



Time and Effort Certification Instructions

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

The screenshot shows the MSM Connect website interface. At the top, there is a blue header with the MSM Connect logo and a 'Campus Portal' icon. The user is logged in as Sherry A Ballenger. Below the header is a navigation menu with tabs for Home, My Stuff, Research, Finance, IT, HR, Library, Services, and Onboarding. The main content area is divided into two columns. The left column contains a 'Public Safety' section with links for 'MSM Public Safety Announcements', 'Public Safety Mission Statement', and 'MSM Evacuation Plan'. Below this is a 'Quick Links' section with categories: 'MSM Connect Welcome Center' (including www.msm.edu, Handbook, Manual, FAQs), 'My MSM' (including My MSM, 2014 Holiday Schedule), 'Banner Single Sign-On Links' (including Internet Native Banner (INB) and Self Service Banner (SSB), where SSB is highlighted with a red box), and 'Calendar of Events' (including Master Calendar). The right column contains a 'News & Events' section with a 'SAVE THE DATE: Inauguration' announcement for Valerie Montgomery Rice, M.D., scheduled for September 11 through September 13, 2014. A yellow sticky note graphic with a paperclip and the text 'Save the date!' is placed over the announcement. The announcement includes a 'Read more' link.

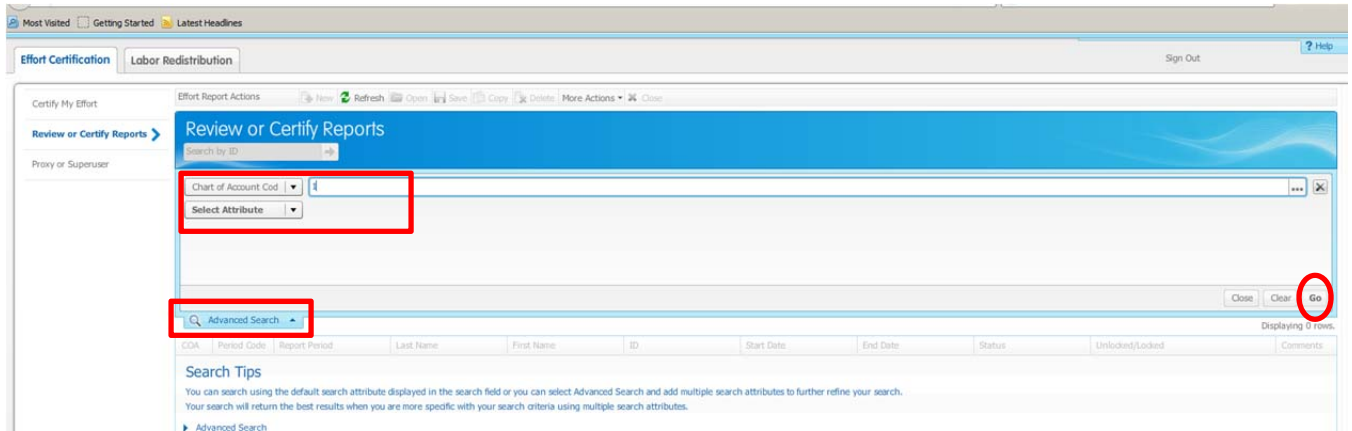
If you cannot access SSB to review and/or certify a record:

1. Open a MSTAT ticket via MSM Connect
2. Forward the MSTAT Ticket confirmation email you receive to Mr. Pious Mwangbe in IT, and Sherry Ballenger in OGC

Your ticket will be prioritized and resolved as quickly as possible

The screenshot shows the MSM Connect website interface. At the top, there is a navigation bar with links for Home, My Stuff, Research, Finance, IT, HR, Library, Services, and Onboarding. Below this, a secondary navigation bar contains links for Information Technology, M-STAT Ticket (highlighted with a red box), SharePoint, Blackboard, Banner INB, Banner SSB, MSM Website, and Cognos. The main content area features a sidebar with IT Forms, User Access, IT Help Desk, Instructional Technology, IT Policies, Applications, Hardware/Software, IT Knowledgebase, and Test Systems. The central content area displays a Blackboard Mobile advertisement. On the right, there is a Systems status section with a traffic light icon, indicating all systems are active, and a Service section showing 246 Open Tickets and 3233 Closed Tickets. Security and Alerts sections are also present, with alerts for IT risk management, Gmail, and Chrome crashes.

Administrators must log into SSB via MSM Connect and review *all* time and effort reports in your queue for both B1EC1501 and B2EC1501. 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, 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.

Pay period summary

Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
220012 Title III	240001 Medicine	SPNSOR Sponsored	Direct	0.79
220013 Title 3	240001 Medicine	SPNSOR Sponsored	Direct	3.43
Total				Sponsored Activity 4.22%

Non Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
115001 Grady Enhancements	240001 Medicine		Direct	84.23
116001 MHA-Physician Compensation	610055 MHA Internal Medicine		Direct	3.08
570000 Federal Matching Fund4	240001 Medicine		Direct	8.47
Total				Non Sponsored Activity 95.78%

Total 100.00%

Request Changes **Review** Add New Funding

Banner Effort Certification (Release 8.10.1.5)

PRF 1.1, 2019 - PRF 3.1, 2019
Under Review - Unlocked

Funding Chart

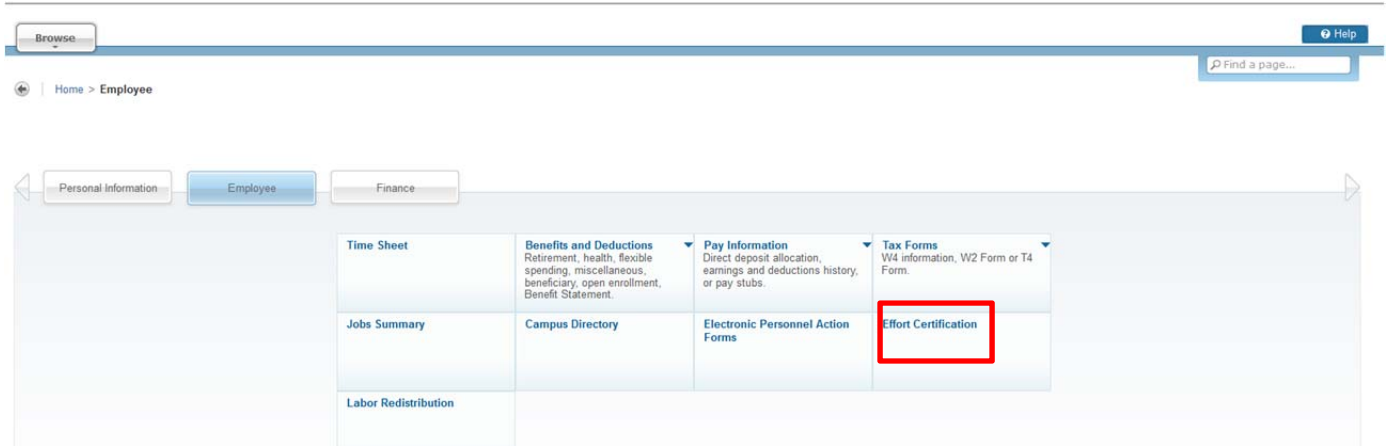
Proxy or Supersuser
You are acting as a Supersuser

Open Items
▼ Effort Certification
Nicolas Bakinde

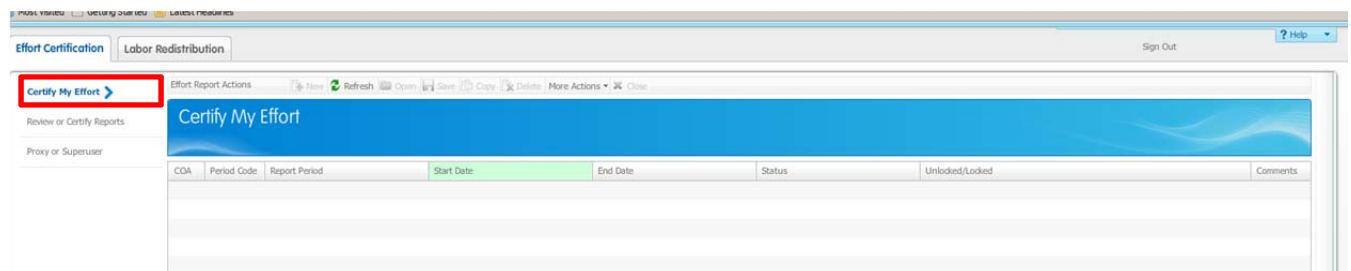
Until this action is taken, employees will not be able to certify and will remain out of compliance.

Administrators Please Note: You may not review your own effort report. Please assign a proxy to review your report, then you may certify your own record.

Employees must log into SSB via MSM Connect and certify your effort for the appropriate B1EC1501 or B2EC1501 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.**

100% participation in the Time and Effort Certification process is required. The expectation is that these tasks will be completed by the deadline close of business Friday, January 30, 2015. If you need clarification or assistance, contact Sherry Ballenger in the Office of Grants and Contracts at x1546.