Workday: Run Effort Certification
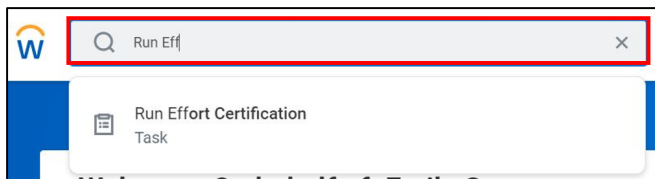
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Article Body

The following job aid explains how to Run Effort Certification.

Run Effort Certification

From the Homepage:
- Type **Run Effort Certification** in the search bar.

From Run Effort Certification:
- Search for and select the appropriate **Company** and **Effort Certification Type**.
  Note: This process must be run separately by company (i.e. Corporate, Grand Rapids, Medical Group, etc.). It will only need to be ran for companies that include Grant Employees.
- Click the radio button to select **Use Effort Certification Type's Population**.
- Enter the **Effort Certification Start Date** and **Effort Certification End Date**.
- Click **OK**.

Under View Background Process:
- Click **Refresh** until Percent Complete is **100**.

- Review the results.