Banner Electronic Effort Certification Module Quick Reference Guide

INSTRUCTIONS FOR EMPLOYEES CERTIFYING EFFORT

1. Go to http://www.tnstate.edu, click on *Access*, then *myTSU*. Enter Username and Password to login. (Contact the Help Desk at extension 7777 if you have login questions.)
2. Click on *Banner Services,* then *Employee,* then *Effort Certification.*
3. Select the report period to be certified by double clicking the appropriate line.
4. Complete the review of all tabs (Pay Period Summary, Comments, and Effort Report Overview) to ensure the allocation of effort is correct.
   a. If correct, click on *Certify*, then click *I Agree* to finalize your effort certification.
   b. If not correct, click on *Request Changes*, which will open an email window for you to request changes.
      i. Send an email to your departmental representative responsible for initiating an Account Change Form. Provide details of the changes to be made.
      ii. Copy the Grants Accounting Office at grantsaccounting@tnstate.edu.
      iii. When the changes have been made, you will receive another email notification stating that you can now certify the corrected effort.
5. Click on *More Act*ions at the top of the screen, then click *Print* to print a copy of the effort report.
6. Click on *Close*, then *Sign Out* to close out the Effort Certification module.

INSTRUCTIONS FOR ALTERNATE CERTIFIERS APPROVING EFFORT

1. Go to http://www.tnstate.edu, click on *Access,* then *myTSU*. Enter Username and Password to login. (Contact the Help Desk at extension 7777 if you have login questions.)
2. Click on *Banner Services,* then *Employee,* then *Effort Certification.*
3. Click on *Review and Certify Reports*, then click *Advanced Search*, then click on drop down button next to *Select Attribute.*
   a. Select *Chart of Account Code* and *Effort Period Code* attributes.
   b. Click on the drop down button next to your options and type "*S*" for Chart of Accounts and select the effort period to be certified.
   c. Click on *Go,* then use the scroll bar to find the effort report to be certified and double click on the person's name.
4. Complete the review of all tabs (Pay Period Summary, Comments, and Effort Report Overview) to ensure the allocation of effort is correct.
   a. If correct, click on *Certify*, then click *I Agree* to finalize the effort certification.
   b. If not correct, click on *Request Changes,* which will open an email window for you to request changes.
      i. Send an email to your departmental representative responsible for initiating an Account Change Form. Provide details of the changes to be made.
      ii. Copy the Grants Accounting Office at grantsaccounting@tnstate.edu.
      iii. When the changes have been made, you will receive another email notification stating that you can now certify the corrected effort.
5. Click on *More Act*ions at the top of the screen, then click *Print* to a hard copy of the effort report.
6. Click on *Close*, then *Sign Out* to close out the Effort Certification module.

Please refer to the Grants Accounting "Banner Electronic Effort Certification Module User's Guide" for additional information.