Effort Recertification Form

Requested by: Jane Smith **Phone #:** 555-4768 **Uniqname:** jmsmith

Employee Name: James Doe

Employee EmplID #: 01234567

Permanent	
Temporary	X
Terminated	

Provide a full explanation and justification for the transfer below. Indicate why the correct ChartField was not charged initially. If the request is not initiated within 120 days of the original charge, provide justification for the delay.

Please fill in this section with an explanation appropriate to your situation.

Current Total Picture Salary Distribution:

Time Period	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort
07/01/2007-06/30/2008	123456	75	045678	25						

Recertified Salary Distribution:

Time Period	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort	ShortCode	% Effort
07/01/2007-12/31/2007	123456	50	045678	50						
01/01/2008-06/30/2008	123456	45	045678	55						

I certify that the effort percentages as shown on the Re-certified Salary Distribution above are more accurate and reasonable in relation to the work performed for the time period stated than originally certified.

Printed Name **Signature** **Date**

As Higher Administrative Authority, I certify that I have direct knowledge of the work performed by the appointee during the period stated above, and that the Re-Certification Salary Distribution more accurately and reasonably reflects the work performed

Printed Name **Signature** **Date**

** Return this form to your FinOps coordinator at 3089 Wolverine Tower, Box 1289 or fax it at 734-647-1932.

Revised 02/13/04

SAMPLE