**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 FY15, 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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