

PRE-REVIEWER EFFORT CERTIFICATION

AUGUST 2019

Effort Certification

The Banner Effort Certification system documents and verifies the portion of time (or effort) that university personnel devote to grants and sponsored projects, teaching, clinical practice, and other

activities.

If you are a pre-reviewer for grants or sponsored project, you will receive an email notification the effort is ready for pre-review.

There are three phases of the Effort Certification process – Pre-Review, Certify and Post Review, but not every grant or sponsored project follows all three phases. Check with the Division of University Research if you are not sure which schedule to follow.

Guals of this Guide

Pre-Review is the first phase in the effort reporting process. In this phase the department administrator reviews the reports (prefilled from Banner) to ensure that the effort displayed is a reasonable estimate of the individuals time (or effort). Contact the Division of University Research to adjust any funding, either sources or amounts, on an effort report.

In this guide you will learn how to log into Effort Certification and review effort for your department.

My Activities
Enter Time
Electronic Personnel Action Forms (EPAF)
Faculty Load and Compensation
Effort Certification
Campus Directory

LOG INTO BANNER SELF SERVICE

- 1. Log on to Banner Self Service (banner.rowan.edu)
- 2. Select the Employee tab and then Effort Certification*.

*When Banner 9 Employee Profile goes live in Fall 2019, you will select Employee Dashboard instead. In Employee Dashboard, select Effort Certification

REVIEW EFFORT TAB

- 1. Select the Review or Certify Reports tab.
- 2. In Chart of Account Code Select R, Rowan University.
- 3. Select Go.

Review Or Certify Reports
Certify My Effort Review Or Certify Reports

Select COA code
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Clear	Close	Go
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PRE-REVIEWER

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EFFORT CERTIFICATION

REVIEW EFFORT

- 1. You will see all the reports for which you are a Pre-Reviewer.
- Select a report with the status of Under Review-Unlocked by 2. double clicking on it.
- Select Review. 3.



- 4. You will receive a notice that it was reviewed successfully. Also the report status will change to Awaiting Certification -Unlocked.
- 5. Close the report by selecting the little X to the right of the Print button.
- Select the Routing Queue tab to see that it was reviewed 6. successfully.



, Review, Pre-Reviewer

E-mail | July 23, 2019 at 01:15:06 PM by Baines, Karen M.

PAY SUMMARY AND COMMENTS

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ADDITIONAL INFORMATION

- 1. To review the pay breakdown, double click on a report from the list and then select the Pay Period Summary tab.
- 2. Select the link next to the Pay Period (Bi-Wkly Full Time in this example).
- 3 You will see a detailed breakdown of the pay period.

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- elect the Close button to return to the previous page.
- elect the Comments tab to add comments.



For more information on Effort Certification, including frequently asked questions, please see the Effort Certification web page at **go.rowan.edu/effortcert**. For assistance or if you have questions about the effort displayed, please contact the Division of University Research at (856) 256-5599.



