Certifying an FEC with eFECS

1. After receiving email notification that the FEC is ready for review, follow the link provided and Login to eFECS.

Login to eFECS: https://ucs.admin.uw.edu/effortreport/

- 2. Review the Online FEC and determine if the percentages represent a reasonable reflection of effort for the reporting period. Should you wish to view additional details, click on the 'plus signs'.
- If it is NOT a reasonable reflection of effort, and you believe this FEC requires adjustments, please contact your FEC Coordinator. Need help identifying your FEC Coordinator? Contact your department administrator.
- 4. If the FEC represents a reasonable reflection of effort for the reporting period, click "Begin Certification". (image 1)
 Note: A new, un-editable screen will display your summary Faculty Effort Certification (FEC), this will become the official record once certified.
- 5. Review the summary FEC.
- 6. If it reasonably reflects the effort for the reporting period. click "OK to Certify". (image 2)

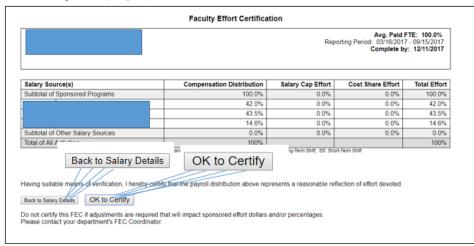
Note: You will receive a warning message. "This action cannot be undone and any changes to this FEC will require processing a recertification.

Continue to Certify?"

- 7. If it is NOT a reasonable reflection of effort, click 'Back to Salary Details" and return to the online FEC without certifying and contact your FEC coordinator. (image 2)
- 8. Clicking 'Yes, Certify', certifies and updates the FEC status to Certified. Your UW Net Id and a timestamp will appear next to the Certified Status on the FEC. The FEC is now certified.



Summary FEC (image 2)



Learn more about the eFECS system:

http://f2.washington.edu/fm/efecs/training-resources

Learn more about FEC compliance:

http://f2.washington.edu/fm/maa