

## **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 Mwagbe 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."

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ffort Certification Labor F	Redistribution							Sign Out	
Certify My Effort	Effort Report Actions	tefresh 🖾 Open 📊 Save	Copy R Dolete More /	Actions • 14 Close					
Review or Certify Reports >	Review or Certify Repo	orts							
Proxy or Superuser	and of all an								
	Chart of Account Cod   🕶 🚺								🗙
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	2								Close Clear Go
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	COA Period Code Report Period	Last Name	First Name		Start Date:		Status	Unlocked/Locked	
	Search Tips								
	You can search using the default search at Your search will return the best results wh	tribute displayed in the sea en you are more specific wit	rch field or you can select Adv h your search criteria using m	vanced Search and add mu nultiple search attributes.	Itiple search attributes to furthe	r refine your search.			

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 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.

	Sponsored					Under Review - Unlocked
Comments	Fund	Organization	Effort Category	Charge Type	Effort	
	220012 Title III	240001 Medicine	SPNSOR Sponsored	Direct	0.79	
outing Queue	220013 Title 3	240001 Medicine	SPNSOR Sponsored	Direct	3.43	
	Non Sponsored			Total Sporso	red Activity 4.22%	
	Fund	Organization	Effort Category	Charge Type	Effort	
	115001 Grady Enhancements	240001 Medicine		Direct	84.23	
	116001 MMA-Physician Compensation	610055 MMA Internal Medicine		Direct	3.08	<ul> <li>Funding Chart</li> </ul>
	S70000 Federal Matching Funds4	240001 Medicine		Direct	8.47	
					1000000000	
						04.23%
						94.23%
						91,275 <b>a</b> 3.0
n Rems [	3					94.22% 2 % % % % % % % % % % % % % % % % %
n Rems []						01.275 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
n Nems () for Cortification Nicolas Bekinde					Total 100.00%	01.275 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0



## 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.

Browse					e Help
Home > Employee					P Find a page
Personal Information Employee	Finance				
	Time Sheet	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.	Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	Tax Forms W4 information, W2 Form or T4 Form.	
	Jobs Summary	Campus Directory	Electronic Personnel Action Forms	Effort Certification	
	Labor Redistribution				

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

most visited [] Getung started	Latest	neaumes						
Effort Certification Labo	or Redistrib	oution						Sign Out
Certify My Effort >	Effort F	Report Actions	Die New 💈 Refresh	📾 Oyen 🔄 Save 📳 Oray 🕅 De	The More Actions - W Close			
Review or Certify Reports	Ce	ertify My	Effort					- 12
Proxy or Superuser	-							
	COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments

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				
	Sponsored			
Comments	Fund	Organization	Effort Category	Charge Type
Routing Queue				
				Total Sponsored Activity 0.
	Non Sponsored			
	Fund	Organization	Effort Category	Charge Type
	691000 Grady Residents FY2013	430008 Family Medicine Residency		Direct
	692030 South Fulton Residents FY 2013	430008 Family Medicine Residency		Direct
	692080 VA Atlanta Med Ctr FY 2013	430006 Family Medicine Residency		Direct
pen Items [ Effort Certification Mario Alvarenga				<b>Total</b> 100
				Request ranges Certify Add New Fund

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.