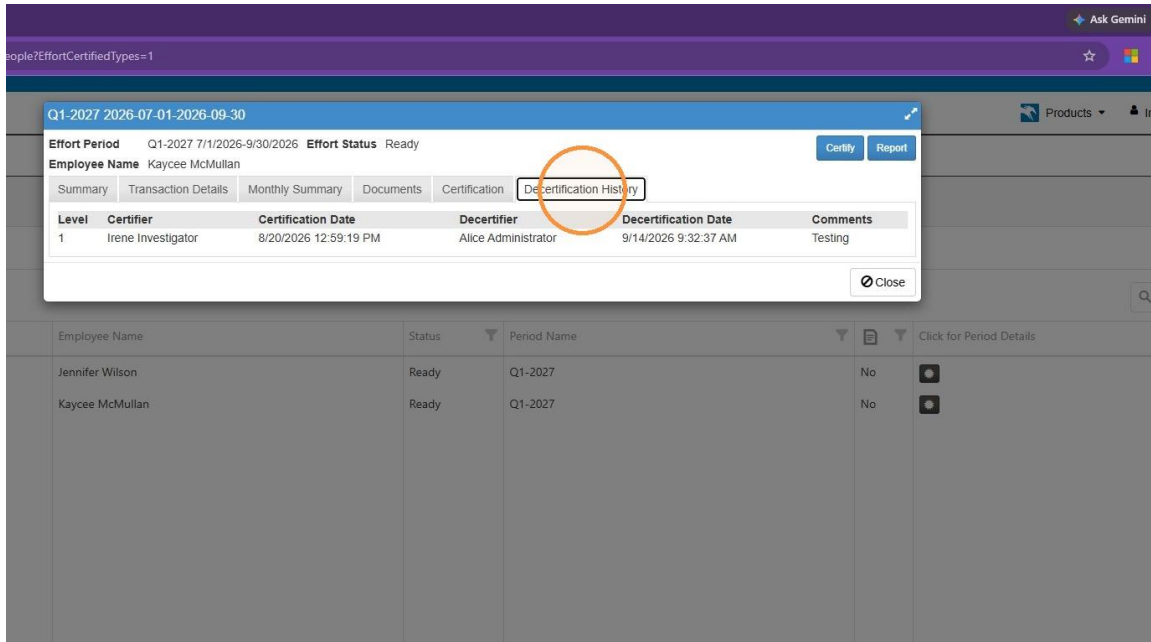
Summary Transaction Details Monthly Summary Documents **Certification** Decertification History

Level	Certifier	Proxy	Override	Actual	Status	Certification Date
1 (8007876)	Irene Investigator				Ready	

[Close](#)

Employee Name	Status	Period Name			Click for Period Details
Jennifer Wilson	Ready	Q1-2027	No		
Kaycee McMullan	Ready	Q1-2027	No		

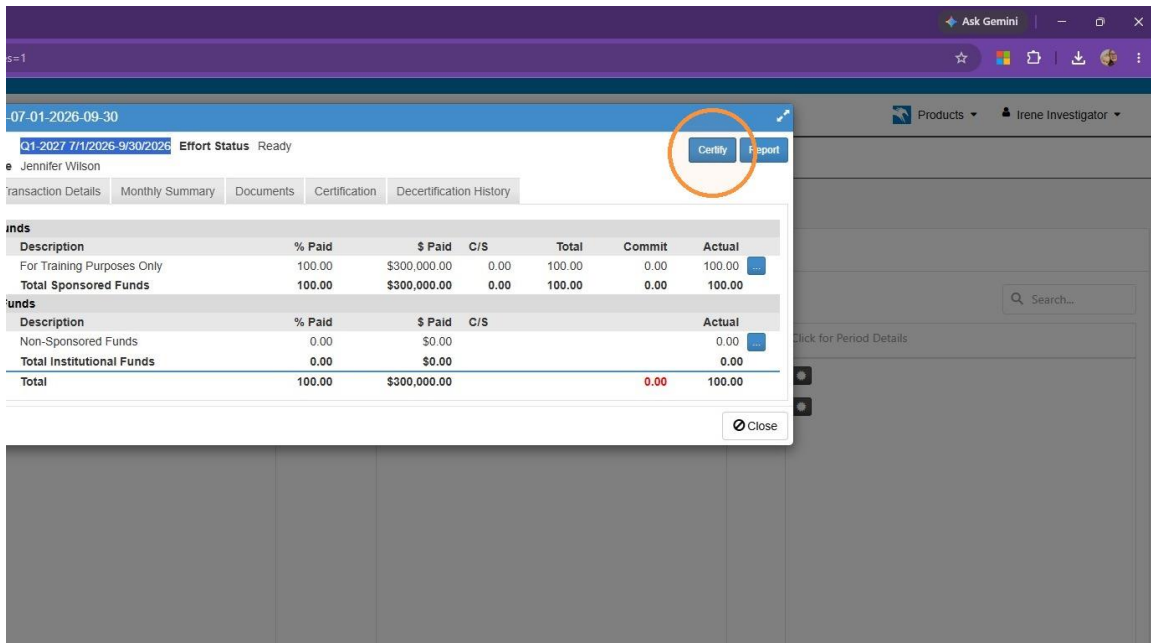
13. In some instances, it may be necessary to decertify the effort for an employee. The history of decertification can be found on the decertification history page.



If you do not agree with the amounts or percentages for an employee for the period, please close out of the certification record without certifying and contact RISGA@usm.edu for assistance.

Certify Effort

14. Once you have verified the effort is accurate, click certify.



15. There is an optional comment box.

The screenshot shows a web application interface for certifying effort. A modal dialog titled "Certify Effort" is open. It contains a text area for a comment, which is highlighted with an orange circle. Below the text area are two checkboxes: "Send Notification" (checked) and "Apply Signature and Certify Effort" (unchecked). At the bottom right of the dialog are "Save" and "Cancel" buttons. The background shows a table with columns for Fund, Description, and Total, and a summary section with Commit and Actual values.

Fund	Description	Total
8007876	For Training Pur	
Total Sponsored		
Fund	Description	Total
999999	Non-Sponsored	
Total Institutional		
Total		

Commit	Actual
0.00	100.00
0.00	100.00
Actual	
0.00	0.00
0.00	100.00

16. You do not need to send a notification. Please uncheck this box.

The screenshot shows the same "Certify Effort" dialog box. In this view, the "Send Notification" checkbox is highlighted with an orange circle, indicating it should be unchecked. The "Apply Signature and Certify Effort" checkbox remains unchecked. The "Save" and "Cancel" buttons are at the bottom right. The background interface is the same as in the previous screenshot.

Fund	Description	Total
8007876	For Training Pur	
Total Sponsored		
Fund	Description	Total
999999	Non-Sponsored	
Total Institutional		
Total		

Commit	Actual
0.00	100.00
0.00	100.00
Actual	
0.00	0.00
0.00	100.00

17. Check the Apply Signature and Certify Effort box.

Filter & Report +

Effort People

Employee Id

302653

541588

Employee Name: Jennifer Wilson

Summary Transaction Details

Sponsored Funds

Fund	Description
8007876	For Training Pur
Total Sponsored	

Institutional Funds

Fund	Description
999999	Non-Sponsored
Total Institution	
Total	

and that the distribution of activity shown represents a reasonable estimate of the actual work performed for the time listed.

Effort Period Q1-2027 (07/01/2026-09/30/2026)

Employee Jennifer Wilson

Comment Comment

☐ Send Notification

☐ Apply Signature and Certify Effort

Save Cancel

18. Click "Save"

Sponsored Funds

Fund	Description
8007876	For Training Pur
Total Sponsored	

Institutional Funds

Fund	Description
999999	Non-Sponsored
Total Institution	
Total	

Effort Period Q1-2027 (07/01/2026-09/30/2026)

Employee Jennifer Wilson

Comment Comment

☐ Send Notification

☒ Apply Signature and Certify Effort

Save Cancel

Commit Actual

0.00	100.00
0.00	100.00

Actual

0.00
0.00

0.00 100.00

Close

19. Navigating back to the certification page will show the new status is "certified".

The screenshot shows a web application interface with a modal window for certification. The modal is titled "Q1-2027 2026-07-01-2026-09-30". It displays the "Effort Period" as "Q1-2027 7/1/2026-9/30/2026" and the "Effort Status" as "Certified". The "Employee Name" is "Jennifer Wilson". The modal has tabs for "Summary", "Transaction Details", "Monthly Summary", "Documents", "Certification", and "Decertification History". The "Certification" tab is active, showing a table with columns: "Level", "Certifier", "Proxy", "Override", "Actual", "Status", and "Certification Date". The table has one row with the following data: "1 (8007876)", "Irene Investigator", "", "", "Irene Investigator", "Certified", and "9/14/2026 9:37:22 AM". The "Actual" column value "Irene Investigator" is circled in orange. There are "Certify" and "Report" buttons at the top right of the modal, and a "Close" button at the bottom right. The background shows a list of employees with columns for "Employee Name", "Status", "Period Name", and "Click for Period Details".

20. Close the record and repeat the above steps until all certifications are complete.

This screenshot shows the same web application interface as the previous one, but with the "Close" button in the modal window circled in orange. The modal window is still open, showing the same certification record for Jennifer Wilson. The "Actual" column value "Irene Investigator" is still circled in orange. The background shows the same list of employees.