


# POST-REVIEWER (PI) EFFORT CERTIFICATION

AUGUST 2019

## Effort Certification

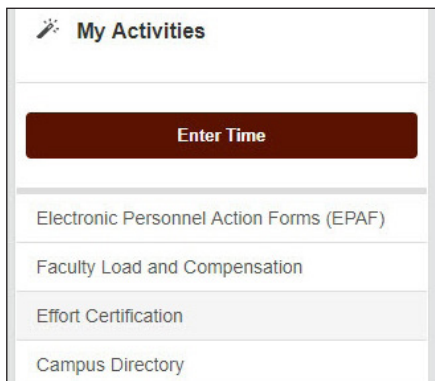
 The Banner Effort Certification system documents and verifies the portion of time (or effort) that university personnel devote to grants and sponsored projects, teaching, clinical practice, and other activities. You will receive a notification email when it is time to review and/or certify effort for your project.

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.

## LOG INTO BANNER SELF SERVICE


1. Log on to Banner Self Service ([banner.rowan.edu](http://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, Under My Activities, select Effort Certification.



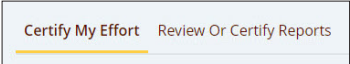

The screenshot shows the 'My Activities' menu in Banner Self Service. At the top, there is a search icon and the text 'My Activities'. Below this is a prominent red button labeled 'Enter Time'. Underneath the button are several menu items: 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Effort Certification', and 'Campus Directory'. The 'Effort Certification' item is highlighted with a light grey background.

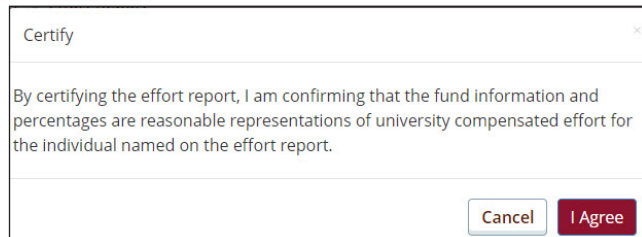
## Goals of this Guide

 In the Post-Review, the Principal Investigator (PI) reviews all the effort reports for personnel working on their grants and sponsored programs. The PI will also certify their own effort and in some departments, will certify the effort of the personnel working on their grant or sponsored program.

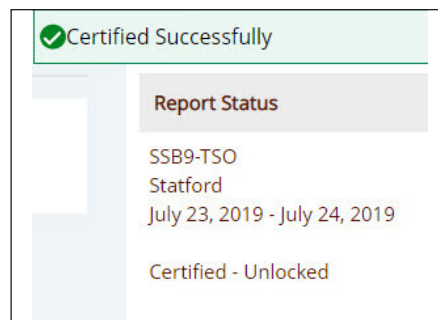
In this guide you will learn how to log into Effort Certification, certify and review effort for your grant or sponsored program.

## CERTIFY OWN EFFORT (PI)

1. Select Certify My Effort tab. 
2. Sponsored and Non Sponsored Effort will show.
3. The status is Awaiting Certification – Unlocked.
4. Select Certify. 
5. Select I Agree.
6. The report status will change to Certified-Unlocked.



The screenshot shows a 'Certify' dialog box. At the top, it says 'Certify'. Below that is a text area containing the following text: 'By certifying the effort report, I am confirming that the fund information and percentages are reasonable representations of university compensated effort for the individual named on the effort report.' At the bottom right of the dialog are two buttons: 'Cancel' and 'I Agree'.



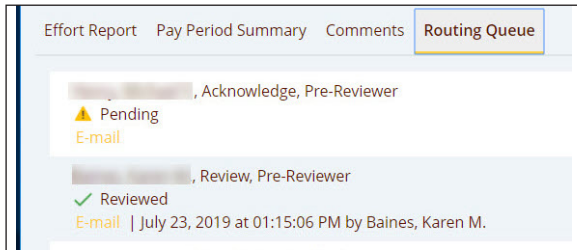
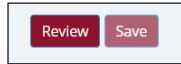
The screenshot shows a 'Certified Successfully' message box. At the top left is a green checkmark icon and the text 'Certified Successfully'. Below this is a section titled 'Report Status' with the following information: 'SSB9-TSO', 'Statford', 'July 23, 2019 - July 24, 2019', and 'Certified - Unlocked'.

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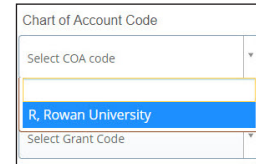
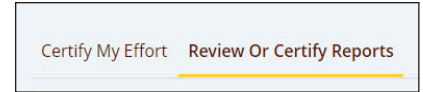
## REVIEW EFFORT

1. After certifying your effort, the report status will be Certified - Unlocked.
2. Select the Review Button.
3. The status will change to Completed - Locked.
4. Select the Routing Queue Tab.
5. Under your name, you will see a green check mark with "Reviewed" next to it when the effort is successfully reviewed.

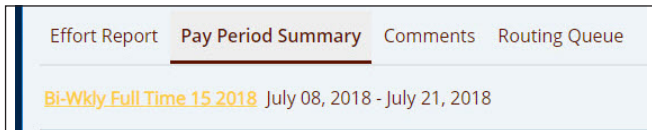


## CERTIFY & REVIEW EFFORT OF PERSONNEL

1. Select the Review or Certify Reports tab.
2. In the Chart of Account Code, Select R, Rowan University.
3. To certify - select personnel with a status of Awaiting Certification - Unlocked.
4. Certify and then Review Effort.
5. If personnel already certified their own effort, then the PI will only need to review it.
6. Select the Review or Certify Reports. In the Chart of Account Code, select R, Rowan University.
7. Select personnel with status of Certified - Unlocked.
8. Review Effort.



## PAY SUMMARY AND COMMENTS



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

1. To review the pay breakdown, you can select 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.

## ADDITIONAL INFORMATION

For more information on Effort Certification, including frequently asked questions, please see the Effort Certification webpage at [go.rowan.edu/effortcert](http://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.