

ORA Time & Effort Certification Process

Access and Workflow Overview for Principal Investigators

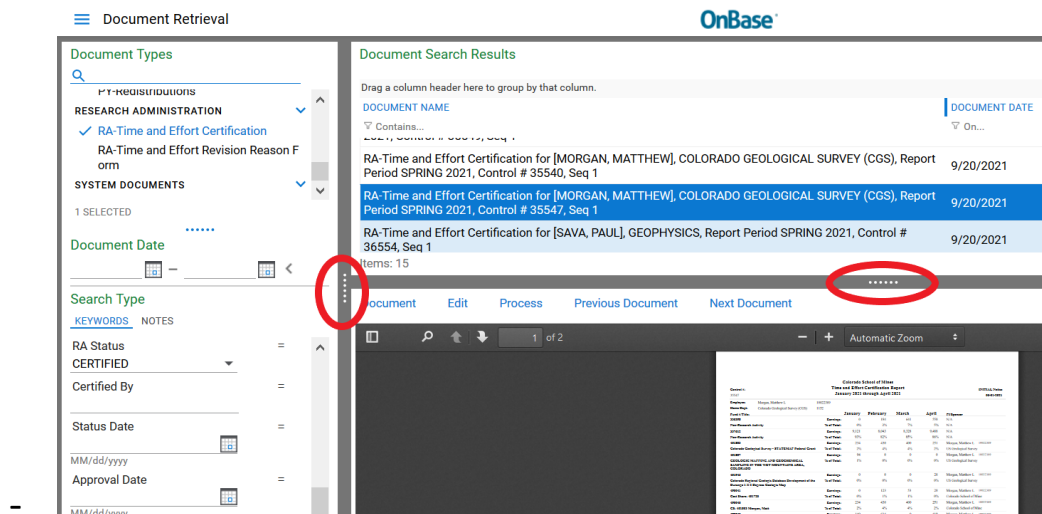
This guide instructs Principal Investigators (PI) how to access the Time & Effort Certification workflow to review and approve their reports within OnBase.

Definitions

- Time and Effort (T&E) report: A report outlining the % effort spent by an employee on specific Project/Grant Index. The reports are generated from Banner three times annually after each semester and are sent to PIs for each employee on a research index.
- Certify: To approve a T&E report.
- Revision: A modification made to an **unapproved** T&E report
- Re-certification: A **previously approved** T&E report now in need of a revision.

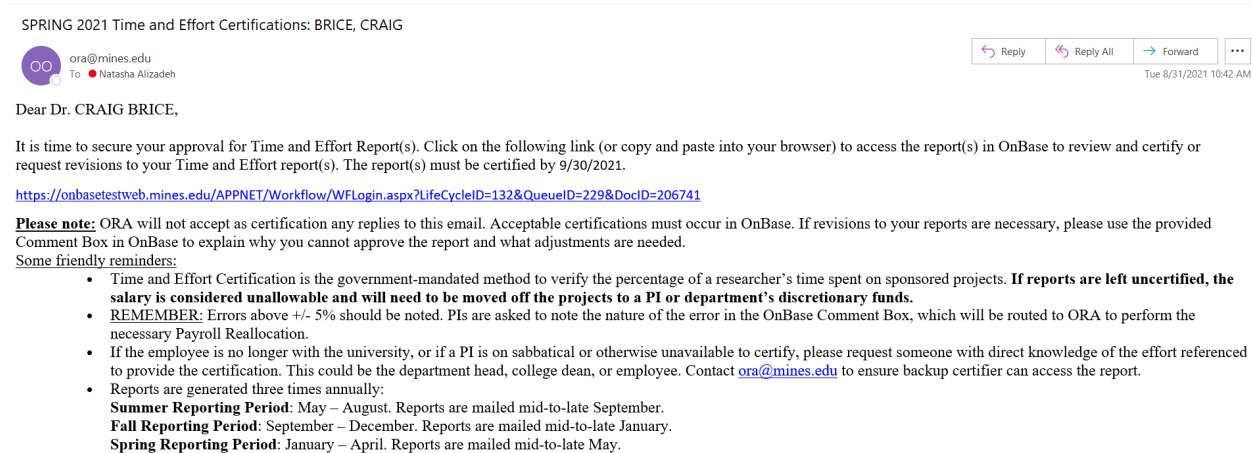
User Recommendations

- OnBase performs best in Google Chrome.
- Disable your popup blocker. See specific browser instructions to do this:
 - o [Chrome](#)
 - o [Firefox](#)
 - o [MS Edge \(fmr. Internet Explorer\)](#)
- Expand/shrink window pane size by grabbing the six-dot line with your cursor and adjusting:

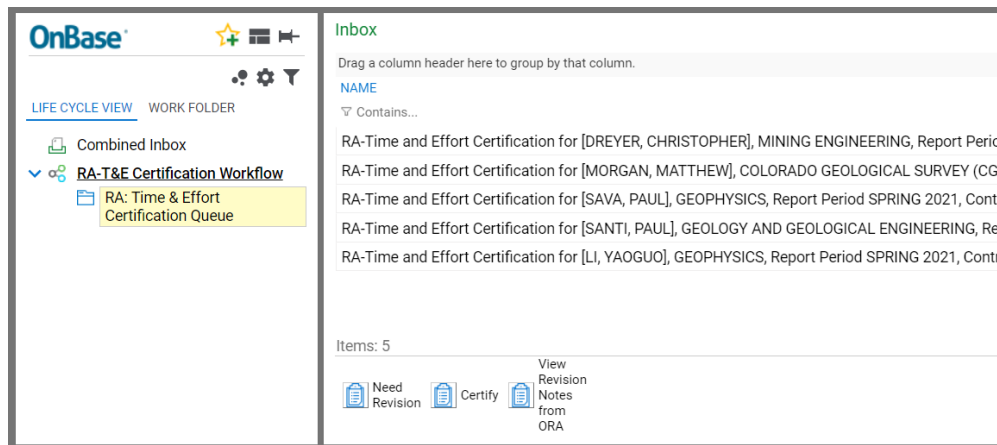


Accessing your T&E Reports through OnBase

1. **Email Notification:** When the T&E reports are generated by ORA at the end of each semester and are ready for approval, each signatory PI will receive an email containing a link to OnBase, directing them to their **Time and Effort Certification Queue**. Sample email below:



2. **Login to OnBase:** You may also access OnBase here and log in using your Mines Multipass credentials: <https://onbasetestweb.mines.edu/AppNet/NavPanel.aspx>
3. Upon logging in, the PI can view their reports by clicking “**RA: Time & Effort Certification Queue**” located under the RA-T&E Certification Workflow heading.



4. **Time & Effort Report Review and Approval:** Clicking on an item in the Inbox window opens a pdf of the selected report in the viewing pane, allowing the PI to review and certify the report.

OnBase Quick Reference Guide

The screenshot displays the OnBase 'Inbox' interface. On the left, there are tabs for 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main content area shows a list of reports with columns for 'NAME' and 'ENTRY DATE'. One report is highlighted in blue. Below the list, there are buttons for 'Need Revision', 'Certify', and 'View Revision Notes from ORA'. The bottom section shows a preview of a 'Time and Effort Certification Report' for 'January 2021 through April 2021'.

NOTE: Regarding the screenshot above on the left side (enlarged below). Sometimes OnBase will take you from LIFE CYCLE VIEW to WORK FOLDER. This is of no concern. When you click on a report, you will automatically be taken to WORK FOLDER, which is where you access the list of documents for review. Return to LIFE CYCLE VIEW to refresh the WORK FOLDER.

[LIFE CYCLE VIEW](#) [WORK FOLDER](#)

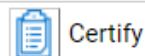
The screenshot shows the 'Combined Inbox' view. It displays a list of reports, with one report highlighted in yellow. The report is titled 'RA: Time & Effort Certification Queue'.

Should the PI accidentally select 'View Revision Notes from ORA' button for an original T&E report, this is the screenshot that will appear. This is a confirmation that this is the original T&E report. Simply, select **OK** to return to the T&E report to Certify this report.

The screenshot shows a confirmation message in the OnBase interface: "There is no revision notes for this certificate." with an "OK" button.

Approving the T&E report

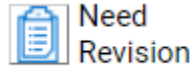
5. If the employee's effort levels are accurately reflected in the report, click the **Certify** button located toward the bottom of the Inbox.



The report's status will be converted to "Certified" and will be considered signed by ORA. Continue down the list of reports and certify each correct one. (Tip: you may review each report individually, then when ready to approve, highlight the entire batch with your cursor and select Certify to approve them all simultaneously.)

Requesting a Revision to a T&E report

- If your review of any given report reveals inaccurate effort data (e.g. an employee was incorrectly funded by your research project), you may request a revision within OnBase. To request a revision, select the applicable report from your inbox queue, then click the **Need Revision** button located at the bottom of the Inbox.



The screenshot below shows the popup window that will open. Enter a detailed reason in the field provided (e.g. Employee Ralph Malph did not work 15% on my project index 402500 during Feb '21; it was closer to 5%).

Click the **Submit** button. If the Submit button is not viewable on screen, lower the center horizontal line to reveal the Submit button or scroll down that section of the screen.

A screenshot of the OnBase interface showing a "RA-Time and Effort Revision Reason Form" popup. The form has a text area for "Reason for Revision (Up to 200 Characters)", a "Submit" button, and "Discard and Continue" and "Discard and Cancel" buttons. The background shows the OnBase inbox with "No items to display" and a footer with report details for the Colorado School of Mines.

Once submitted, the report will exit your T&E Certification Queue and will be forwarded to your GA in ORA for review/updating.

Once the revision is complete and reflected in Banner, the newly revised report will be uploaded by the GA back to the PI's T&E Certification Queue. The PI will receive an email notifying them the report has been revised and is ready for review and certification. Click the link in the email to access OnBase and the revised T&E report. Sample email below.

Dear Dr. MATTHEW MORGAN,

This is a friendly reminder to review and recertify your recently modified Time and Effort Report(s). Click on the following link (or copy and paste into your browser) to access the report in OnBase to review and certify the modified report(s).

<https://onbasetestweb.mines.edu/APPNET/Workflow/WFLogin.aspx?LifeCycleID=146&QueueID=229>

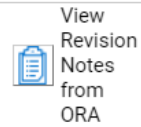
If left uncertified, the salary becomes unallowable and must be moved off the sponsored project to a PI or department discretionary fund account.

If you have any questions, please feel free to contact our office at ora@mines.edu.

Certifying a Revised T&E report

- From the PI's RA: Time & Effort Certification Queue, the PI will select the revised report. At the button called **View Revision Notes from ORA**, the PI can see the comments from the GA for this revision.

OnBase Quick Reference Guide

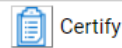


View
Revision
Notes
from
ORA

This will open the following popup called RA – **T&E Revision Reason Form**, from your GA.

A screenshot of a web form titled "RA-Time and Effort Revision Reason Form". The form is divided into several sections: "Form Information" with fields for Control Number (36554), Report Period (SPRING 2021), PI Last Name (SAVA), and Employee Last Name (HICKSON); "PI Section" with a "PI Explanation" field containing the text "I DID WORK 15% ON GRANT 401736 IN FEBRUARY."; "Grant Admin Section" with a "Revision Notes" field containing the text "9.16.2021 - NA - 15% added in February to Grant Index # 401736;"; and "Revision T&E Upload (1)" with a link to "RA-Time and Effort Certification for (SAVA, PAUL), GEOPHYSICS, Report Period SPRING 2021, Control # 36554, Seq. 1". At the bottom, it says "0 Note(s)".

After reviewing for accuracy, click the **Certify** button to complete the process.



Certify

The report's status will be converted to "Certified" and will be considered signed by ORA. Continue down the list to complete remaining T&E reports.

Requesting a second Revision to a T&E report

8. Follow the same procedure as for the original revision. Select the applicable report from your inbox queue, then click the **Need Revision** button located at the bottom of the Inbox.

Note the previous notes you and your GA wrote are retained; here you can add a new note to the conversation explaining why the report still cannot be certified and another revision is justified.

When the GA receives your revision note, they will perform the requested revision, upload a new report and relaunch the certification workflow. You will receive an email alerting you a change has been made and a revised report is ready for your review.

Requesting a Change to an already Certified T&E report (Re-certification)

9. A Re-certification of a report is necessary after a payroll reallocation occurs and affects an already approved T&E report. When a payroll reallocation is initiated, it is noted by ORA whether or not the action adjusts effort that had already been certified during a prior T&E period. Your GA will initiate within OnBase a new request for recertification.

As with other T&E reports, you will receive an email alerting you to the need to review and re-certify. When notified, you can follow the same steps above for approval of a T&E report requiring recertification.

Frequently Asked Questions

- **Does each item in the inbox queue represent one T&E Report?**
Yes, each T&E Report is for on single employee.
- **Where can I leave comments for the GA if a report is incorrect?**
Use the **Need Revision** button and leave a detailed description in the field entitled Reason for Revision. This will be viewable to the GA when they start the revision request.
- **How can I view my certified and outstanding T&E reports?**
This can be done in OnBase's Document Retrieval portal. Your GA can help you perform this task. Program Assistants often have this capability as well.
- **How do I find my GA?**
Scroll to the bottom of the Connect page at the ORA website - <https://ora.mines.edu/home-2/connect/>
- **What if I'm still having trouble?**
Should you have any questions or concerns, please contact your Research Accountant or email ORA@Mines.edu for assistance.