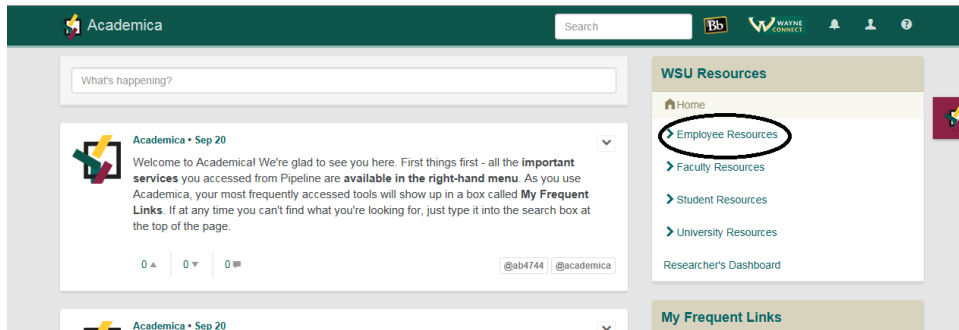
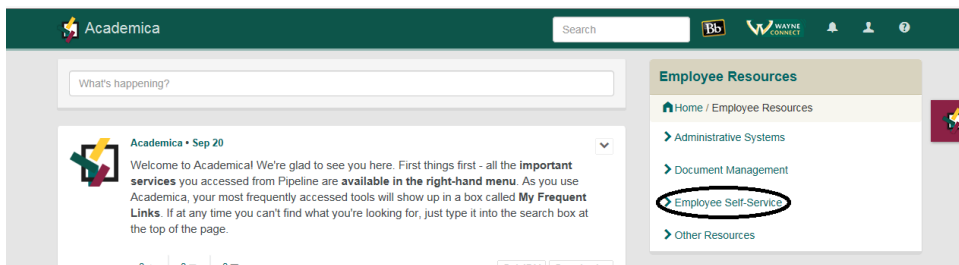


# Certifying Your Employees' Effort

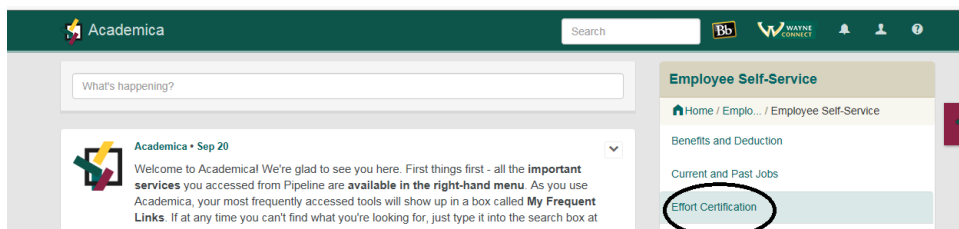
Open Academica and click on "Employee Resources"



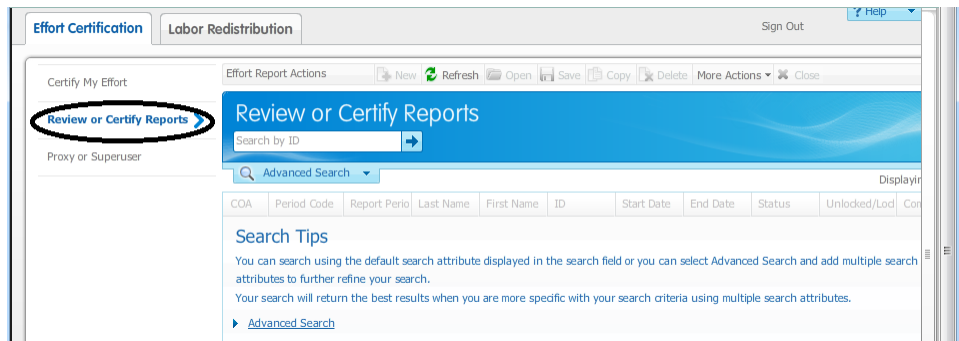
Click on "Employee Self-Service"



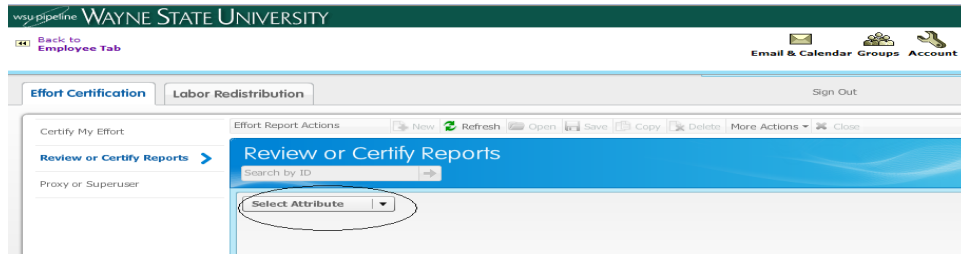
Click on "Effort Certification"



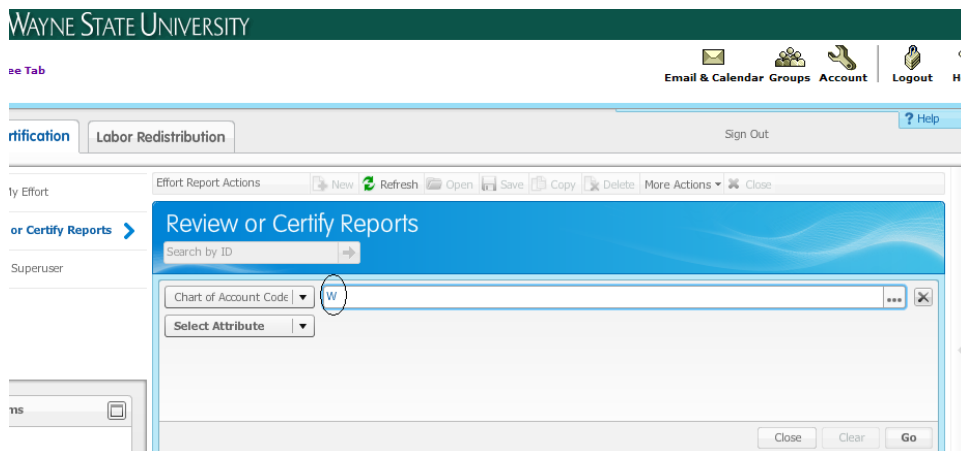
Click on "Review or Certify Reports"



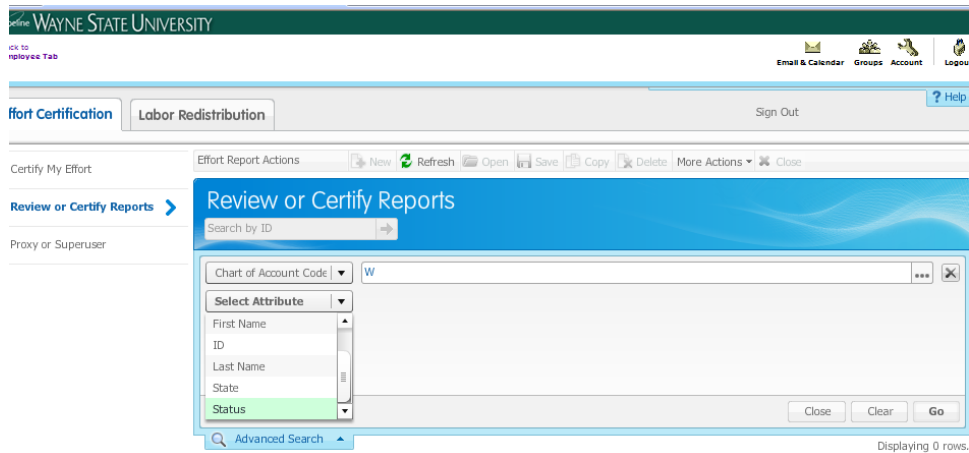
Click on “Select Attribute”



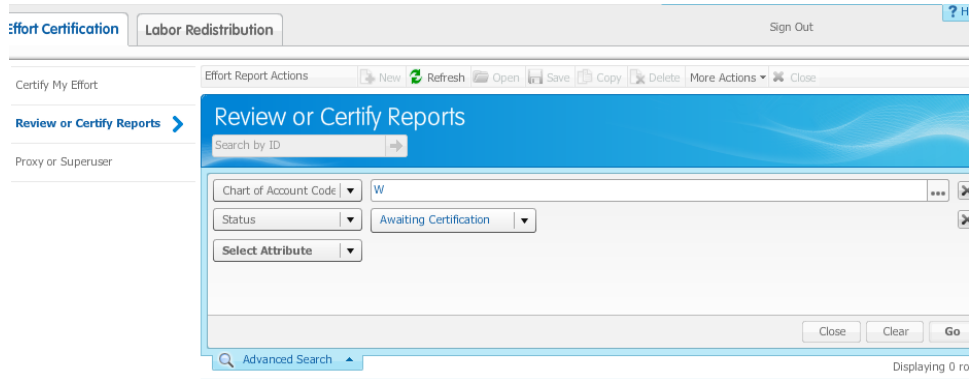
Select “Chart and Account” and enter an UPPER Case “W”



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

Review or Certify Reports

Search by ID

**Search Descriptions:** Chart of Account Code = W, Status = AWAITING\_CERTIFICATION

Advanced Search

Displaying 5 rows

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Lod
W	SS-2011	Spr-Sum 2011				December 01, 2010	January 31, 2011	Awaiting Certi	Unlocked
W	SS-2011	Spr-Sum 2011				December 01, 2010	January 31, 2011	Awaiting Certi	Unlocked
W	SS-2011	Spr-Sum 2011				December 01, 2010	January 31, 2011	Awaiting Certi	Unlocked
W	SS-2011	Spr-Sum 2011				December 01, 2010	January 31, 2011	Awaiting Certi	Unlocked
W	SS-2011	Spr-Sum 2011				December 01, 2010	January 31, 2011	Awaiting Certi	Unlocked