Banner Electronic Effort Certification Module
Quick Reference Guide

These instructions apply to each employee (faculty, professional, non-professional, and graduate student) working on a federally funded or federal flow-through grant/contract.

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 Actions 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.
   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 Actions 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.