PRE-REVIEWER
EFFORT CERTIFICATION
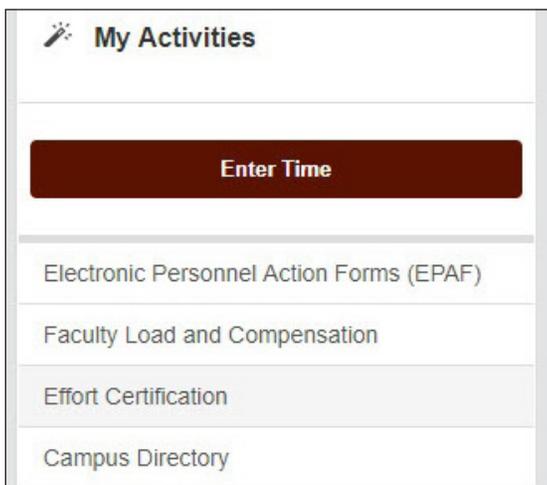
AUGUST 2019

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.
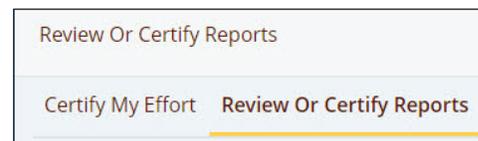
Goals of this Guide

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.

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.
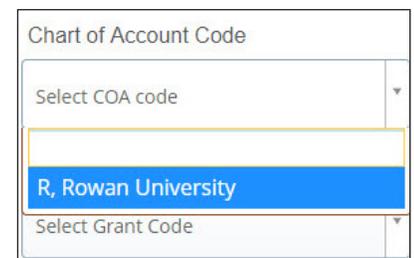
EFFORT CERTIFICATION

REVIEW EFFORT

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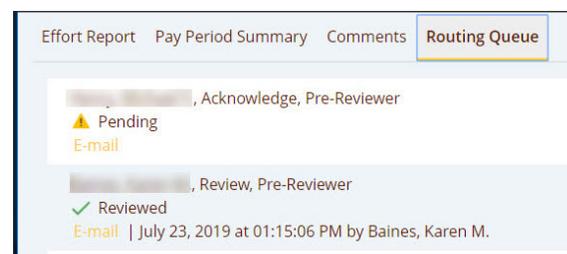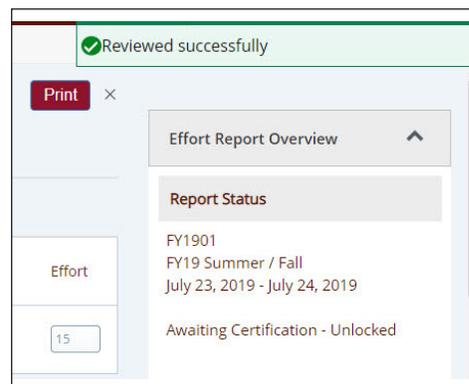2. Select a report with the status of Under Review-Unlocked by double clicking on it.
3. Select Review.

	ID	Start Date	End Date	Status	Unlocked/ Locked
⇕	⇕	⇕	⇕	⇕	⇕
		07/23/2019	07/24/2019	Under Review	Unlocked

Review **Save**

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.
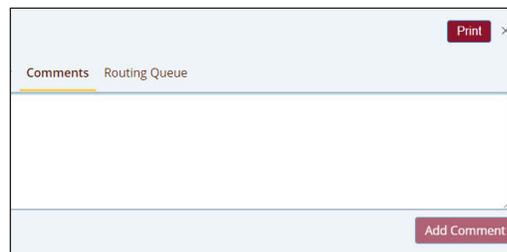6. Select the Routing Queue tab to see that it was reviewed successfully.

✅ Reviewed successfully

Print ✕

Effort Report Overview ⌃

Report Status

FY1901
FY19 Summer / Fall
July 23, 2019 - July 24, 2019

Awaiting Certification - Unlocked

Effort
15

Effort Report | Pay Period Summary | Comments | **Routing Queue**

, Acknowledge, Pre-Reviewer
⚠️ Pending
E-mail

, Review, Pre-Reviewer
✔️ Reviewed
E-mail | July 23, 2019 at 01:15:06 PM by Baines, Karen M.

PAY SUMMARY AND COMMENTS

Effort Report | **Pay Period Summary** | Comments | Routing Queue

Bi-Wkly Full Time 15 2018 July 08, 2018 - July 21, 2018

Pay Period Bi-Wkly Full Time 15 2018 July 08, 2018 - July 21, 2018

Sequence Number	Position and Suffix	Effective Date	Earning Code	Shift	COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent
2	810023-00	July 01, 2018	010 REG PAY	1	R		60118 Translational control of mitochondr	70053 Training Services 70053	6013 Graduate Assistants	12 Research			100
2	810023-00	July 01, 2018	010 REG PAY	1	R		10200 SOM - Current Unrestricted Fund	70228 Training Services 70228	6013 Graduate Assistants	11 Instruction			0

Close

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.
4. Select the Close button to return to the previous page.
5. Select the Comments tab to add comments.

Print ✕

Comments | Routing Queue

Add Comment

ADDITIONAL INFORMATION

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.