CHALLENGES TO 100% CERTIFICATION
Challenges to Certifying

- Multi-Line Certifications (*Martha Riemer*)
- Overtime, Part-Time and Bi-Weekly Employees (*Connie Brown*)
What to do when…

- **ISSUE**: Multi-Line Certifications

- **CAUSES**: When a PI grants a portion of his/her award to another PI in the form of a “linked account.”

- **SOLUTIONS**:
  - Check the “Report requires multiple certifications” box in the report options section.
  - A box will appear on the right side of each project. When the box is checked the certifier’s name and date will appear under the project.
  - The report status will remain “partially certified” until all the boxes are checked.
What to do when...

Example: Multi-Line Certification

This report will remain open until all lines of the report have been certified.
What to do when…

- **ISSUE**: Overtime, Part-Time and Bi-Weekly Employees require hours paid/worked to be converted to percent to reflect the effort.

- **CAUSES**: The system was originally designed to divide the hours paid/worked by 80 hours for a bi-week pay period. As of the 3/21/09 pay period the calculation was changed from 80 to 174 hours.

- **SOLUTIONS**:
  - To obtain the most accurate percent of effort for an hourly employee divide the number of hours paid/worked by 174 hours - the average working hours in a month.
  - Example:
    - Paid Hours: 45
    - Effort: 45/174 = 26%