# TENNESSEE STATE UNIVERSITY

## Banner Electronic Effort Certification Module User's Guide

Grants Accounting Office 02/01/2015

#### **Contents**

Introduction	1
Logging into myTSU and Accessing the Effort Certification Report	2
The Effort Report	5
Pay Period Summary	6
Comments	7
Routing Queue	8
Certifying Your Effort	9
Requesting Changes	11
Alternate Certifiers	13
Searching for Effort Reports in Your Queue	14
Alternately Certifying an Effort Report	15
Locked Records	16
Effort Certification Terminology	17
Frequently Asked Questions	18

#### Introduction

The purpose of this training manual is to provide a step-by step guide to using the Banner electronic effort certification process.

Everyone will be assigned to one or more of the following roles for this process:

• **Certifier**: The person who certifies the effort reports. Each employee (faculty, professional, nonprofessional, and graduate student) working on a federally funded or federal flow-through grant/contract would certify his/her own effort.

• Alternate Certifier: Someone other than the employee who is allowed to certify the employee's effort. This person must have direct knowledge of the work performed. Currently, the principal investigator has the ability to certify the effort of each person working on his/her grant. The principal investigator is responsible for alternately certifying graduate students, and any employee no longer employed at the university.

#### Logging into myTSU and Accessing the Effort Certification Report

1. Log-in to **myTSU**, using your username and password.

The second	provint uniperveden
III Apps 🔝 Adobe TV wu TSU 📑 Finance and Accourt	TSU Job Listings Sciquest 📋 PROD BANNER 💟 eLauncher by Evisions 😗 Welcome to G5 - De
TENNESSEE Spart University	
Secure Access Login	Welcome to Tennessee State University.
User Name:	This secure site provides students, faculty and administrative staff with world-class Intranet and Internet services. This is whe
Password:	check e-mail, register for courses, and explore the internet.
Having problems logging in? Click here.	What's Inside?
To retrieve Username & T-NUMBER Click Here	E-mail: Send and receive e-mail, and create your own personal address book.
If you are having problems with Nicrosoft Exchange	A
- China China Thirty	Calendar: Access and manage your personal, course and school calendars.
	Groups: Create, manage and join group homepages for clubs, affiliations and interests.
	and much more
Part of the Roy of the Part of the United States	17200 au

2. At the myTSU Web page, click on **Banner Services**.

sw SunGard Higher Education 🕷 🚛	
🗧 🔿 😋 🐔 🗋 mytsulthstateledu/renderluserLayoutRootNodeluP?uP_root= E Apps 💆 Adobe TV i sui TSU 🗋 Finance and Accoun. I TSU Job Listings 🗋 Soquest	Q ☆ : BAANER 📴 eLauncher by Erisions 😋 Welcome to GS - De
TENINESSEE Storr University My Accessiv Consert Layour Facin - EMAIL Ask TSU TSU Student News TSU Campus News TSU Library Ban	ner Services Live Mail SACS Honitoring Distance ED My Courses Security 1
Personal Announcements	TSU Information
Campus Announcements	TENNESSEE STATE UNIVERSITY
Special Announcements	TENNESSEE STATE UNIVERSITY Office of Parking Services
	2014-2015 PARKING PERMITS

3. At the Banner Services Main Menu, click on **Employee**.

Ny Assourt Ny Assourt Joner Layout	U. T. udent News	T68 Camput News T5111 Bear	ne (Roman Semilars) (Day Mail	SA/ 5 Mosiltoring	Dictance ED Hy Courses	Logout
Student Financial As	1 Employee Finance	150 campus reces 150 Liura		SHLS FRANKORING	Distance CD Pry Courses	
Main Menu			ACCESSIBILITY SITE	MAR HELP		
Student Apply for Admission, Republic Financial Aid Apply for Financial Aid: Very Employee Time sheats, time aff, terrefit	View your academic records. Interceal and status and eligibility s. leave or job data, payetube, V blion war institucion. Upstate user ro	accept award offers, and men loan applica (2 forms, wié data. 45:	bing,			

#### 4. Next, click on Effort Certification

tuu Employee	
+ + C fi	10.48.128.230:9010/plsEL08/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu
TEN	INESSEE University
Student Financ	cial Aid Employee WebTallor Administration Finance
Search	RETURN TO MENU SITE MAP HELP EXIT
Employee	
Time Sheet	
Leave Report	
Pay Informatio Direct deposit allo	n cation, earnings and deductions history, or pay stubs.
Tax Forms	
Leave Balances	se rem er re rem.
Effort Certifica	<u>Rion</u>
RELEASE: 8.9	Company L.P. and its affiliates.

The Effort Certification homepage will be displayed.

 Select the report period that you wish to certify by double-clicking the correct reporting period line. The status will be Awaiting Certification and the Unlocked/Locked column will be Unlocked.

	10151846/20	Minard 2015	++0000+42530C3	-render ader Layou	nero nero ne ne me no	u-roweers, sharan	-acoverado	000000000000000000000000000000000000000	stroom, @ C	1.346
Apps 💆 Adobe TV 👐 TS	U 📑 Financ	a and Accourt	n	tings C Scouest C	PROD BANNER 🚺 eLau	ocher by Existens G <sup>®</sup> W	elcome to G5 +	De., 🚺 Client Suppor	a   Blu	
NNESSEE 1 University										
y Aussiant								1 1	£ 0	1
is debenes discontinue as		and the second		description of the second	antiquities and	anticipation and a second s	dependence in the	Calendar G	rouge Lagout	-
EMAIL Ask TSU	SU Student	News TSL	Compus News	TSU Library Bann	er Services Live Mail	SACS Monitoring	Distance ED	My Courses	September	0.2
							_		19144	
fort Certification Labo	e Redistribut	tion						Ster O.4	CX 180	-
	-									
Certify Hy Effort >	SHORES	ant watcome		eren al al	Contraction of them	ADUS* A	_		_	
Researce or Contribution	Cer	tify My E	ffort							
interest in carried orderates	-									
Robert Streeting		There is the late	Report Period	Start Cirty	Drid Date	Status	Imediad	at_	Committe	
Program Superlant	004	******* (Jod *			Sectority 15, 2014	waiting Certification	Ureadod			
Phop of Supervan	COA .	201250	2012 Survey	-April 00, 203.8	induced and stored					
Procy of Superlane	COA -	201250	2013 Summer	April (0), 2014				N		
Program Superiore	COA .	201252	2013 Summer	April (0), 2014	advance of text.					

#### **The Effort Report**

Cartify My Effort	Utort Report Actions	1 m 2	Ritten 🕮 Gen 👘 Gen 🗇 Gen Talinen Ho	e Adors * 🕱 Obe		· Effort Report Overview
Effort Report >	Spenner			~	-	Tadaw EPort Datas Pay Cones DOLETA 2012 Fall Apr 05, 2014 - Sep 15, 2019
Comments	Ether Chemin	Level 1	Direct	Charles Trees	( Martin	Completed -Lacked
Routing Quese	1967 JRP Institutional Sup	r 2000 th-UPmano	6 in 20030113-0/Planet & Accounting Page 11-52	Cinst	- 15	
N						- (Interaction)
	Non Sponsored		No Marco	Total Spo	numi Adam 25.00% - 1	
	Non Sponsored	Granulter	Part Origery	Total Spo Deep Type	novel Activity 25 00%	- 10000 LONY
en lluma 📑	Non Sponsored Fire 10001 Juliesly and E	Organization 2 2000 France and A	Print Galagory active	Total Spo Owge Type Dear	ounel Activity 25.00% - 1 Citori 75	
on Rems	Non Sponsored Firet 110001 Julius gates C	Organization 2 2000 France and A	Plant Georgery active	Total Soc Overs Type Dear Total Norcan	namel Addres 25 (2019) Effort 23 namel Addrey 75 (2019)	

The Effort Report consists of two sections: **Sponsored** and **Non-Sponsored activity**.

- **Sponsored** For the purposes of the Effort Certification process, sponsored activity is activity supported by federal funding.
- Non-sponsored For the purposes of the Effort Certification process, non-sponsored activity is activity supported by non-federal funding.

**The Effort Report Overvie**w section (to the right of the screen) provides a summary of the effort reporting details and process.

- The Report Status tab:
  - Provides certification period information and the current report status.
  - Provides a pictorial view of the effort for the period in the form of a funding chart. The chart displays your time and effort distribution on a cumulative basis for the entire semester. If grant funding was only for a portion of the semester, this graph and the percent effort may appear to be distorted. For example, if you were 100% department funded for the first half of the semester but 50% department and 50% grant funded for the semester, the effort for the grant would be 25% for the full semester.

#### **Pay Period Summary**

Contify My Effort	19thert Report Actions:	1 - 2 Am	et (III (and Jak for	The Case Of Lines of	Hore Actives + 🗶 🛛	iper .		. Iffert Report Ownvie
Ether Report								Italas Effort Datas 201356 20127al
Pay Period Sommary >	Huntilly 9 2012	ingiterative day, 2012 - See	denter #1, 2012				-	Apr 01, 2014 - Sep 15, 2014 Consideration Locket
Cominants	Organization	Grant	Fund	Effort Type	Report Pariant	Effort Puried Persent	11	Contraction Sectors
Routing Queue	22005 Finance and Ac	736630 T2-0 Pinamin	226030 T3-9 Finance	INST SUP Instational	100	3		
	Hostily 10 2013	Complete 01, 2012 - Det	iller 31, 2013					
	Hunthly, 19, 2013 Organization	Classifier 01, 2012 - Cest Grant	iner 31, 2013 Frend	That Type	Payral Percent	Offert Period Perunt		
	Honthly, 39, 2013 Organization 22000 Finance and Au	Consister 01, 2012 - Cest Generi	itter 33, 2013 Famil 110001 Ordesgrateri	[Mat Type	Daynal Pernet	Differt Period Percent 25	1	
Open Barne	Honthin, 36, 2013 Organization 22000 Financia and Au	Occubier III, 2012 - Oct	niner 31, 3013 Fund 110001. Ondesignaturi	[Mat Type	Paynal Personit 100	Differt Period Resent 25		
Open Bans () • That Centrature Jacob Heat	Henttiky 38.2013 Organization 23000 Proints and Au Heattiky 11.2012	Overselvey 01, 2012 - Cres Genere Novermoter 02, 2012 - N	mer 31, 3017 Frent 110001. Ordengrater werber 30, 2012	Direct Type	Paynal Partaint	Other Period Period		
Open Bans * That Centration Jaron Heat	Henttiky 38.2013 Organization 22000 Proints and Au Hostiky 11.2013 Organization	October 01, 2012 - Oct Oprit November 01, 2012 - N Garri	nter 31, 2013 Famil 110001. Ondergrafted werder 30, 2012 Famil	Effort Type	Payral Persent	Differt Period Personn 20		• Proce or Segment

To view specific payroll activity, click on the **Pay Period Summary** tab.

This menu provides details on each pay period included in the certification period.

- Organization, Grant, and Fund columns are provided for all funding sources.
- **Payroll Percent** is the percentage of each individual's payroll charged to the sponsored and/or non-sponsored fund. The payroll percentage will always total 100% for each payroll period.
- Effort Period Percent is the percentage of effort for each payroll period that is allocated to the semester or entire certification period. The sum total of the Effort Period Percent for all payroll periods in the summary will always equal 100%. (If your effort has been consistent throughout the certification period, then the payroll percentage will equal the effort period percentage.)

#### **Comments**

Click the **Comments** tab to view comments or add any comments that you find necessary.

Contily My Effort	laheah. Mit George 🖓 George 🖓 George Marie Actives * 🕱 Ope
But Root	State Digital Digital States
But Period Scenary	Junit Spring Junit Spring Junit Spring
Community of the second s	Anality Confiction - Wooked
Comments y	
-Routing Quarte	
	· fanding Chart
	*
	Loss Contractions
Open Barns	
• Effuit Corofication	
	· Pour or Research

To add a Comment:

1. Click the **Add Comment** button.

- 2. Type a comment into the Add Comment box.
- 3. Then click the **Save** button.

NOTE: Your comment will be saved and available to be viewed by anyone in the Routing Queue. Once comments are added, they cannot be updated or deleted. They will be displayed in reverse chronological order, with the most recent appearing first on the list.

#### **Routing Queue**

Effort Cartification Labor	Redishibution -	The Da
C Review or Certify Reports	Dire Bauer Antone - The town of Barrier and The Control of Street The Town Pare Actions + # Com-	- Effect Report Oversion
Diameter Per Person Summers Diameter Routing Queue	Patronale Cartilles	Berne [ Diver Data ] For Data     Berlan     Berlan     Det Data     Det Data
	Confly A Presiding Broad	• Teading Dail
Open Barra		Process of Section
		Add Manhoe

To view the progress and details of the effort certification process, click on the **Routing Queue** tab.

The Routing Queue shows the status of each stage of the Effort Certification process. The queue will update automatically after each person completes his/her task. Principal investigators will be displayed as the Alternate Certifier.

• If you want to send an e-mail to someone in the routing queue, simply click on **E-mail** and an email window will open up for you to send an email to that person.

#### **Certifying Your Effort**

Certify My Effort	Effort Report Actions	3 - 2 Atta	$\mathfrak{n} \equiv (\cdots, \hat{n}) = (\hat{n} \cdots \hat{n})$	More Actions = 🗶 Close			* Effort Report Overview
Effort Report >	James Me	erf				-	States Effort Same Day Same
Fey Period Stemiary	Sponspred					-	Apr 06, 2014 - Sep 15, 2014
Comments	Effort, Oslogory	Fint	Gast.	Charge Type:	17	But	+mapping to the state - processor
Rodong Quan	DET ILP Dedution Supp	229000 T2 U Pearce & Ac	120030 T2-0 Pitomia It Accounting Pigt 13-13	Ownt		100	
							· Featles Chart
	A			Tetal	Springers Active	100.00%	×
	Non Sponsored	(Desciptor)	Plot Calcoly	Ourse Tax		Rhit	
Plant Certification				Total	Nic Spraind Act	ey (0.00%).	
					Total	100.00%	· Proze or Separate
				Arcuret Charges	atily, Add Here	Tunitrig.	You are acting as a high-room
					~	-	Survey States Classes into America 0.0

After you have reviewed all the tabs in the Effort Certification module and find the allocation of effort to be acceptable, you are ready to certify your effort for the period.

- 1. If you agree with the percentages of effort and corresponding fund numbers indicated, click the **Certify** button in the bottom right corner of the page.
  - The Certify statement window opens, which will allow you to complete your effort certification.
  - If you do not agree with the percentages of effort and/or corresponding fund numbers indicated, see page 11 for **Request Changes**.
- 2. Click **I Agree** to finalize your effort certification.

ertify
that the fund number(s) and percentage of effort shown above a reasonable estimate of the work performed, except as noted.
Cancel I Agree

Once the report is certified, the **Certify** button will disappear and the status of the report will change to **Certified** – Locked.

Review or Certify Reports	Effort Report Actions	a - 2 totash i	n nee hi see 12 on Danee (mon	tern t 🕷 Gow	_	* Atlant, Support, Scienciana
Elfort Report >						Sinte Effat Celas   An Dess
Pay Ferrid Garwary	Simuland					2011 fwr Reedd, 2014 - Deidl, 2014
Ceremette	FPort Calegory	Field	inst .	Gege hav	ithe	tenut .
Roding Gener						V
				Total Spectratel Adulty	100.07%	* balls fort
	Non Sponsored					
	Field.	Dependent	Mun Cangliny	Charget Types	Uhr:	
	1			Total New Strengert Acti-	hr 2:00m.	
un Inne 📋						
That Certifuantes	1					
				Total	100.20%	* Promote Repairant

- 3. If you would like to print a copy of your effort report, click **More Actions** at the top of the screen, then click **Print**.
- 4. To close out of the Effort Certification module:
  - Click on the **Close** button at the top right of the screen.
  - Then click on the **Sign Out** button.

#### **Requesting Changes**

If you do not agree with the percent of effort stated on the Effort Certification:

Certify My Effort	Effort Argunt As	tans 2	Admin all loss and me (2 may (2 mer)	Hore Actions = 🗶 Close		- 3	What Report Ownering
Effort Report >	James	Meert				900 2012 2013	er 🛛 Effort Delse 🖉 Nev Delse Ur Sarrag
Per Period Stembery	Sponspred					Apr D	A 2014 - Sep 15, 2014
Committe	Effort, Category	Fuld	Gast	Charge Type:	Bhit		
Rooting Quart	DUTILE Docks	one Sapp. 224000 T3-076aec	1.6 Ac. 120020 T2-0 Primite 8: Accounting Ptgt 11-12	Dest	- 101		
						· - 1	contrac Chart
	Non Sporso	red		Tetal Spor	eren) Activity 200.00%	•	
	Field.	Departation	Effort Calegory	Osepi Tam.	Bhit		
ben Dame 📄	1						
Offart Certification				Total NonTo	manend Activity 0.00%		
			N		Total III 00%	- 2	tranz an Sispension
					Charles Street	9.08	art acting as a liquenum

1. Select the Request Changes button.

- 2. This will open an email window for you to request your changes.
  - 1. Send an email to your departmental representative responsible for initiating an Account Change Form. Provide details of the changes to be made.
  - 2. Copy the Grants Accounting Office at grantsaccounting@tnstate.edu.
    - Even if the email function does not work with your computer, please still select the Request Changes button since this will change the status of the report to Awaiting Certification – Changes Submitted.
- 3. When the changes have been made, you will receive another email notification stating that you can now certify the corrected effort.

If, after clicking the **Request Changes** button, you decide that changes do not need to be made, select the **Clear Changes** button, confirm that you want to cancel your changes and then you will have access to certify your effort.

Assess or Settly Reports	the heritik	3-2400	1 34 71 74 (* 76 ****	er Ritte	· Mit Asset Assess
iture Request 3					[ News ] there is an ] to
ter freisi laciona	Approximate and				00.41.2840-0at 11.3344
inneri .	(Per Darro	10.00	Sec.	los los m	Landa Contractor
here have					
				and a second	- feelin.liter
	Han Approved				
	1.0		. Hariagen	Sola In	
	1			and the freezence of the state	
a hone D					
			N	had county	· freeze bacon
n Anna 🛛 🖸			N N	The submitted of the	- freeza



If an email was sent to request the change, please contact those individuals indicating that the request for a change was an error.

#### **Alternate Certifiers**

Centry My Bitter:	Effort Certification Labor R	edistribution			Sign Dur	
Review or Certify Reports  Proces or Signmen  Cold Provid Code Resoft Print Name  D  Review  D  Review  Review Review  Review  Review	Cettly Pig Blart	Iffert Report Actions	March and Annual Hore	Allers + H. Con-		
P     Co. Anternal Direction     Co. Anternal Direction <t< th=""><th>Review or Cartify Reports )</th><th>Review or Certify Reports</th><th></th><th></th><th></th><th></th></t<>	Review or Cartify Reports )	Review or Certify Reports				
		Co. Marriel Darith	Petchase ID	Start Late And Late	Nature Universitation	Distaying
Apen Jama						
Cent Rema						
Open Zenne 🔁						
Open Itema (						
Open Jama 📋						
Opent Barna						
	Орен Жана					

To access reports to participate as the Alternate Certifier:

- 1. Click on the **Review** or **Certify Reports** tab.
- 2. Next, click on **Advanced Search**.

#### Searching for Effort Reports in Your Queue

ort Certification Labor I	edistribution.							Top: Oal	714
Centry My Afran	Dist Report Rollins	Same and a	1 mar 200 mar 20	a loone. Have being	ar X Dar				
laviaw or Caritly Reports 🕽	Review or Certify Re	ports							
	Relieft Altrihuliz         •           Chart of Accurate Code         •           Differt Period Code         •           Differt Period Code         •           Print Period Code         •           20         •								0.00
	COA Annual Solid Report Period	Latiture	/first twee	[ m]	1945 Date	first Date	2000	Debahadrashid	Bigasying (rms Committe

- 3. Click on the drop down button next to **Select Attribute**.
- 4. Select both of the following two attributes:
  - Chart of Account Code
  - Effort Period Code
- 5. Click on the drop down button to show your options.
  - Select "S" for Chart of Accounts
  - Select the current Effort Period that needs certification.

Review or Certify Reports	
erant for 10 - +	
Chart of Account Cod   •	
Effort Pernal Code	)) 🗟
Select Attribute 🛛 👻	
	Dorr. Dorr. Ga
Advanced Search	Trend Corner Law
Q_ Attended Search . +	

6. After the attributes are selected, click on the **Go** button.

#### Alternately Certifying an Effort Report

A complete list of reports for which you can serve as the Alternate Certifier will appear in the **Review or Certify Reports** window.

art Certification Labor 8	tation Labor Radishibution								Spr.04			3.00	
Carlify My Effort	(Fot )	enit Acture	0.94	Shereer =	361 (in 12) (in	(a.) He	ana 12						
Rovins or Cartify Reports 🕽	Review or Certify Reports												
	been	di Description	et Olart of Account	t Com – 3, Utot P	una panana - 3	grade CI					3	*	
	9	Atventil Scen	11 (1)								County 11, 201	-	
	036	Period Core	Report Press	Last trane	First Name	ID	Shart Deter	Erst Date-	Ramie	Distriction (Lincole)	<b>Concents</b>		
	5.	20129	2012 58119						evolting Centroli	Unicolant			
	S	10125F	2013 Spirm						Assating Cattribut	training.		1	
	5.	antse	2013 Spring						Anothing Common	Monter			
	5	10138	JUES SPIRE						revoluting Contribuint	Unicident .		1	
	5	South-	2013 Saving						Analing Coldical	Unitadad			
	8.	00138P	2011 Satis						Avoiding Certifical	Industry		1	
	1.	200.89*	200 Jaring						Aventing Contract	Universit			
	8	20120	2013 Spring						Housing Certificati	University			
	10	101212	2013 Server						Assatting Cattribut	lithand.			

- 1. Double-click on the person's name that you wish to view.
- 2. Follow the steps listed on pages 09 and 10 of the **Certifying Your Effort** section of this manual to certify an employee's effort.
- 3. If you are serving as the Alternate Certifier, the **Certify** button will be available at the bottom of the effort report.
- 4. Complete the above for each employee on the list.

#### **Locked Records**

Once an effort report is in the status of **Completed – Locked**, all action buttons are removed and changes cannot be made. This will affect the ability of any payroll redistribution being done for an employee who has any portion of his/her salary paid from federal funds. If a payroll redistribution is needed for the federal or non-federal funding portion, the Grants Accounting office will need to be contacted in order for the record to be unlocked.

• Note: Even if the payroll redistribution did not change the effort percentage paid from federal funds, recertification will need to be done for all payroll periods affected.

#### **Effort Certification Terminology**

**Alternate Certifier** – Someone other than the employee who is allowed to certify the employee's effort. Currently, the principal investigator has the ability to certify the effort of each person working on his/her grant.

**Certification Period** – The period that the effort certification process is available for the Certifier and Alternate Certifier.

**Certifier** – The person who certifies the effort reports. Each employee (faculty, professional, nonprofessional, and graduate student) working on a federally funded or federal flow-through grant/contract would certify his/her own effort. However, the principal investigator, as the Alternate-Certifier, can certify effort reports for employees working on his/her grant.

**Effort Period Percent** – The percentage of effort for each payroll period, that is allocated to the semester or entire certification period. The sum total of the Effort Period Percentages, for all payroll periods in the summary, will always equal 100%.

**End Date** – The date the Effort Certifications are due.

**Non-sponsored Activity** –For the purposes of the Effort Certification process, non-sponsored activity is an activity supported by non-federal funding.

**Payroll Percent** – The percentage of each individual's payroll charged to the sponsored and/or non-sponsored activity. The payroll percentage will always total 100% for each payroll period.

Period Code – A Banner reference for the Report Period (i.e. 2014SU, 2014SP, etc.).

**Sponsored Activity** – For the purposes of the Effort Certification process, sponsored activity is an activity supported by federal funding.

**Start Date** – The date that the certification period begins.

**Status** –Information on the current stage of the effort certification process. Status codes are: Awaiting Certification, Certified, and Completed.

#### **Frequently Asked Questions**

#### Q: What determines the percent of effort?

A: The percent of effort is tied to your payroll record and is originally set up in Banner by what is indicated on your Personnel Action Request Form (PARF).

### Q: Why would changes be needed if the percent of effort was already determined by my Personnel Action Request Form?

A: Effort reporting is done using an "after-the-fact" method and your Personnel Action Request Form is an estimation of the allocation that was predicted for each project. If, after-the-fact, it is determined that you worked more or less on the grant than what was stated on your PARF, then a change needs to be requested. You are allowed ± 5% variance.

#### **Q: How often will effort be certified?**

A: Effort reporting will be done three (3) times per year:

20xxSP	Spring Semester	January 1 through May 31
20xxSU	Summer Semester	June 1 through August 31
20xxFA	Fall Semester	September 1 through December 31