### A - Payroll % [A]
Percent of effort calculated from Payroll ledgers. Reflects actual % **PAID**.

### B - Paid Effort % to Certify [B] *(editable)*
This column is used to record changes to the Payroll % [A]. Use this column to account for **UPAYs** to adjust amount **PAID**. Do NOT adjust this column unless UPAYs will be or have been processed that are not already reflected in the Paid Effort % to Certify [B] column. To check if UPAYs are already included, click on the magnifying glass icon.

### C - N/A to UCLA [C]
Always blank since this column is not used by UCLA.

### D - Cost Share Effort % to Certify [D] *(editable)*
This column is used to record changes to Cost Sharing. Use this column to account for **EFFORT** without salary, a.k.a. in-kind effort. Cost sharing can only be charged to/debited from Non-Sponsored Activities, i.e. unrestricted funds.

### E - Total % [A+C]
Total of Payroll % [A] & N/A to UCLA [C].

### F - Total Effort % to Certify [B+D]
Total of Paid Effort % to Certify [B] & Cost Share Effort % to Certify [D]. Reflects total amount of **EFFORT**, whether or not salary was paid for the entire % effort.

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**For Senior/Key Personnel**

\[
\text{NIH Budgeted} = \text{Total Effort % to Certify (F)} \geq \text{Paid Effort % to Certify (B)}
\]

In the above example, the individual was paid 67% of her salary off the one sponsored project. She gave 3% in-kind effort *without* salary. Therefore her total effort off the sponsored project is 70%.