CERTIFICATION NOTIFICATION TIMELINE

DAY	ACTION	WHO EMAILED MONDAY EVENING	WHO EMAILED REJECTION
Day 1	**Effort Certification Period Opens** • January 15 (for Fall effort) • July 15 (for Spring effort) **Submit Payroll Corrections: (Goal)** • Finalize by January 30 or earlier (Fall effort) • Finalize by July 30 or earlier (Spring effort)	• Certifier* –T&E Inbox for action • Confirmer • Department Administrator It is critical to have an accurate, official, and public work email recorded in Workday to ensure the Time and Effort system emails are received to act upon.	• Department Administrator • Central Administrator (VPR) **Note*:** If using "Dept Admin Verification" process, certifier is only notified upon release.
Day 25	**Time and Effort – Not Certified** • February 9 (Fall effort) • August 9 (Spring effort) **Late Payroll Corrections after:** • Final March 1 (Fall effort) • Final August 29 (Spring effort)	• Department Administrator • Central Administrator (VPR) • Department Head **Definition of Periods:** Fall covers July 1 – December 31 Spring covers January 1 – June 30	**Note:** FAMIS updates final payroll transactions as of 5:30 pm daily for the next day upload into Time and Effort.
Day 35	**Time and Effort – Not Certified** • February 19 (Fall effort) • August 19 (Spring effort)	• Department Administrator • Central Administrator (VPR) • Department Head • Dean or Equivalent	
Day 45	**Effort Certification Due Date** • February 28 (Fall effort) • August 28 (Spring effort)	• Department Administrator • Central Administrator (VPR) • Department Head • Dean or Equivalent	
Day 46+	**Time and Effort–Out of Compliance** • March 1+ (Fall effort) February 29 in a Leap year • August 29+ (Spring effort)	• Department Administrator • Central Administrator (VPR) • Department Head • Dean or Equivalent • CRO or Equivalent	