Jackson State University

Electronic Time and Effort
Effort Certification

- Time and Effort Administrator will run Time and Effort reports quarterly.
  - 1st quarter: January – March
  - 2nd quarter: April – June
  - 3rd quarter: July – September
  - 4th quarter: October – December
- There will be a reminder in the blast email to remind employees/supervisors to certify
*Log into JSU PAWS
*Click the Employee Tab
Click Effort Certification
Certifying Effort

By the employee
The **Effort Certification** module will display the Certify My Effort page.

Double Click on the Reporting Period you want to certify
<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tabs (also known as Modules)</td>
<td>The main tab at the top the Effort Reporting workspace allows you to access different types of information. The Effort Certification tab allows you to access information about effort reports. The Labor Redistribution tab allows you to access information about labor redistribution.</td>
</tr>
<tr>
<td>2</td>
<td>Links</td>
<td>The left navigation pane contains a series of object navigation links. If you select a link that has sub-links, like the example shown here, you can click the top link with the back arrow to return to the high-level link (such as Certify My Effort) or click a sub-link such as Pay Period Summary or Comments. The active link is blue with an arrow pointing to the main workspace window.</td>
</tr>
<tr>
<td>3</td>
<td>Main window</td>
<td>This is the main workspace window. You can view lists and detailed information here. Notice the context-specific toolbar at the top of the workspace. You can create a new item or refresh the view. You can open, or save an item. Or you can close the current view. Actions not available on a specific screen are grayed-out.</td>
</tr>
<tr>
<td>4</td>
<td>Sidebar</td>
<td>Customizable, context-specific panels. Click the sub-tabs for more information or click the arrows on the title bar to close the panel.</td>
</tr>
<tr>
<td>5</td>
<td>Help</td>
<td>Context-specific online help for the view that is open.</td>
</tr>
<tr>
<td>6</td>
<td>Open Items</td>
<td>Located below the main navigation pane, Open Items is a list of what is open during the current session. You can click on any item to view it. It can act as a toggle if you are viewing multiple effort reports and want to return to a previous one.</td>
</tr>
<tr>
<td>7</td>
<td>Buttons</td>
<td>Context-specific buttons can appear below the main workspace window if applicable.</td>
</tr>
<tr>
<td>8</td>
<td>Scroll bars</td>
<td>If more information is available than can be displayed in the main workspace window, horizontal and/or vertical scroll bars are available.</td>
</tr>
<tr>
<td>9</td>
<td>Expansion bar</td>
<td>The arrow on the expansion bar feature allows you to open or close the sidebar when you need to view the main workspace window in a larger view.</td>
</tr>
</tbody>
</table>
Click Pay Period Summary to view each pay event included in the effort report
*Click the **Comments** link.
*Click the **Add Comments** button
Note: You can click the **More Actions** button in the menu and select **Add Comments** from the menu, on any page in the Effort Reporting module.
*Type a comment in the **Add Comment** field.
*Click the **Save** button.
• Review the type and percentage of the effort charged for your activities in the **Effort Report** view.
• Click the **Certify** button (if everything is correct)
Click I Agree
Click Routing Queue to see who need to Approve it.
Approve Effort

By the Principal Investigator
Access the Proxy or Superuser page.
Click the **Add Proxy** button.
Select the proxy from the drop-down list.
Click the **Save** button.
### Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

- Advanced Search
*Access the **Review or Certify Reports** page.

*Click the **Advanced Search** drop-down arrow to select a combination of attributes to refine your search.  
  Note: You can search by Last Name, First Name, ID, COA, Status, and State. You must provide at least two characters of the First Name, Last Name, or ID. You can use an asterisk (*) as a wild card with any listed attribute.

*Press **Enter** on your keyboard or click the **Go** button to execute search.
Supervisor/PI reviews list of employees and “Certifies” each employee

Review or Certify Reports

Search Descriptions: Status = AWAITING_CERTIFICATION

<table>
<thead>
<tr>
<th>COA</th>
<th>Period Code</th>
<th>Report Period</th>
<th>Last Name</th>
<th>First Name</th>
<th>ID</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Unlocked/Locked</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Q032009</td>
<td>Quarter 03</td>
<td>Landry</td>
<td>Alida</td>
<td>A00010866</td>
<td>October 15, 2023</td>
<td>December 25, 2023</td>
<td>Awaiting Ce</td>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Q042009</td>
<td>Quarter 04</td>
<td>Landry</td>
<td>Kayla</td>
<td>A00010867</td>
<td>December 01, 2023</td>
<td>January 31, 2023</td>
<td>Awaiting Ce</td>
<td>Changes Sut</td>
<td></td>
</tr>
</tbody>
</table>
### Sponsored

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Effort Category</th>
<th>Charge Type</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>z210 NSF</td>
<td>2110 Biology</td>
<td>3000 Direct</td>
<td>Direct</td>
<td>100</td>
</tr>
</tbody>
</table>

Total: Sponsored Activity 100.00%

### Non Sponsored

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Effort Category</th>
<th>Charge Type</th>
<th>Effort</th>
</tr>
</thead>
</table>

Total: Non Sponsored Activity 0.00%

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**Request Changes**  **Review**  **Add New Funding**
Questions?

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