

**Individual  
eEVR End User Training  
Fall/Winter 2014**

# **Individual Approval**

Click on the link in the eEVR email.

**From:**  
**Sent:** Friday, September 12, 2014 5:38 PM  
**To:**  
**Subject:** An Effort Verification Report requires your approval.

An [Effort Verification Report](#) requires your approval within 14 days from today.



Log into PeopleSoft Production

Once logged in, the system will automatically go to the eEVR page

**eEVR**

Report ID: 7610703      Semi-Annual - Electronic Effort Verification Report  
 Report Date: 10/06/2014      @Personnel\_EffortVerif - 01-JAN-2014 through 30-JUN-2014

HR Division: CAFNR      Ag, Food & Nat Resources  
 Primary Department: CDEANAGRIC Dean of Agriculture

Institutional Base Salary for effort reporting during period: 16,700.24  
 Total Salary: 16,800.24

Empl ID: 0610000      PAF Effective Date: 01/01/2014

Status: Active      FTE: 1.0

Employment classification: Regular

Empl Record      Job Code  
 0      4290

Only required to type in actual effort if different

Pay source data for the report period:

MoCode	Fund	DeptID	Prgm	Class	ProjectID	PCS	Planned	Payroll Data	Modified	
		Descr			Descr	Code	Allocation	\$ Amount	Effort	
							% Allotted	%		
C0796	0000	C1510031	C8000	0	00	21	0.00	960.24	4.58	0.00
		ABS ADMINISTRATION			00					
DCA62	0000	C1510031	C8000	0	CD000329	21	60.00	10,022.16	55.42	0.00
		ABS ADMINISTRATION			ABS ADMIN RATE BUDGETED SAL					
DCA65	0000	C1510007	C8003	0	CD000332	46	23.00	4,838.28	23.00	0.00
		DEAN OF AGRICULTURE			DEAN OF AG RATE BUDGETED SAL					
E5152	0000	E2004005	E8020	0	ED000026	21	17.00	3,000.00	17.00	0.00
		EXTENSION-ABS			EXT AG ADMIN NON OFFSET - OPER					
<b>Total</b>							<b>100.00</b>	<b>16,798.24</b>	<b>100.00</b>	<b>0.00</b>

Effort must always total 100%  
 Could be small variance due to rounding

## If effort is correct:

Check the approval checkbox & click Save. You are done!

DCODE	FUND	DEPTID	PRGM	CLASS	PROJECTID	EARN CODE	AMOUNT	MODIFIED EFFORT	DEPT	PROJECT	
DK184	2100	C2616043		0	0	00045320	11	0.00	1,488.00	43.75	0.00
DEAN'S ADMINISTRATION DEAN'S ADMIN RATE BUDG SAL											
GRANTS FAMILY & COMM MED 11 Learning to Provide Better Car											
Total							100.00	2,872.00	100.00	0.00	

**Effort must always total 100%**  
Could be small variance due to rounding

- Modified Effort is an estimate of how you spent your time during the reporting period.
- If this estimate of how you spent your time differs from the actual Payroll Data for any funding line, the Modified Effort must be completed.
- If the difference between the Payroll Data % and Modified Effort is more than 5% for any funding line, a Payroll Correcting Entry (PCE) must be made.
- PCEs for the time period covered by this report must be made within 30 days of the Report Date above.

Payments made through Payroll and excluded from the base calculation:

MoCode	Fund	DeptID	Prgrm	Class	ProjectID	Earn Code	\$ Amount
		Descr			Descr		
Total							0.00

I am the individual named in this report, or I have first-hand knowledge of the activities of the individual named in this report and suitable means of verification of effort shown on this report. If I am not the employee named in this report, I have access to reliable information of how the individual spent their effort and I will maintain supporting documentation of that information. I affirm that the percentages listed under Payroll Data % or Modified Effort are a reasonable reflection of the subject's effort during the time period covered by this report. I understand that if the difference between the Payroll Data % and Modified Effort is more than 5% for any funding line, departmental personnel are required to initiate PCEs to accurately reflect these changes, and that I have the responsibility to notify departmental personnel when such entries are necessary.

Approval      Approved by

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Approval      Approved by **WILLSON**      10/03/14 12:30:01PM

## If effort is NOT correct:

Type in the correct effort percentage(s) in modified effort. A percentage must be entered for each line. A line cannot be left blank even though the percentage did not change. \*\*

**eEVR**

Report ID: 7610703      Semi-Annual - Electronic Effort Verification Report  
 Report Date: 10/06/2014      ~~01-JAN-2014 through 30-JUN-2014~~

HR Division: CAFNR      Ag, Food & Nat Resources  
 Primary Department: CDEANAGRIC Dean of Agriculture

Institutional Base Salary for effort reporting during period: 19,709.24  
 Total Salary: 19,709.24

Empl ID: 00000000      PAF Effective Date: 01/01/2014  
 Status: Active      FTE: 1.0  
 Employment classification: Regular

Empl Record      Job Code  
 0      4290

Pay source data for the report period:

MoCode	Fund	DeptID	Prgrm	Class	ProjectID	PCS Code	Planned Allocation	Payroll Data	Modified Effort	
							% Allotted	\$ Amount	%	
C0796	0000	C1510031	C8000	00	00	21	0.00	15.00	15.00	
ABS ADMINISTRATION										
DCA62	0000	C1510031	C8000	00	CD000329	21	60.00	55.42	55.00	
ABS ADMINISTRATION										
DCA65	0000	C1510007	C8003	00	CD000332	46	23.00	23.00	23.00	
DEAN OF AGRICULTURE										
E5152	0000	E2004005	E8020	00	ED000026	21	17.00	7.00	7.00	
EXTENSION-ABS										
EXT AG ADMIN NON OFFSET - OPER										
<b>Total</b>							<b>100.00</b>	<b>19,709.24</b>	<b>100.00</b>	<b>100.00</b>

Only required to type in actual effort if different

Effort must always total 100%  
Could be small variance due to rounding

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- If this estimate of how you spent your time differs from the actual Payroll Data for any funding line, the Modified Effort must be completed.
- If the difference between the Payroll Data % and Modified Effort is more than 5% for any funding line, a Payroll Correcting Entry (PCE) must be made.
- PCEs for the time period covered by this report must be made within 30 days of the Report Date above.

Payments made through Payroll and excluded from the base calculation:

MoCode	Fund	DeptID	Prgrm	Class	ProjectID	Earn Code	\$ Amount
U0338	0930	U1602052	U8703	AC00100	00	INC	100.00
MEDICAL & SELF INSURANCE TRUST							
<b>Total</b>							<b>100.00</b>

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Approval      Approved by

Save    Return to Search    Previous in List    Next in List    Notify

Check the approval checkbox & click Save. You are done!

If a new line is needed, that is not on the current eEVR, contact the Department Research Administrator, to enter a PCE. Do not certify the incorrect eEVR. A new eEVR will be run that includes the new line.

\*\*The only time the modified effort boxes are left blank is if no changes are made to effort percentages.