

Workday: Run Effort Certification

KB0048134

☆☆☆☆ 1 views

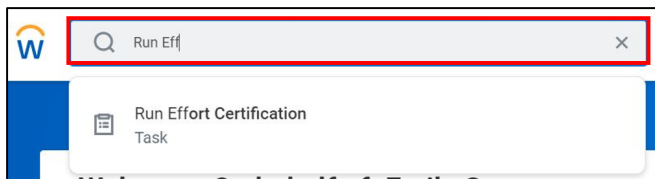
Article Body

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**.

Run Effort Certification

Company * X Spectrum Health Corporate ...

Effort Certification Type * X Federal Effort Certification ...

Population Selection

☒ Use Effort Certification Type's Population

☐ Specify Employees ...

Effort Certification Start Date * 11/01/2020

Effort Certification End Date * 11/30/2020

Run Frequency Run Now

OK Cancel

Under View Background Process:

- Click **Refresh** until Percent Complete is **100**.

View Background Process

Effort Certification Background Process Actions

Process Effort Certification Background Process

Request Name Effort Certification Background Process

Status Processing

Percent Complete 13.00%

Current Processing Time (hh:mm:ss) 00:01:03

Average Processing Time (hh:mm:ss) 00:00:00

Refresh

- Review the results.

| | |
|------------------------------------|---|
| Process | Effort Certification Background Process |
| Request Name | Effort Certification Background Process |
| Status | Completed |
| Current Processing Time (hh:mm:ss) | 00:04:50 |

Effort Certification Background Process
Process Info
Messages (0)
Child Processes (0)

| | | |
|---------------------------------|------------------------------|---|
| Company | Spectrum Health Corporate | <h4>Population Selection</h4> <p><input checked="" type="radio"/> Use Effort Certification Type's Population</p> <p><input type="radio"/> Specify Employees</p> |
| Effort Certification Type | Federal Effort Certification | |
| Effort Certification Start Date | 11/01/2020 | |
| Effort Certification End Date | 11/30/2020 | |