**TIME AND EFFORT CERTIFICATION**

**Quick Steps to Certify**

**By the Employee**

* Log into JSU P.A.W.S.
* Click employee tab
* Click the Effort Certification Tab
* Double-Click the reporting period
* If data is correct, click Certify
* Click “I Agree”
* If data is incorrect, refer to detailed instructions for steps to follow

**By the Principal Investigator**

* Log into JSU P.A.W.S.
* Click employee tab
* Click the Effort Certification Tab
* Click Review or Certify Reports
* Navigate to Advanced Search
* Select Attribute>Chart of Account Code>J
* Select Attribute> Effort Period Code>click on the three dots to the right>click reporting period>Select
* Click Go
* If data is correct, click Review for each employee
* If data is incorrect, refer to detailed instructions for steps to follow

**Questions, Concerns, and Other Technical Support**

**Contact:**

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