AUGUST 2019

Effort Certification

The Banner Effort Certification system documents and verifies the portion of time (or effort) that university personnel devote to grants and sponsored projects, teaching, clinical practice, and other activities. You will receive a notification email when it is time to review and/or certify effort for your project. There are three phases of the Effort Certification process – Pre-Review, Certify and Post Review, but not every grant or sponsored project follows all three phases. Check with the Division of University Research if you are not sure which schedule to follow.

Goals of this Guide

In the Post-Review, the Principal Investigator (PI) reviews all the effort reports for personnel working on their grants and sponsored programs. The PI will also certify their own effort and in some departments, will certify the effort of the personnel working on their grant or sponsored program.

In this guide you will learn how to log into Effort Certification, certify and review effort for your grant or sponsored program.

LOG INTO BANNER SELF SERVICE

1. Log on to Banner Self Service (banner.rowan.edu)
2. Select the Employee tab and then Effort Certification*.

*When Banner 9 Employee Profile goes live in Fall 2019, you will select Employee Dashboard instead. In Employee Dashboard, Under My Activities, select Effort Certification.

CERTIFY OWN EFFORT (PI)

1. Select Certify My Effort tab.
2. Sponsored and Non Sponsored Effort will show.
3. The status is Awaiting Certification – Unlocked.
4. Select Certify.
5. Select I Agree.
6. The report status will change to Certified-Unlocked.
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EFFORT CERTIFICATION

REVIEW EFFORT

1. After certifying your effort, the report status will be Certified - Unlocked.
2. Select the Review Button.
3. The status will change to Completed - Locked.
4. Select the Routing Queue Tab.
5. Under your name, you will see a green check mark with “Reviewed” next to it when the effort is successfully reviewed.

1. To review the pay breakdown, you can select a report from the list and then select the Pay Period Summary tab.
2. Select the link next to the Pay Period (Bi-Wkly Full Time in this example).
3. You will see a detailed breakdown of the pay period.
4. Select the Close button to return to the previous page.
5. Select the Comments tab to add comments.

CERTIFY & REVIEW EFFORT OF PERSONNEL

1. Select the Review or Certify Reports tab.
2. In the Chart of Account Code, select R, Rowan University.
3. To certify - select personnel with a status of Awaiting Certification - Unlocked.
4. Certify and then Review Effort.
5. If personnel already certified their own effort, then the PI will only need to review it.
6. Select the Review or Certify Reports. In the Chart of Account Code, select R, Rowan University.
7. Select personnel with status of Certified - Unlocked.
8. Review Effort.

PAY SUMMARY AND COMMENTS

1. After certifying your effort, the report status will be Certified - Unlocked.
2. The status will change to Completed - Locked.
3. Select the Routing Queue Tab.
4. Under your name, you will see a green check mark with “Reviewed” next to it when the effort is successfully reviewed.

ADDITIONAL INFORMATION

For more information on Effort Certification, including frequently asked questions, please see the Effort Certification webpage at go.rowan.edu/effortcert. For assistance or if you have questions about the effort displayed, please contact the Division of University Research at (856) 256-5599.