Jackson State University

TIME AND EFFORT CERTIFICATION:

“HOW TO CERTIFY?”

- Log into JSU PAWS
- Click Employee tab
- Click the Effort Certification Tab located at the bottom of page
- Effort Certification Module will initiate
- “Certify My Effort” will be displayed
- Reporting Periods applicable to the employee will be shown
- Double-Click the reporting period you want to certify
- Data from Sponsored and Non-Sponsored funding sources will be visible for review on report
- If data is incorrect, look to the left sidebar with various functions listed and select “Comments”
- Provide detailed information as to why report is incorrect and what it should be in order for the report to be accurate.
- Click Save upon completion of your comments
- Information becomes part of the historical record for that reporting period cycle.
- For previous Fiscal Years, changes cannot be made. Therefore comments will serve as official supporting documentation.
- Effective FY14, the comments provided will be sent to the Time and Effort Administrator to make the necessary redistributions prior to completion of certification.
- Notification will be sent back to the employee to return to the reporting period to verify the change requested. Certification process will resume.
- Once data is correct, click Certify at the bottom of the page in the middle.
- Upon clicking certify, an acknowledgement statement will appear
- Click “I Agree”
- Reporting period is completed by employee and is awaiting PI certification
- Return to Certify My Effort and repeat steps again beginning with bullet #6 to certify other reporting periods
- Process must be completed within 30 days after quarterly reporting period ends.

Questions, Concerns, and Other Technical Support

Contact:

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