



Division of Research and Economic Development
Unit of Grants and Contracts Management
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TIME AND EFFORT CERTIFICATION

Quick Steps to Certify

By the Employee

- Log into JSU P.A.W.S.
- Click Enter Secure Area (JSU P.A.W.S)
- Click employee tab
- Click Banner 9 Employee Profile
- Login with your J# and NetID password
- On far right, click Effort Certification
- Click Review or Certify Reports
- **Double click** on your record
- If data is correct, Click certify at the bottom
- If data is incorrect, select Comments above effort report and leave your comments.

By the Principal Investigator

- Log into JSU P.A.W.S.
- Click Enter Secure Area (JSU P.A.W.S.)
- Click employee tab
- Click Banner 9 Employee Profile
- Login with your J# and NetID password
- Click the Effort Certification Tab on far right
- Click Review or Certify Reports
- Navigate to Advanced Search
- Select Chart of Account Code>J
- Select Effort Period Code>click on the drop down box>click reporting period>
- Click Go
- If data is correct, click Review for each employee
- If data is incorrect, select Comments above effort report and leave your comments.

Questions, Concerns, and Other Technical Support:
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