How to get an Effort Form out of Post-Review

Determining the problem:
1. What is the situation, for which PIDs are Effort and payroll not in sync? Review the form in post-review.
   a. Certified % more on sponsored PID than the payroll % that was distributed
   b. Certified % less on sponsored PID than the payroll % that was distributed
2. Is the certifier still employed?
   a. Yes
   b. No
3. When was the form certified?
4. Review payroll drill down
   a. Were RCTs posted after the form was certified?
   b. Was the outage a result of an RCT?
   c. Was there retro pay (paid or repaid, FOR the period of the Effort form in post-review)?
5. Run PCD by PP coinciding with effort periods
6. Do the PCD & Effort forms (amount per payroll column) reconcile?

Solving the problem:
1. If payroll is correct, the form needs to be recertified
   a. If the certifier is employed – have the certifier recertify
   b. If the certifier is no longer employed –
      i. If the certified % is less than the payroll % - wages will have to be moved off the sponsored PID as the form cannot be recertified
      ii. If the certified % is more than the payroll % - Cost will assist in forcing the form into completion
2. If the certification is correct
   a. If the certified % is less on a sponsored PID than the payroll % that was distributed, the excess wages need to be moved off the sponsored PID which will result in a credit to the sponsor
   b. If the certified % is more on a sponsored PID than the payroll % that was distributed
      i. If the PP is LESS than 1 year ago
         1. If the sponsored PID is still open, wages may be moved to the sponsored PID
         2. If the sponsored PID is closed, investigate w/ SPAC, can the account be opened? (often not)
      ii. If the PP is OVER 1 YEAR ago,
         1. wages cannot be moved to a sponsored PID this long after the fact
         2. wages can be moved to a cost share
         3. Cost will need to assist in forcing completion of the form
3. If the PCD & Effort forms (amount per payroll column) do not reconcile
   a. If there was retro pay, contact effort help and let them know the PCD & effort do not tie, and that retro pay was involved
How to get an Effort Form out of Post-Review

b. If there was no retro pay, contact effort help and let them know the PCD & effort do not tie and that you did not see retro pay