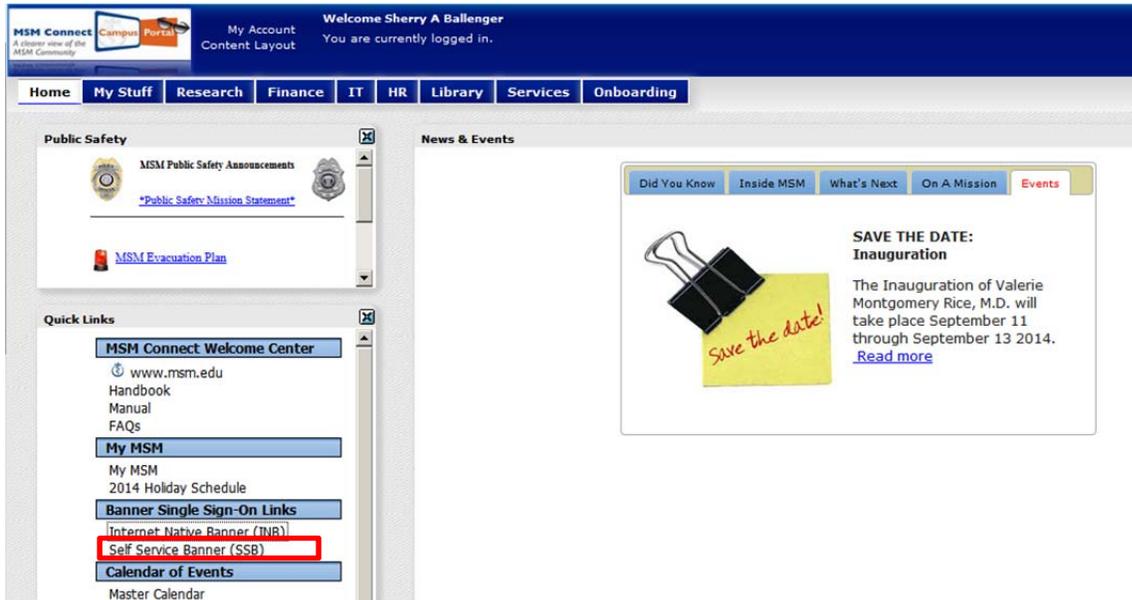
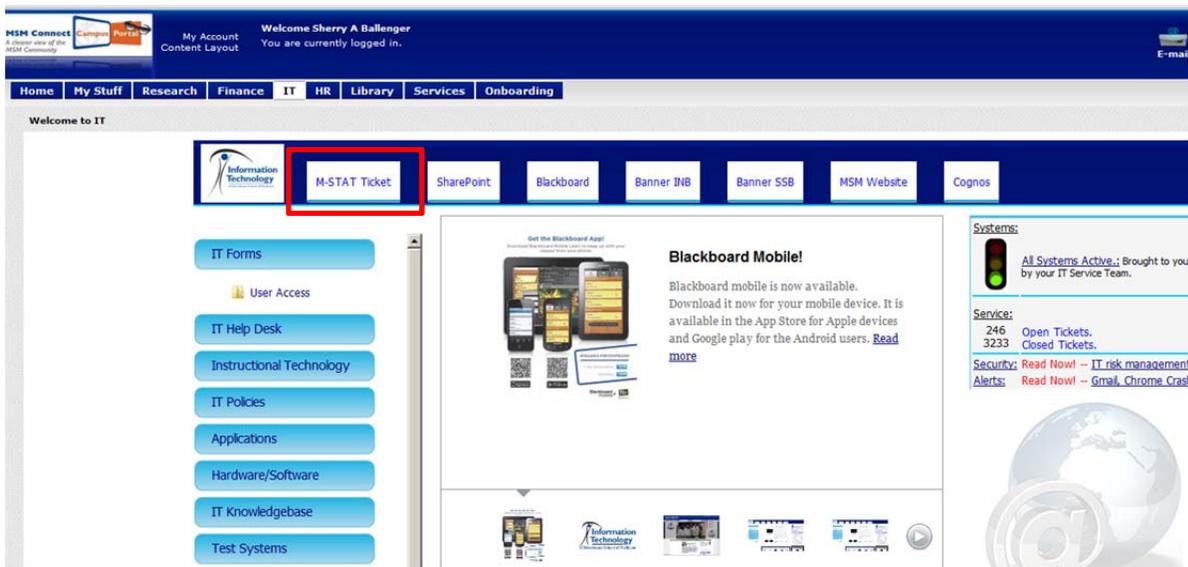


**Time and Effort Certification Instructions:**

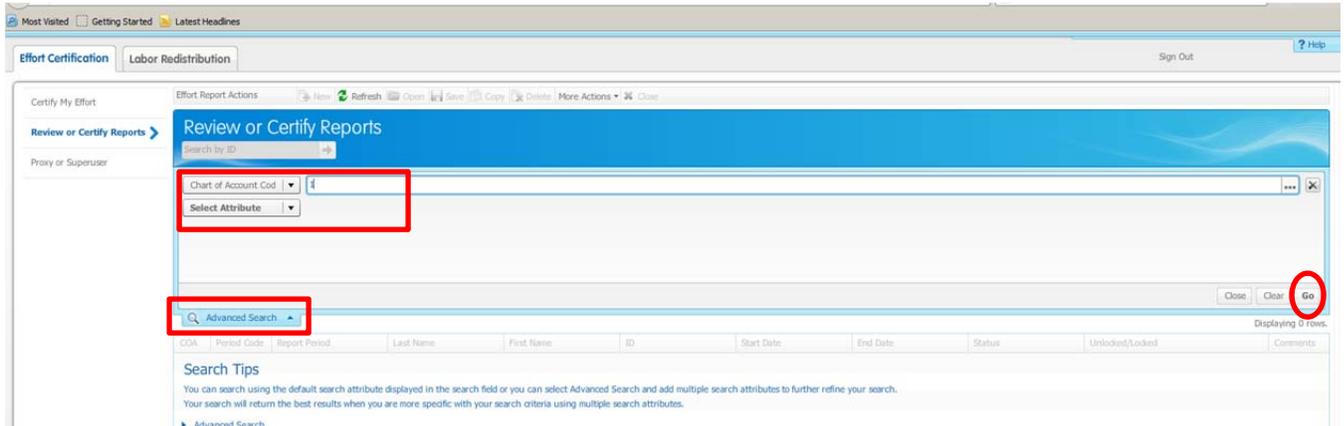
Time and Effort Certification reports may be accessed by logging into Self-Service Banner (SSB) via MSM Connect.



If you cannot access SSB, open a MSTAT ticket via MSM Connect. Forward the MSTAT Ticket confirmation email you receive to Mr. Pious Mwangbe in IT. Your ticket will be prioritized and resolved as quickly as possible.



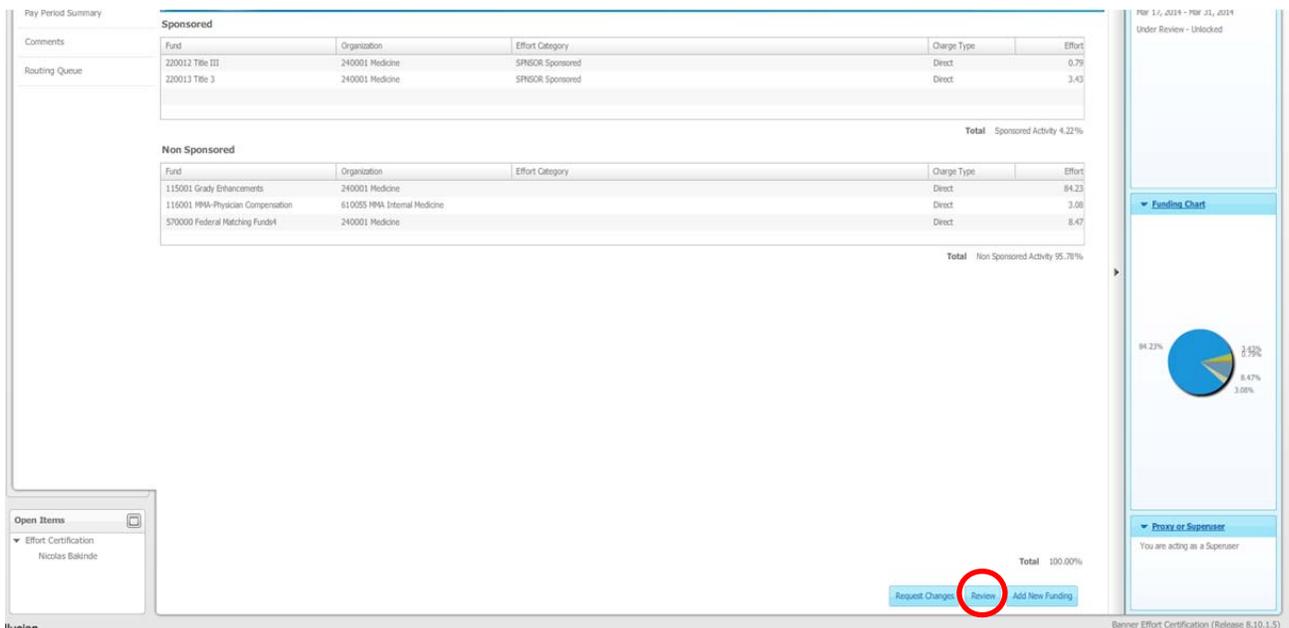
**Administrators** must log into SSB via MSM Connect and review **all** time and effort reports in your queue for both B1EC1402 and B2EC1402. Select **“Review or Certify Reports”** then **“Advance Search.”** Enter Chart of Account Code as the first search attribute (must be 1), and select **“Go.”**



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.**

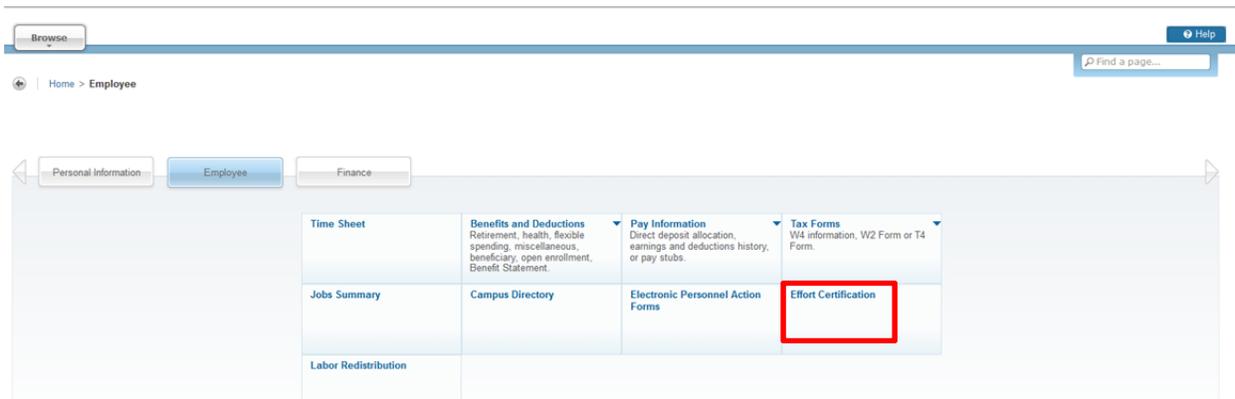
If there are employees in your routing queue that are no longer at MSM, alternate certification by the PI or department chair is required. Review the report as you normally would and send a list to Sherry Ballenger in OGC and copy Pious Mwangbe in IT.

**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.**

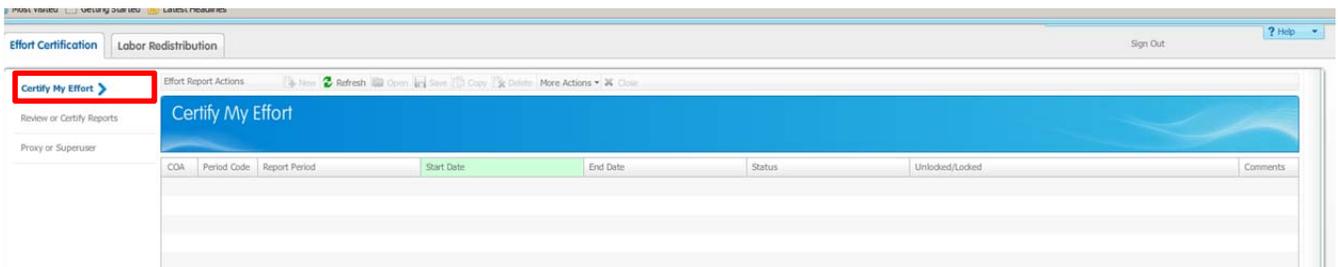


***Until this action is taken, employees will not be able to certify and will remain out of compliance.***

**Employees** must log into SSB via MSM Connect and certify your effort for the appropriate B1EC1402 or B2EC1402 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.***

If you notice discrepancies on your effort record, **do NOT request changes**, as this selection will not result in an action. This causes the certification process to stall and employees will remain out of compliance.

**Effort Report** >

Pay Period Summary  
**Comments**  
 Routing Queue

Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
<b>Total</b> Sponsored Activity 0.00%				

Non Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
691000 Grady Residents FY2013	430008 Family Medicine Residency		Direct	56
692030 South Fulton Residents FY 2013	430008 Family Medicine Residency		Direct	25
692080 VA Atlanta Med Ctr FY 2013	430008 Family Medicine Residency		Direct	17
<b>Total</b> Non Sponsored Activity 100.00%				

**Open Items**

- Effort Certification  
Mario Alvarenga

**Total** 100.00%

If there are discrepancies on your record, add a comment by selecting “Comments” in the left navigation area and notify your Department Administrator, who will facilitate any necessary changes.