



Effort Reporting: Document Status Explanation

The status of the effort report is dependent on: 1.) the location of the document in the approval path, 2.) the actions taken by the DEO, employee and task managers, 3.) action taken to alter the data included in the effort report and 4.) automatic system defaults.

Document Status	Explanation
New	Effort report has been generated and is in the organization DEO queue
Accepted	DEO has forwarded the effort report and it is in the queue of the non-faculty employee, faculty employee, or task manager
Certified	Effort report is complete
Decertified	Effort report was certified; however, salary reclass was submitted; current effort report status changed; new report generated
On Hold	Salary reclass has been submitted but has not processed through workflow
Canceled	Effort report has not been certified and a salary reclass has been processed; current effort report status changed; new report generated
Rejected**	Reject button on the notification has been pressed; report is returned to organization DEO queue
Invalid	Effort report was generated in error and Central Administration has invalidated the report

** Rejected effort reports require a comment.