Time and Effort Certification
Instructions
Time and Effort Certification reports may be accessed by logging into Self-Service Banner (SSB) via MSM Connect.
If you cannot access SSB to review and/or certify a record:

1. Open a MSTAT ticket via MSM Connect
2. Forward the MSTAT Ticket confirmation email you receive to Mr. Pious Mwagbe in IT, and Sherry Ballenger in OGC

Your ticket will be prioritized and resolved as quickly as possible
**Administrators** must log into SSB via MSM Connect and review *all* time and effort reports in your queue for both B1EC1501 and B2EC1501. Select “Review or Certify Reports” then “Advance Search.” Enter Chart of Account Code as the first search attribute (must be 1), and select “Go.”

All records requiring your review will display in your queue. If all records do not display, open a MSTAT Ticket and forward the confirmation email as instructed above on page 2.

If there are employees in your routing queue that are no longer at MSM, send a list to Sherry Ballenger in OGC and copy Pious Mwagbe in IT.
Once you have reviewed your reports, you must select the “Review” button at the bottom of the screen in order for the report to route to the employee for certification.

Until this action is taken, employees will not be able to certify and will remain out of compliance.

Administrators Please Note: You may not review your own effort report. Please assign a proxy to review your report, then you may certify your own record.
**Employees** must log into SSB via MSM Connect and certify your effort for the appropriate B1EC1501 or B2EC1501 period, depending upon your exemption status. Select “Effort Certification” on the Employee tab as shown below.

Navigate to your Time and Effort Certification report by selecting “Certify My Effort.”

Once you have reviewed your report, you must select the “Certify” button at the bottom of the screen in order for the report to lock and register as certified. *Until this action is completed and your record is locked, you will remain out of compliance.*

100% participation in the Time and Effort Certification process is required. The expectation is that these tasks will be completed by the deadline close of business Friday, January 30, 2015. If you need clarification or assistance, contact Sherry Ballenger in the Office of Grants and Contracts at x1546.