Certifying Your Employees’ Effort

Open Academica and click on “Employee Resources”

Click on “Employee Self-Service”

Click on “Effort Certification”

Click on “Review or Certify Reports”
Click on “Select Attribute”

Select “Chart and Account” and enter an UPPER Case “W”

Click on second “Select Attribute” down arrow to generate the menu. Scroll to the bottom and select “Status”
Select “Awaiting Certification”. Click “Go”.

This will generate a list of your employees. Double-click on each employee’s name whose status is “awaiting certification” and certify or request changes. You will have to click on “Review or Certify” between each employee.

This is the reporting period!
Jan- May: Winter Semester
Aug – Dec: Fall Semester
Jan – Jun: January 1 to June 30
Jul – Dec: July 1 to December 31
SS: Spring/Summer Semester