

Over the Cap Effort Report Checklist

- ✓ Format column F, the Certified Actual % Effort, as a Number with two decimal places
- ✓ Format column I, the Adjusted Salary (B x C), as Currency with two decimal places
- ✓ Activate formulas in columns F and I by clicking behind the last parenthesis in the Formula bar for each cell and pressing Enter
- ✓ Do not change or delete provided GL and PTA data
- ✓ Add accounts to the appropriate section when needed. Copy formulas and check Subtotal and Total lines for formula accuracy.
- ✓ Decimal places are acceptable
- ✓ Provide the first 7 digits of the Voluntary Cost Share account number behind the # sign in column B
- ✓ Provide the amount of Cost Share in column I
- ✓ Verify the Total of column F is 100%
- ✓ Verify the Total of column I equals the Total of column D
- ✓ Create a PDF for electronic signature via AdobeSign
- ✓ Return all certified reports to **FA-Costing@uab.edu** with a Subject line referencing the Form Name/Reporting Period/Employee name (i.e. OTC P2 2020 for Blaze Blazer)