

## How to Login and Certify Your Effort Report

**Detailed instructions with screen shots follow the short description. (page 3.)**

- Go to the Banner Registration login page (<http://register.uah.edu>).
- Click on the **Enter Secure Area** link in the menu.
- In the field labeled **Charger ID**, enter your Charger ID.
- Enter your **Charger Password**. If you need assistance with your login, go to <https://apps.uah.edu/PasswordReset/>.
- Click on the **Login** button with your mouse or press “Enter” on your keyboard.
- Click on the **Employee** Tab.
- Click on the **Effort Certification** Link. (If you have certified previously, you will also see a link for Effort Certification Archive. You may view your old certifications here.)
- Click on the **Review Certification** link.

There are 2 methods to view and certify your reports.

**Method One for your personal certification:** *(Page 9 in the detailed instructions.)*

- Click on **Certify My Effort**.
- Highlight the line and click the yellow file **Open** icon or double-click on the line. You may resize the columns to view the entire title of each org, grant, and fund.
- Click on **Pay Period Summary** to view the breakdown of the report by pay period.
- Click on the **Routing Queue**. You will see everyone with access to your report as a Pre-reviewer, Post-reviewer, Certifier, and Alternate Certifier. The Alternate Certifier is the PI on any one of the accounts you charged. Pre-Reviewers and Post-Reviewers are account managers on any one of the accounts you have charged.  
You may add an Alternate Certifier or Post-Reviewer by using the drop down boxes after clicking the **Add Member** tab. *(Page 13 in the detailed instructions.)*
- Click on **Comments** to add a comment that will be viewed by everyone in your routing queue. (Please be aware that auditors may also have access to your comments.)
- If the Effort Report does not reflect your actual effort, please notify the Effort Reporting Officer and the person in your department responsible for originating Retros.
- Close your report using the blue **Close** icon at the top of the screen.

**Note: The Add New Funding button is disabled. Only authorized departmental employees are allowed to enter funding correction through the Retro system.**

- Click on the **Certify** button. Then click on the **I Accept** button after reading the certification statement. The Routing Queue will show who certified and when. *(Page 22 of the detailed instructions.)*
- After you close the report using the blue **Close** icon, you will see that the report is locked. You will not be able to unlock it to request additional changes. If you certified by accident, contact the Effort Reporting Officer for assistance.

**Method Two for PIs and Financial Managers:** --PIs are required to certify for their GRAs. *(Page 30 in the detailed instructions.)*

- Click on **Review or Certify Reports**.
- Click on the drop-down arrow on the Advanced Search tab.
- Click on the drop-down arrow on the Select Attribute tab.
- Click on Chart of Account Code. Enter H. The H must be capitalized.
- Select the Effort Period Code attribute using the drop down box (...) at the right of the field. These two selections will show you all the employees charging on accounts for which you are listed as a PI or Financial Manager for the selected certification period.

Note: You can also search by Last Name, First Name, ID, COA, Status and State. You must provide at least two characters of the First Name, Last Name, or ID. You can use an asterisk (\*) as a wild card with any listed attribute.

Use the **Clear** button at the bottom of the attributes area to remove all your selected search criteria attributes.

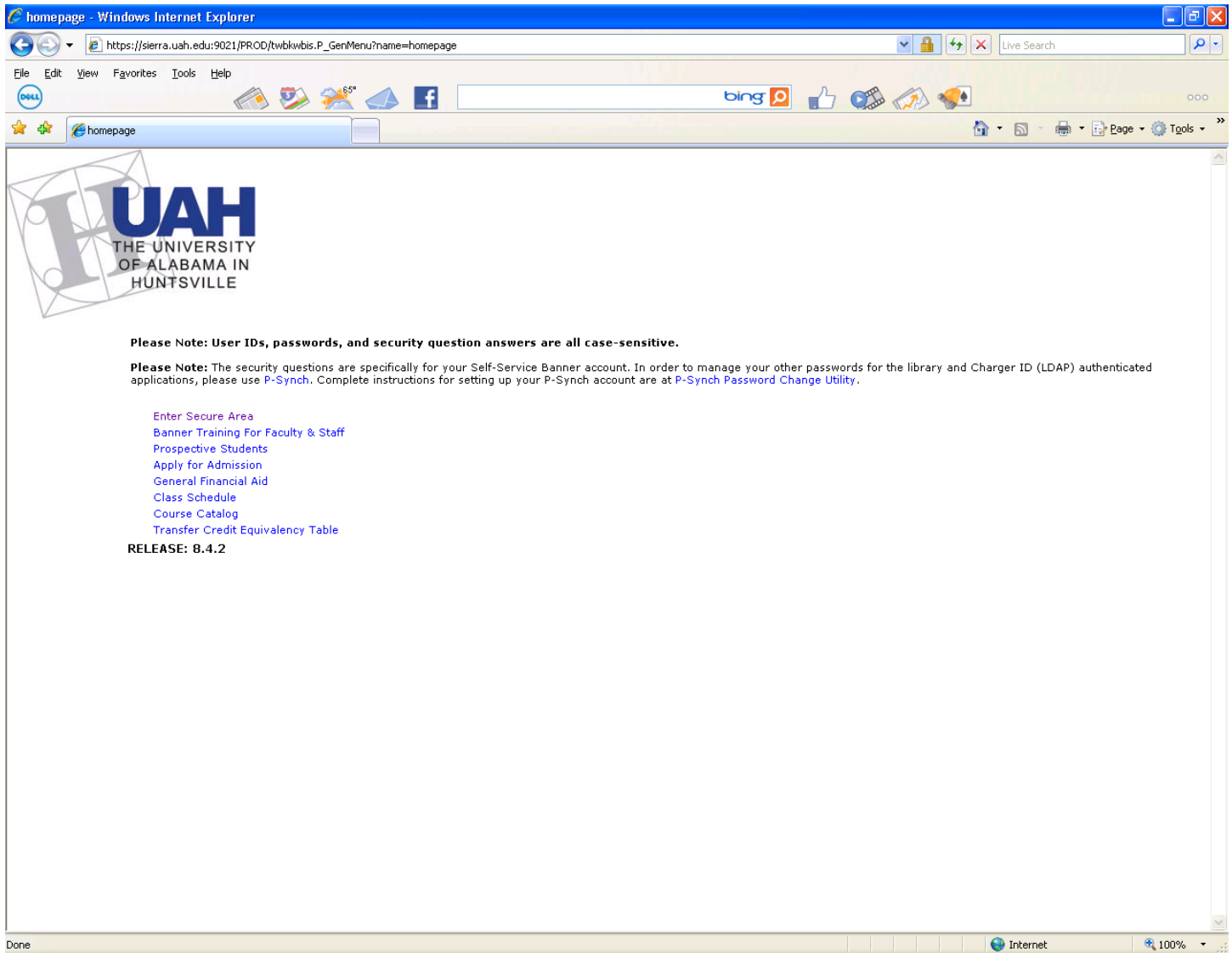
Use the **X** icon at the right of the attribute field to remove individual attributes.

Use the **Close** button at the bottom of the attributes area to close the attribute window.

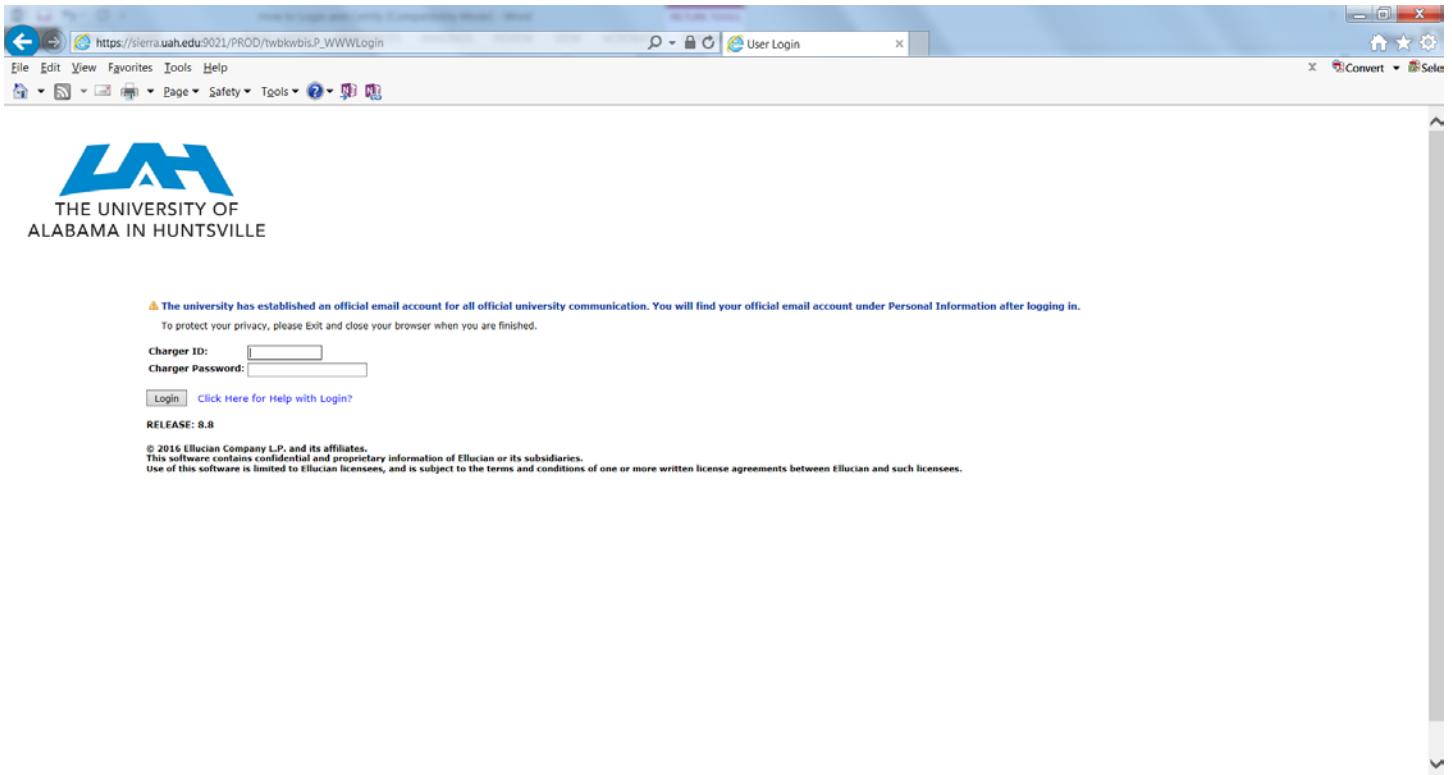
- Click on the **Go** button or press Enter on your keyboard.
- Click the directional arrow on any column header to reorder lowest to highest or highest to lowest value.
- Highlight the line of the report you wish to review, and click the **Open** icon or double-click the line of the effort report.
- The remaining instructions are the same as in Method One *(Page 9 in the detailed instructions.)*


## Detailed instructions with screen shots

- Go to the Banner Registration login page (<http://register.uah.edu>).
- Click on the **Enter Secure Area** link in the menu.



- In the field labeled **Charger ID**, enter your Charger ID.
- Enter your **Charger Password**. If you need assistance with your Login, click on the link, [Click Here for Help with Login?](#) Or go to <https://apps.uah.edu/PasswordReset/>.




  
 THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

⚠ The university has established an official email account for all official university communication. You will find your official email account under Personal Information after logging in.  
 To protect your privacy, please Exit and close your browser when you are finished.

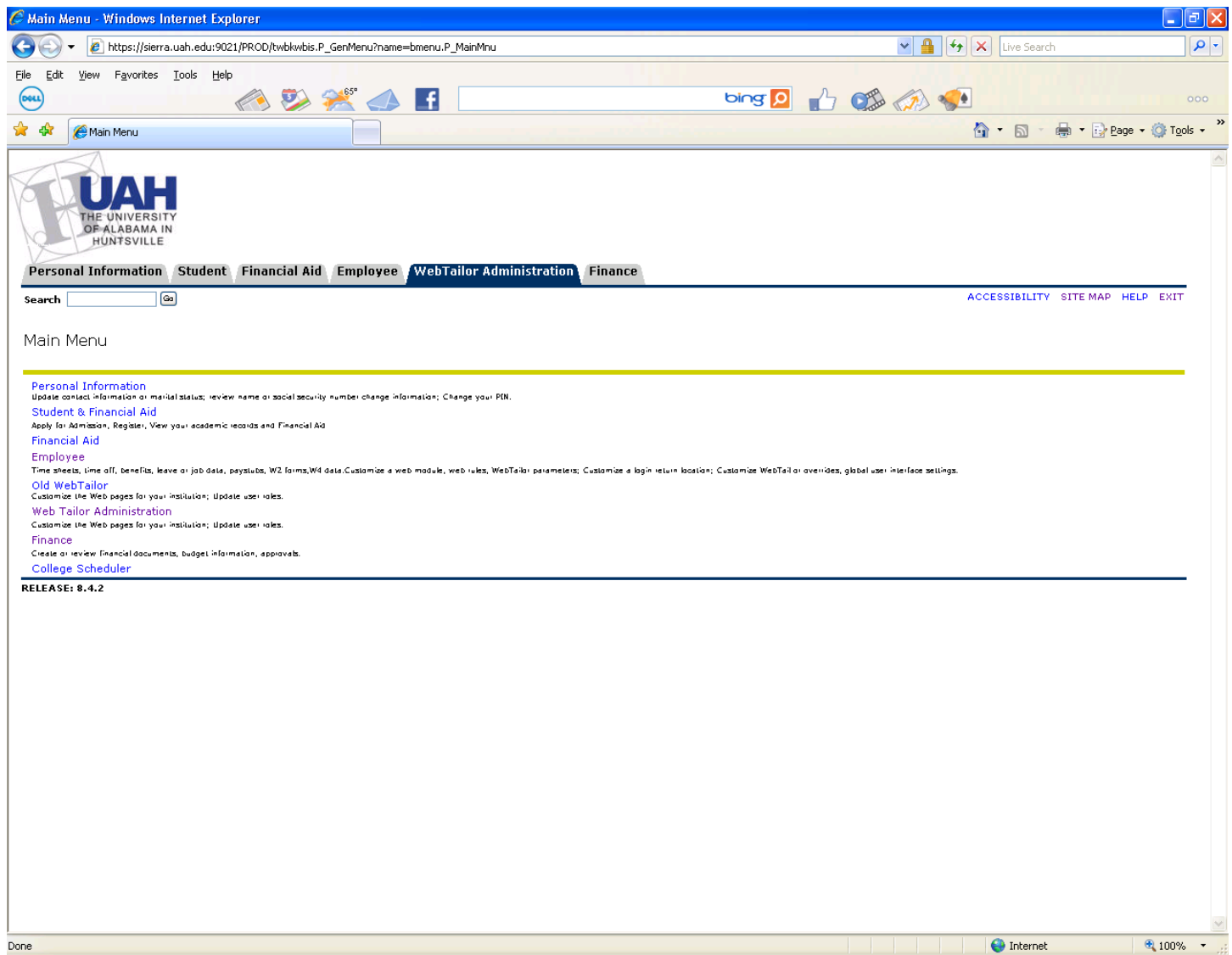
Charger ID:   
 Charger Password:

[Click Here for Help with Login?](#)

RELEASE: 8.8  
© 2016 Elucian Company L.P. and its affiliates.  
 This software contains confidential and proprietary information of Elucian or its subsidiaries.  
 Use of this software is limited to Elucian licensees, and is subject to the terms and conditions of one or more written license agreements between Elucian and such licensees.

- Click on the **Login** button with your mouse or press “Enter” on your keyboard.

Your Menu will reflect the access you have in Self-Service.



- Click on the **Employee** Tab.

UAH Employee Self Service - Windows Internet Explorer

https://sierra.uah.edu:9021/PROD/twbkwbis.P\_GenMenu?name=pmenu.P\_MainMnu

File Edit View Favorites Tools Help

UAH Employee Self Service

UAH THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Personal Information Student Financial Aid **Employee** WebTailor Administration Finance

Search

RETURN TO MENU SITE MAP HELP EXIT

UAH Employee Self Service

Information provided is a summary of pay and benefits, and does not supercede master contract and enrollment documents.

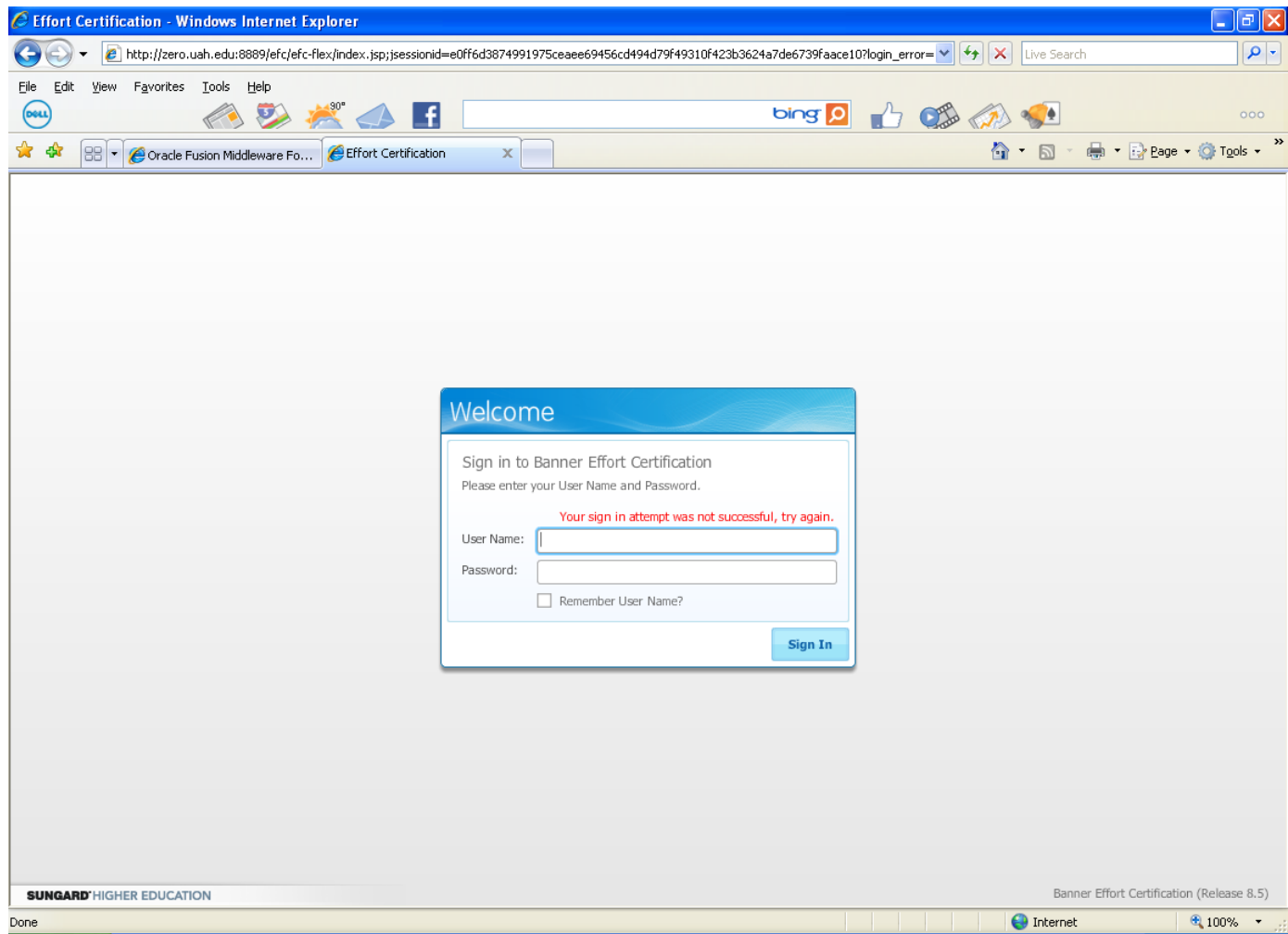
[Time Sheet](#)  
[Request Time Off](#)  
[Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, benefit statements.  
[Pay Information](#)  
Earnings and deductions history and pay stubs.  
[Tax Forms](#)  
W4 information and W2 Forms.  
[Jobs Summary](#)  
View job assignment history.  
[Leave Balances](#)  
Current leave balances and history of time off taken.  
[Campus Directory](#)  
[Investigator Research Portal](#)  
Research Administration Information  
[Effort Certification](#)  
Electronic Personnel Action Form (ePAF)  
[Labor Redistribution](#)  
[Performance Evaluation](#)  
Link to evaluate those that report to you.  
[Personal Review Worksheet](#)  
Submit your personal review worksheet and view your evaluation.  
[Effort Certification Archive](#)  
UAH Huntsville Research Administration Effort Certification

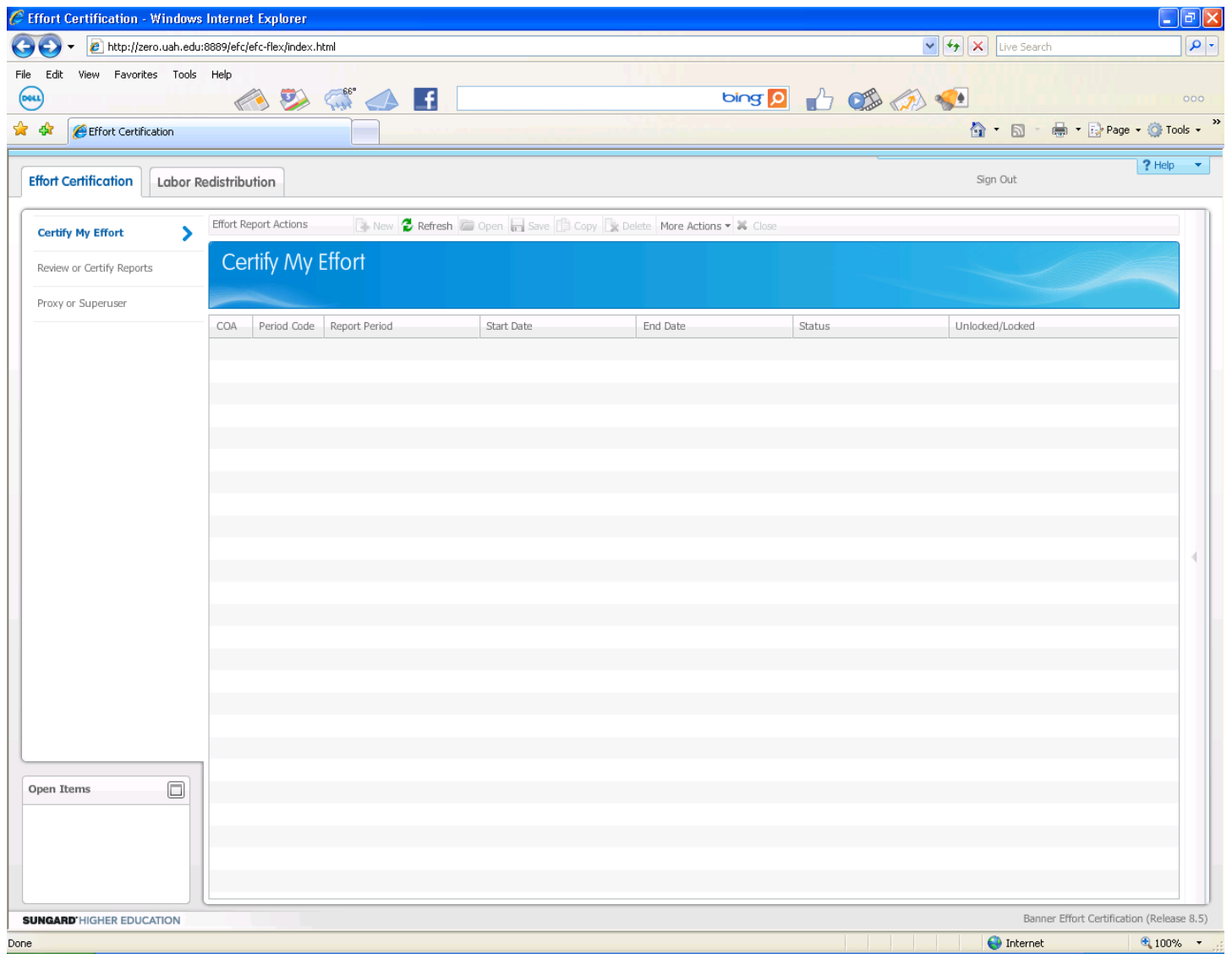
RELEASE: 8.6.1

Done Internet 100%

- Click on the **Effort Certification** Link. (If you have certified previously, you will also see a link for Effort Certification Archive. You may view your old certifications on the Effort Certification Archive link.)

If you see this extra log-in screen, click on the back arrow in the top left of the screen until the effort reporting screen appears.







## There are 2 methods to view and certify your report.

**Method One** is for your personal certification:

- Click on **Certify My Effort**.
- Highlight the report line (highlighted in blue on this page) and click the yellow folder **Open** icon at the top of the page, or double-click on the report line.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8089/efc/efc-flex/index.html

File Edit View Favorites Tools Help

DELL User Logout Effort Certification Sign Out ? Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Search Descriptions: ID = a25167750

Advanced Search

Displaying 1 row.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
H	20120110	Training 2012 pay 1	Winfrey	Oprah	A25167750	March 16, 2012	August 31, 2012	Awaiting Certification	Unlocked

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

You will see the certification page.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report

Pay Period Summary

Comments

Routing Queue

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Oprah Winfrey

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
20001 S/ALDOT/Grade Slope Stur	2345AC S/ALDOT/Grade Slope St	20 Research	Direct	75

Total Sponsored Activity 75.00%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
15000 O & M General	234100 E & C Engineering		Direct	25

Total Non Sponsored Activity 25.00%

Total 100.00%

Request Changes Certify Add New Funding

Open Items

Effort Certification

Oprah Winfrey

Effort Report Overview

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Awaiting Certification - Unlocked

Funding Chart

75%

25%

Proxy or Superuser

You are acting as a Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done

Internet 100%

(You may resize the columns to view the entire title of each org, grant, and fund.)

Notice the information in the upper right block. It gives you the code for the report (20120110), the full name of the report (Training 2012 pay 1 to 10), the dates covered in the report (Mar 16, 2012 – Aug 21, 2012), and the status (Awaiting Certification – Unlocked.)

- Click on the **Dates** Tab in the upper right block.

The screenshot displays the 'Effort Certification' application within a Windows Internet Explorer browser. The interface is divided into several sections:

- Header:** 'Effort Certification - Windows Internet Explorer' with a search bar and navigation links like 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help'.
- Navigation:** 'Effort Certification' and 'Labor Redistribution' tabs. A 'Sign Out' link and a 'Help' icon are also present.
- Left Sidebar:** 'Review or Certify Reports' section with links for 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. Below this is an 'Open Items' section showing 'Effort Certification' for 'Oprah Winfrey'.
- Main Content Area:**
  - Effort Report Actions:** Includes buttons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', 'More Actions', and 'Close'.
  - Oprah Winfrey:** The name of the report subject is displayed in a large blue banner.
  - Sponsored:** A table showing activity for 'Sponsored' reports.

Fund	Organization	Effort Category	Charge Type	Effort
20001 S/ALDOT/Grade Slo	2345AC S/ALDOT/Grade Slo	20 Research	Direct	75

Total Sponsored Activity 75.00%
  - Non Sponsored:** A table showing activity for 'Non Sponsored' reports.

Fund	Organization	Effort Category	Charge Type	Effort
15000 O & M General	234100 E & C Engineering		Direct	25

Total Non Sponsored Activity 25.00%
  - Total:** 100.00%
  - Buttons:** 'Request Changes' and 'Add New Funding'.
- Right Sidebar:**
  - Effort Report Overview:** Includes 'Report Status' and 'Dates' tabs. The 'Dates' tab shows:
    - Begin Pre-Review: March 06, 2012
    - Certification Period: March 16, 2012 to August 31, 2012
    - Post-Review End: December 31, 9999
  - Funding Chart:** A pie chart showing 75% (orange) and 25% (green).
  - Proxy or Superuser:** A section indicating 'You are acting as a Superuser'.

The footer of the application shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.5)'.

Notice the information. There is a date for Begin Pre-Review, which allows review of the report before the certification period begins. There are also the dates for the certification period, and the Post-Review End date. In this case, it shows that you will be able to review the report until the year 9999.

- Click on **Pay Period Summary** in the left column to view the breakdown of the report by pay period. You may resize the columns to view the entire title of each org, grant, and fund by moving your cursor between the column headers.

**Effort Certification - Windows Internet Explorer**

http://zerotest.uah.edu:8889/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification Labor Redistribution Sign Out ? Help

**Review or Certify Reports**

Effort Report

**Pay Period Summary**

Comments

Routing Queue

**Open Items**

Effort Certification

Oprah Winfrey

**Effort Report Overview**

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Awaiting Certification - Unlocked

**Funding Chart**

75%

25%

**Proxy or Superuser**

You are acting as a Superuser

**SUNGARD HIGHER EDUCATION**

Banner Effort Certification (Release 8.5)

Done Internet 100%

Notice there are only two pay periods for this report, because Oprah only worked two pay periods during the certification period. However, the report is still for 100% effort. This is to comply with OMB regulations. The distribution in the Effort Period Percent column shows how the distribution in the Payroll Percent column affects the total certification as represented in the Funding Chart.

- Click on the **Routing Queue**. You will see everyone with access to your report as a Pre-Reviewer, Post-Reviewer, Certifier and Alternate Certifier. The Alternate Certifier is the PI on any one of the accounts you have charged.

The screenshot shows the Effort Certification web application in a Windows Internet Explorer browser. The address bar displays the URL: <http://zerotest.uah.edu:8889/efc/efc-flex/index.html>. The browser's toolbar includes standard navigation buttons and a search bar. The application interface has a top navigation bar with "Effort Certification" and "Labor Redistribution" tabs, and a "Sign Out" link. The main content area is titled "Review or Certify Reports" and features a sidebar with navigation options: "Effort Report", "Pay Period Summary", "Comments", and "Routing Queue" (which is selected and highlighted with a blue arrow). The central pane displays the "Routing Queue" for "Oprah Winfrey". It lists several users and their roles, each with a "Pending" status and an "E-mail" link. The users listed are: Robert Lindquist, Acknowledge, Pre-Reviewer; Al Sharpton, Acknowledge, Pre-Reviewer; Gary Zank, Acknowledge, Pre-Reviewer; Al Sharpton, Alternate Certifier (highlighted in green); Oprah Winfrey, Certify; Robert Lindquist, Acknowledge, Post-Reviewer; and Al Sharpton, Acknowledge, Post-Reviewer. At the bottom right of the queue is an "Add Member" button. On the right side of the application, there is an "Effort Report Overview" panel with tabs for "Report Status" and "Dates". It shows the report status as "Awaiting Certification - Unlocked" and a "Funding Chart" with a pie chart showing 75% and 25% segments. Below the chart is a "Proxy or Superuser" section indicating "You are acting as a Superuser". The footer of the application includes the "SUNGARD HIGHER EDUCATION" logo and the text "Banner Effort Certification (Release 8.5)".

The Routing Queue of Oprah Winfrey shows Pre-reviewers and Post-reviewers of everyone with oversight of any account that Oprah charges. Also, the Alternate Certifier is the PI on Oprah's Research account.

- You may add an Alternate Certifier or Post-Reviewer by using the drop down boxes after clicking the **Add Member** tab at the bottom right of the routing queue. (Pre-Reviewers and Post-Reviewers are account managers on one of the accounts charged.)

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report:

Pay Period Summary:

Comments:

Routing Queue

Open Items

Effort Certification

Oprah Winfrey

Robert Lindquist, Acknowledge, Pre-Reviewer

Pending

E-mail

Al Sharpton, Acknowledge, Pre-Reviewer

Pending

E-mail

Gary Zank, Acknowledge, Pre-Reviewer

Pending

E-mail

Al Sharpton, Alternate Certifier

Pending

E-mail

Oprah Winfrey, Certify

Pending

E-mail

Robert Lindquist, Acknowledge, Post-Reviewer

Pending

E-mail

Al Sharpton, Acknowledge, Post-Reviewer

Pending

E-mail

Add New Member

Name \*

Role \* Alternate Certifier

Action \* Certify

Cancel Save

Effort Report Overview

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Awaiting Certification - Unlocked

Funding Chart

75%

25%

Proxy or Superuser

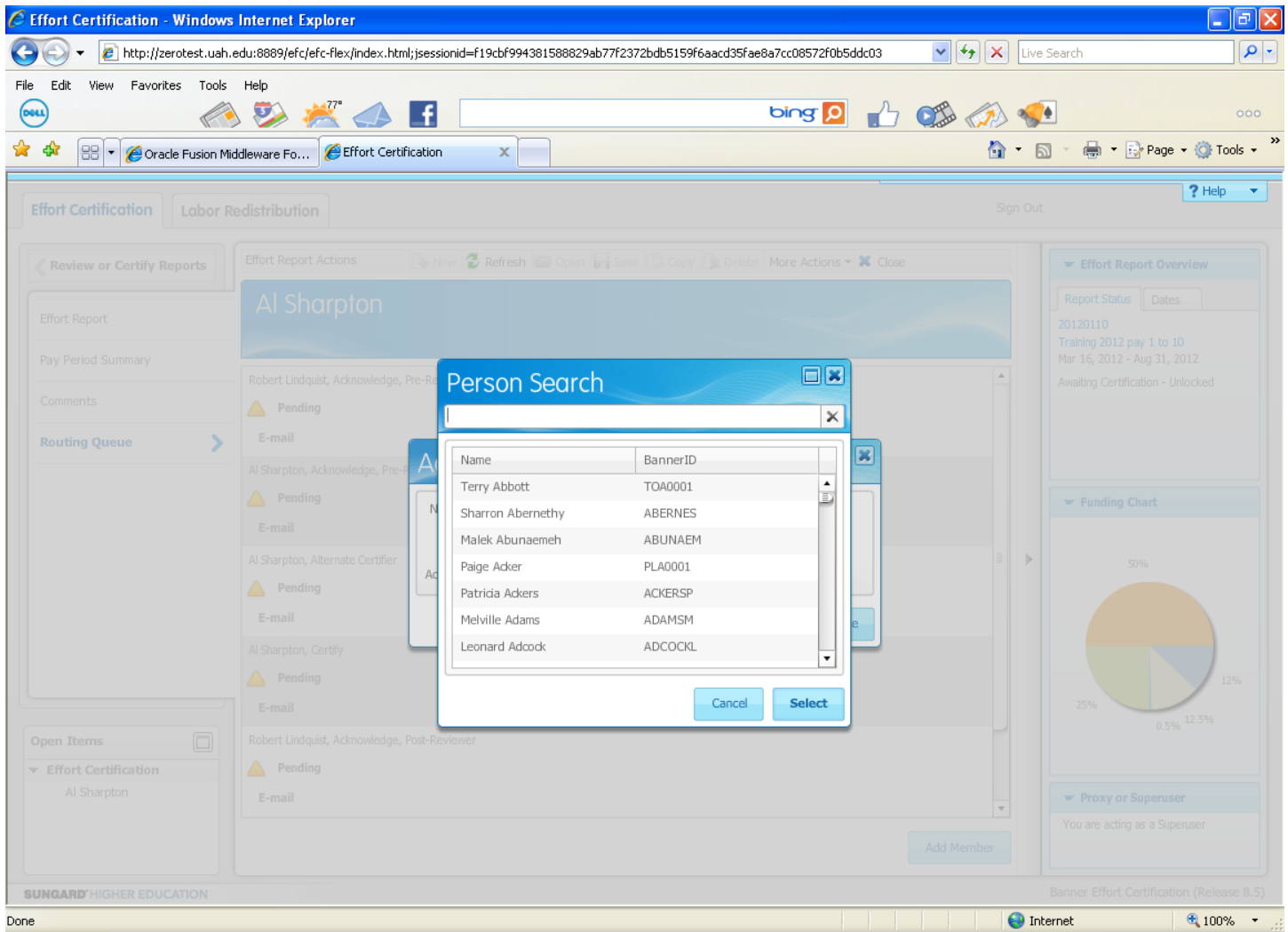
You are acting as a Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 9.5)

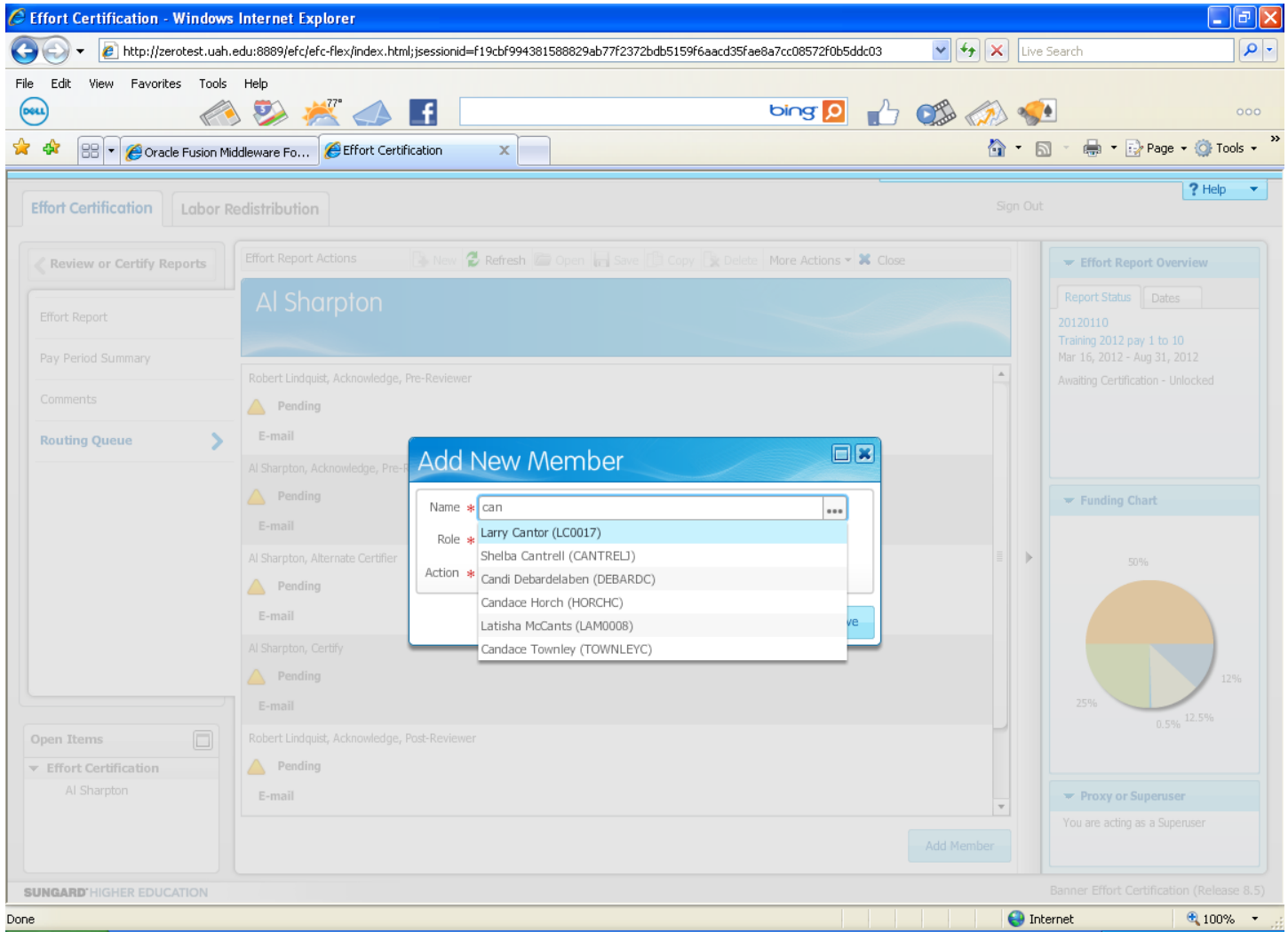
Done Internet 100%

- Add a member using the person search feature represented by the (...) at the end of the name box.



- Scroll through the names and click the **Select** button to make your choice.

- You may also select a name by beginning to type a name in the name box. The program will try to anticipate your choice.



- Click the **Save** button to complete your selections.



- Click on **Comments** in the left column to add a comment that will be viewed by everyone in your routing queue.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

66° bing

User Logout Effort Certification

Sign Out ? Help

**Effort Certification** Labor Redistribution

Review or Certify Reports

Effort Report

Pay Period Summary

Comments

Routing Queue

Open Items

Effort Certification

Oprah Winfrey

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

**Oprah Winfrey**

**Bi-Weekly 5 2012** February 08, 2012 - February 21, 2012

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
2345AC S/ALDOT/Grade S	20001 S/ALDOT/Grade Slc	20001 S/ALDOT/Grade Slc	20 Research	100	50

**Bi-Weekly 6 2012** February 22, 2012 - March 06, 2012

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
234100 E & C Engineering		15000 O & M General		50	25
2345AC S/ALDOT/Grade S	20001 S/ALDOT/Grade Slc	20001 S/ALDOT/Grade Slc	20 Research	50	25

**Effort Report Overview**

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Awaiting Certification - Unlocked

**Funding Chart**

**Proxy or Superuser**

You are acting as a Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification UAH Employee Self Service

Sign Out ? Help

Review or Certify Reports

Effort Report  
Pay Period Summary  
**Comments**  
Routing Queue

Open Items

Effort Certification

Oprah Winfrey

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Oprah Winfrey

Candace Horch

Test

Posted On Mar 25, 2012 4:03 PM

Add Comment

Effort Report Overview

Report Status Dates

20120110  
Training 2012 pay 1 to 10  
Mar 16, 2012 - Aug 31, 2012  
Completed - Unlocked

Funding Chart

75% 25%

Proxy or Superuser

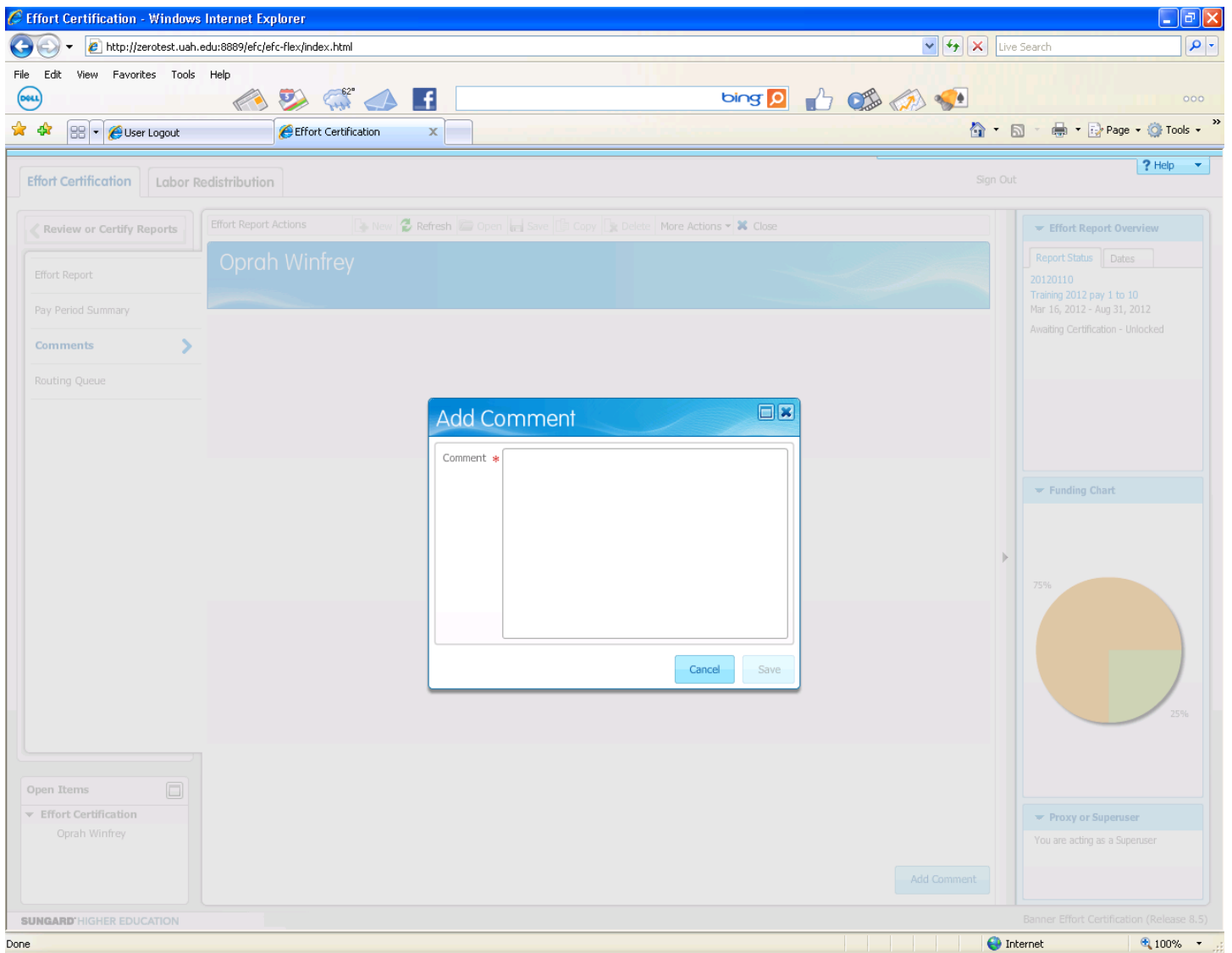
You are acting as a Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- Click on the **Add Comment** button in the lower right section of your screen.



- (Please be aware that auditors may also have access to your comments.) You may click on the **Save** button to register your comment or the **Cancel** button to erase it.

- If the Effort Report does not reflect your actual effort, please notify the Effort Reporting Officer and the person in your department responsible for originating Retros that your effort does not reasonably reflect your actual effort.

**Effort Certification - Windows Internet Explorer**

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification Oracle Fusion Middleware Fo...

**Effort Certification** Labor Redistribution Sign Out ? Help

**Review or Certify Reports**

**Effort Report**

Pay Period Summary

Comments

Routing Queue

**Effort Report Actions** New Refresh Open Save Copy Delete More Actions Close

**Oprah Winfrey**

**Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
20001 S/ALDOT/Grade Slop	2345AC S/ALDOT/Grade Slo	20 Research	Direct	75

**Total** Sponsored Activity 75.00%

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
15000 O & M General	234100 E & C Engineering		Direct	25

**Total** Non Sponsored Activity 25.00%

**Total** 100.00%

**Effort Report Overview**

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Awaiting Certification - Unlocked

**Funding Chart**

75%

25%

**Proxy or Superuser**

You are acting as a Superuser

**Open Items**

**Effort Certification**

Oprah Winfrey

**Request Changes** **Certify** **Add New Funding**

**SUNGARD HIGHER EDUCATION** Banner Effort Certification (Release 8.5)

Done Internet 100%

**Note: The Add New Funding and Request Changes buttons are disabled. Only authorized department employees are allowed to enter funding corrections through the Retro system.**

- Click on the **Certify** button to complete your certification.
- Then click on the **I Agree** button after reading the certification statement.

The screenshot displays the Banner Effort Certification web application in a Windows Internet Explorer browser. The browser's address bar shows the URL `http://zerotest.uah.edu:8889/efc-flex/index.html`. The application interface includes a top navigation bar with "Effort Certification" and "Labor Redistribution" tabs, and a "Sign Out" link. A left sidebar contains links for "Review or Certify Reports", "Effort Report", "Pay Period Summary", "Comments", and "Routing Queue".

The main content area features a header for "Oprah Winfrey" and a table of effort reports. The table is divided into "Sponsored" and "Non Sponsored" sections. The "Sponsored" section shows a report for Fund 20001 S/ALDOT/Grade Slope St, Organization Z345AC S/ALDOT/Grade Slope St, Effort Category 20 Research, Charge Type Direct, and Effort 75. The "Non Sponsored" section shows a report for Fund 15000 O & M General, Organization Z34100 E & C, Charge Type Direct, and Effort 25. Summary statistics at the bottom indicate "Total Sponsored Activity 75.00%", "Total Non Sponsored Activity 25.00%", and "Total 100.00%".

A "Certify" dialog box is open in the center of the screen. It contains the following text: "I certify that the effort certified this period reasonably reflects the work performed in the designated period, and that I have significant technical knowledge and/or I am in a position that provides me with a suitable means of verification that the work was performed." The dialog has "Cancel" and "I Agree" buttons.

On the right side of the application, there is an "Effort Report Overview" section with tabs for "Report Status" and "Dates". Below this is a "Funding Chart" showing a pie chart with two segments: 75% (orange) and 25% (green). At the bottom right, a "Proxy or Superuser" section indicates "You are acting as a Superuser".

The bottom of the application shows the "SUNGARD HIGHER EDUCATION" logo and the version "Banner Effort Certification (Release 8.5)". The browser's status bar at the very bottom shows "Done" and "Internet" with a 100% zoom level.

- The Routing Queue will show who certified and when.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification Labor Redistribution Sign Out ? Help

Review or Certify Reports

Effort Report

Pay Period Summary

Comments

Routing Queue

Open Items

Effort Certification

Oprah Winfrey

Robert Lindquist, Acknowledge, Pre-Reviewer

Pending

E-mail

Al Sharpton, Acknowledge, Pre-Reviewer

Pending

E-mail

Gary Zank, Acknowledge, Pre-Reviewer

Pending

E-mail

Al Sharpton, Alternate Certifier

Pending

E-mail

Oprah Winfrey, Certify

Certified

E-mail | Posted On March 24, 2012 at 04:51 PM by Candace Horch

Robert Lindquist, Acknowledge, Post-Reviewer

Pending

E-mail

Al Sharpton, Acknowledge, Post-Reviewer

Pending

E-mail

Effort Report Overview

Report Status Dates

20120110

Training 2012 pay 1 to 10

Mar 16, 2012 - Aug 31, 2012

Completed - Locked

Funding Chart

75%

25%

Proxy or Superuser

You are acting as a Superuser

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- After you close the report using the blue **X Close** icon, you will see that the report is locked. You will not be able to unlock it to request additional changes. If you certified by accident, contact the Effort Reporting Officer for assistance. However, you may access the information for review at any time.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8089/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out ? Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Search Descriptions: ID = a25167750

Advanced Search

Displaying 1 row.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
H	20120110	Training 2012 pay 1	Winfrey	Oprah	A25167750	March 16, 2012	August 31, 2012	Completed	Locked

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

**Method Two for PIs and Financial Managers:** (PIs are required to certify for their GRAs.)

- Click on **Review or Certify Reports**.
- Click on the drop-down arrow on the **Advanced Search** tab.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification

Effort Certification Labor Redistribution Sign Out ? Help

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
-----	-------------	---------------	-----------	------------	----	------------	----------	--------	-----------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%



- Click on the drop-down arrow on the **Select Attribute** tab.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification

Sign Out ? Help

Effort Certification Labor Redistribution

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
<p><b>Search Tips</b></p> <p>You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.</p> <p>Your search will return the best results when you are more specific with your search criteria using multiple search attributes.</p> <p><a href="#">Advanced Search</a></p>									

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- Click on **Chart of Account Code** field.

The screenshot shows the 'Effort Certification' application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://zerotest.uah.edu:8889/efc-flex/index.html`. The application interface includes a top navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs, and a 'Sign Out' link. The main content area is titled 'Review or Certify Reports' and features a search bar with a dropdown menu. The dropdown menu is open, showing a list of search attributes: 'Chart of Account Code', 'Effort Period Code', 'Effort Period Description', 'First Name', and 'ID'. The 'Chart of Account Code' option is selected. Below the search bar, there is a table with columns: 'COA', 'Period Code', 'Report Period', 'Last Name', 'First Name', 'ID', 'Start Date', 'End Date', 'Status', and 'Unlocked/Locked'. The table is currently empty, with a message 'Displaying 0 rows.' at the bottom right. A 'Search Tips' section is also visible, providing instructions on how to use the search functionality. The bottom of the application window shows the 'SUNGARD HIGHER EDUCATION' logo and the version 'Banner Effort Certification (Release 8.5)'.

- Enter H in the Chart of Account Code field. The H must be capitalized.

The screenshot shows the 'Effort Certification' web application running in Internet Explorer. The browser address bar shows the URL: `http://zerotest.uah.edu:8889/efc-flex/index.html`. The application has a navigation bar with 'Effort Certification' and 'Labor Redistribution' tabs. A 'Sign Out' link and a 'Help' button are also present.

The main content area is titled 'Review or Certify Reports'. It features a search bar with the text 'Search by ID'. Below this, there is a 'Chart of Account Code' dropdown menu with the value 'H' selected. A 'Select Attribute' dropdown is also visible. The search results table is currently empty, displaying 'Displaying 0 rows.'.

Below the table, there is a 'Search Tips' section with the following text:
   
You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.
   
Your search will return the best results when you are more specific with your search criteria using multiple search attributes.
   
A link for 'Advanced Search' is provided.

The table structure is as follows:

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
Displaying 0 rows.									

The footer of the application shows 'SUNGARD HIGHER EDUCATION' and 'Banner Effort Certification (Release 8.5)'.

- Select the **Effort Period Code** attribute.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification

Effort Certification Labor Redistribution Sign Out Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Search by ID

Chart of Account Code H

Effort Period Code

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

CQA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
Search Tips									

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

Open Items

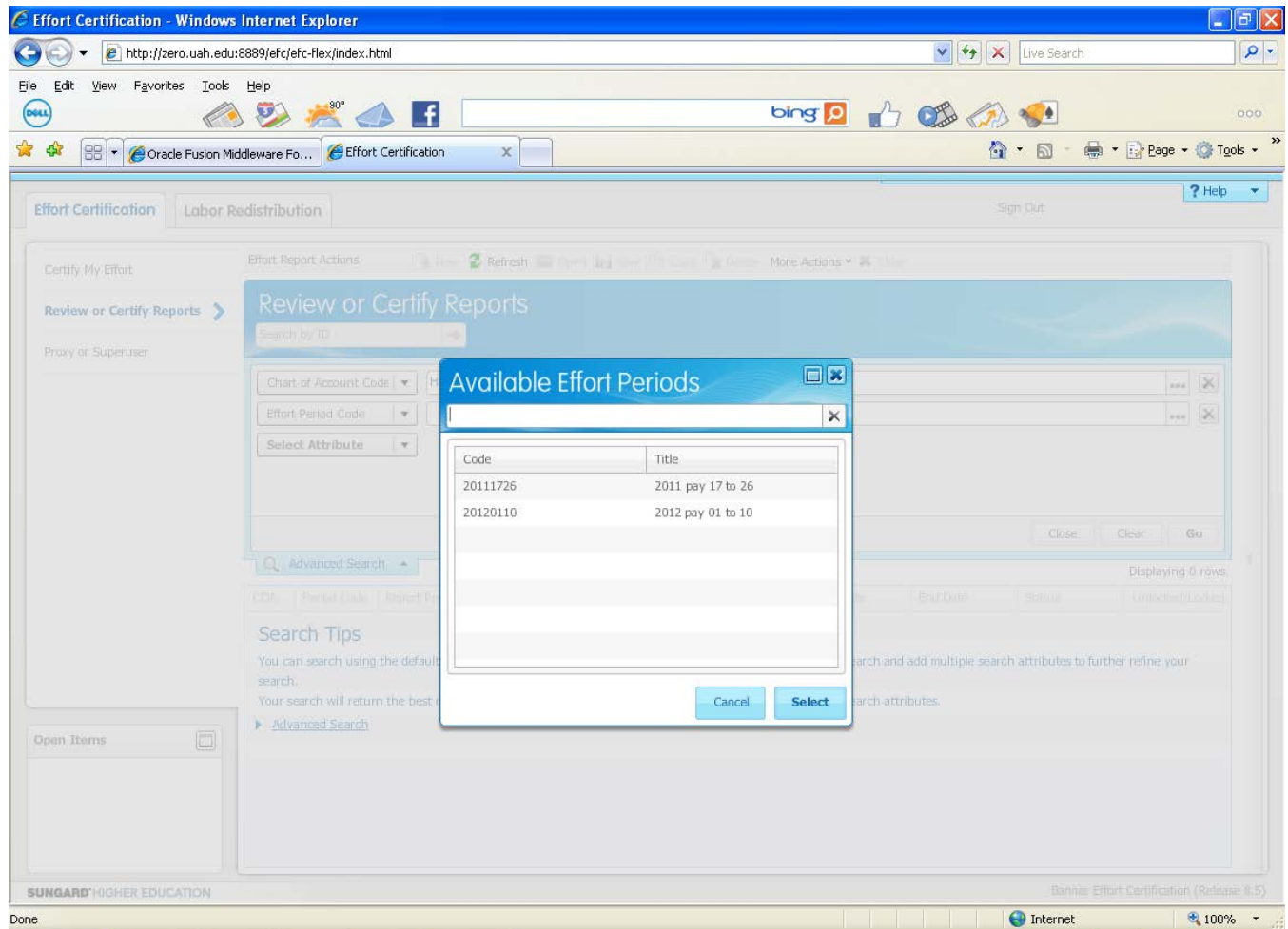
SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- Select the Effort Period code using the drop down box (...) on the right of the field.

- These two selections will show you all the employees charging on accounts for which you are listed as a PI or Financial Manager for the selected certification period.  
Note: You can search by Last Name, First Name, ID, COA, Status, and State. You must provide at least two characters of the First Name, Last Name, or ID. You can use an asterisk (\*) as a wild card with any listed attribute.



Use the **Clear** button at the bottom of the Attribute area to remove all your selected search criteria attributes.

Use the **X** icon at the right of the attribute field to remove individual attributes.

Use the **Close** button at the bottom of the Attribute area to close the attribute window.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc-flex/index.html

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Effort Certification

Sign Out ? Help

Effort Certification Labor Redistribution

Certify My Effort

Review or Certify Reports >

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Review or Certify Reports

Search by ID

Chart of Account Code H

Effort Period Code 20120110

Select Attribute

Close Clear Go

Advanced Search

Displaying 0 rows.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
-----	-------------	---------------	-----------	------------	----	------------	----------	--------	-----------------

Search Tips

You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search.

Your search will return the best results when you are more specific with your search criteria using multiple search attributes.

Advanced Search

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- Click on the **Go** button or press Enter on your keyboard.

- Click the directional arrow on any column header to reorder from the lowest to highest or highest to lowest value.
- Highlight the line of the report you wish to review.

Effort Certification - Windows Internet Explorer

http://zerotest.uah.edu:8889/efc/efc-flex/index.html

File Edit View Favorites Tools Help

Effort Certification

Sign Out ? Help

Certify My Effort

Review or Certify Reports

Proxy or Superuser

Effort Report Actions New Refresh Open Save Copy Delete More Actions Close

Search by ID

Search Descriptions: ID = a25167750

Advanced Search

Displaying 1 row.

COA	Period Code	Report Period	Last Name	First Name	ID	Start Date	End Date	Status	Unlocked/Locked
H	20120110	Training 2012 pay 1	Winfrey	Oprah	A25167750	March 16, 2012	August 31, 2012	Awaiting Certification	Unlocked

SUNGARD HIGHER EDUCATION

Banner Effort Certification (Release 8.5)

Done Internet 100%

- Click the yellow folder **Open** icon or double-click the line of the effort report.

The remaining instructions are the same as in Method One beginning on page 9.

**Please contact the Effort Reporting Officer for additional information.**

**Tammy Thornton**

**SKH 165**

**256-824-2290**

**Trt0004@uah.edu**