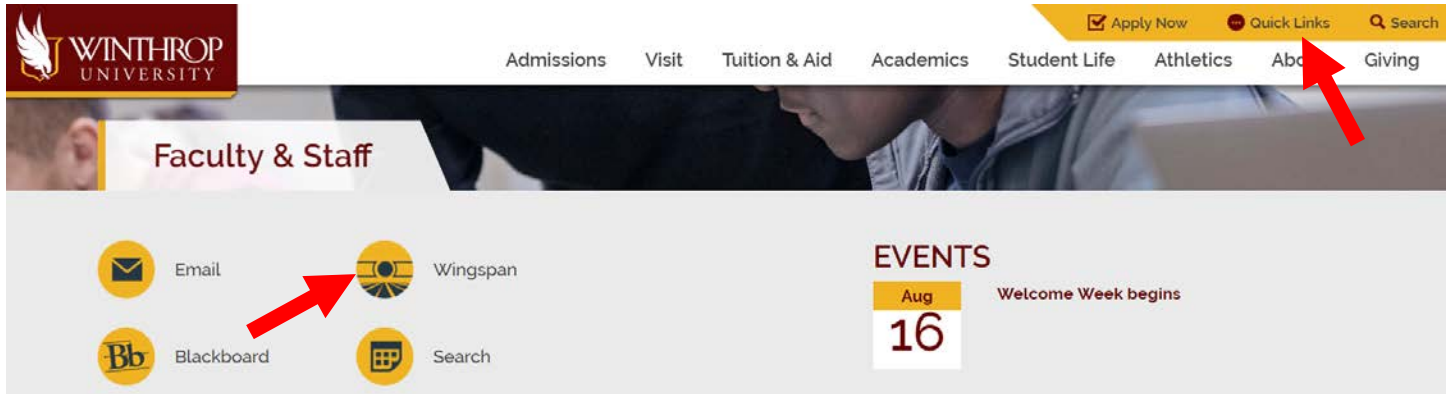
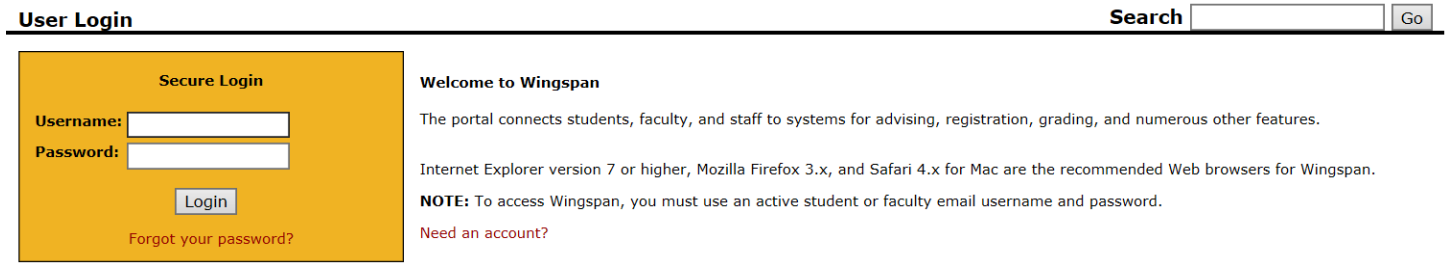


# STEPS TO CERTIFY YOUR EFFORT IN BANNER 9

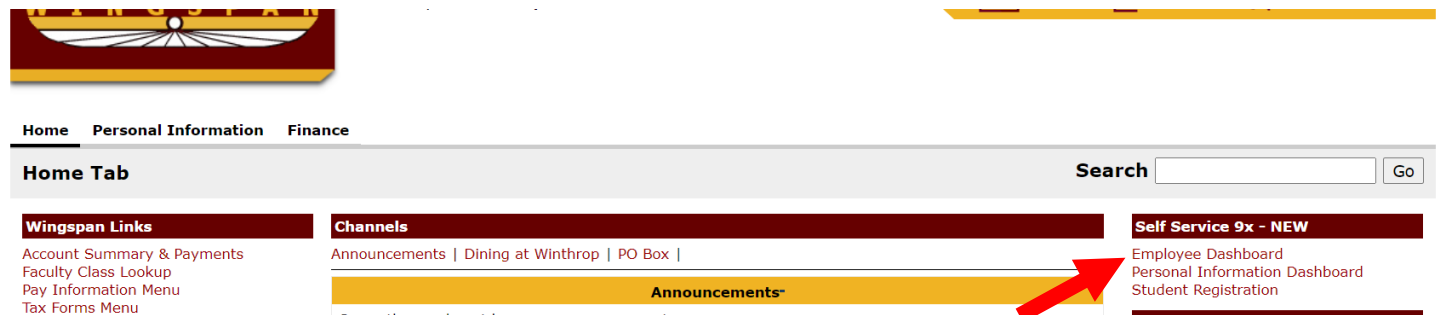
1. Click on Quick Links and then WINGSPAN at the top of any Winthrop University webpage or from the Faculty and Staff webpage.



2. Login to Wingspan with your Winthrop username and password.



3. Click on "Employee Dashboard."



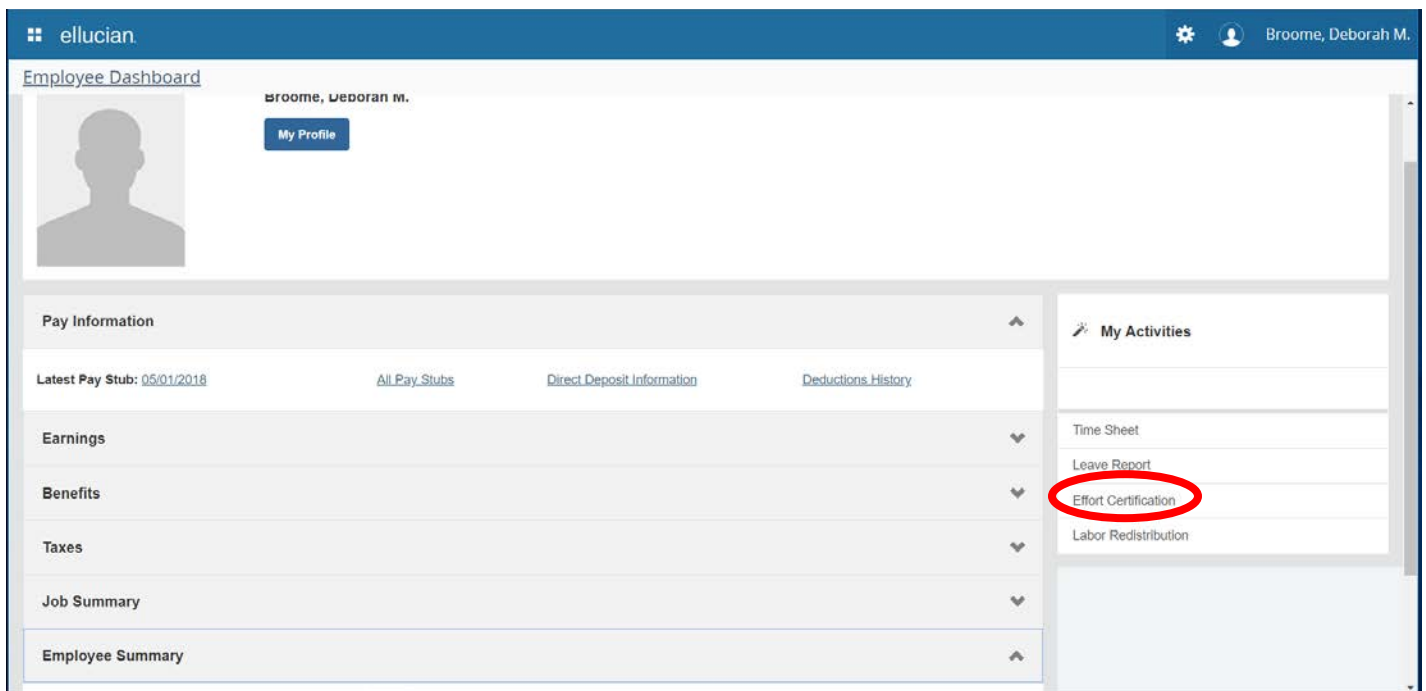
4. Sign in using your Winthrop username and password, if this screen is presented. If not, your next screen will be the Employee Dashboard screen.

## Secure Login

Login

[Forgot your password?](#) [Need an account?](#)

5. Click on “Effort Certification” on the right side of the Employee Dashboard screen.



The screenshot shows the Employee Dashboard for Deborah M. Broome. The dashboard is divided into two main sections. On the left, there is a navigation menu with several categories: Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. On the right, there is a 'My Activities' section with a list of items: Time Sheet, Leave Report, Effort Certification, and Labor Redistribution. The 'Effort Certification' item is circled in red.

ellucian

Broome, Deborah M.

Employee Dashboard

Broome, Deborah M.

My Profile

Pay Information

Latest Pay Stub: 05/01/2018

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Time Sheet

Leave Report

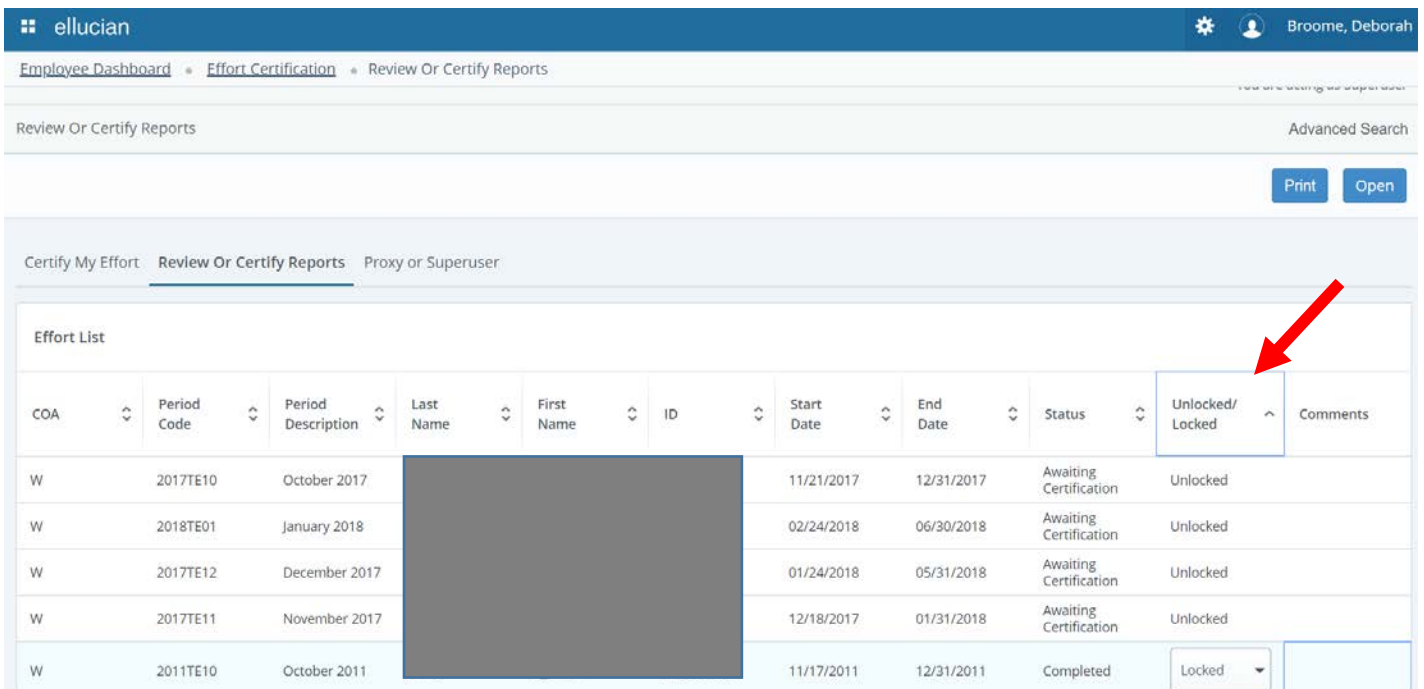
Effort Certification

Labor Redistribution

6. Click on the “Certify My Effort” tab on the left side of the screen.



7. You will see a list of all of your Effort Certification Reports. To group effort periods that are Unlocked and Awaiting Certification, click on “Unlocked/Locked” until all of the Unlocked and Awaiting Certification reports are listed together. Click on one of the Unlocked periods to begin the certification process. You will be navigated to the Effort Report for the selected period.



8. You may have to increase the number of records displayed per page depending on the number of effort periods Awaiting Certification. Or click the right arrow to move to the next page so that you can see all of your Awaiting Certification/Unlocked effort periods.



- On the Effort Report page, review the percent allocation(s) for the listed account(s). If the allocation(s) for the sponsored and non-sponsored account(s) is/are correct, click on the “Certify” button.

The screenshot shows the 'ellucian' interface for 'Effort Certification'. The user is logged in as 'Broome, Deborah M.'. The page title is 'Effort Report'. A 'Print' button is visible. The main content area shows a table for 'Sponsored' effort with columns: Organization, Fund, Effort Category, Charge Type, and Effort. The table contains one row with values: [Redacted], TE003 Public Service, DIRECT, and 100. Below the table, it says 'Total Sponsored Activity 100%' and 'Total : 100.00%'. At the bottom, there are buttons: 'Request Changes', 'Certify' (circled in red), 'Add New Funding', and 'Save'. On the right, there is an 'Effort Report Overview' sidebar with sections for 'Report Status' (2017TE10, October 2017, November 21, 2017 - December 31, 2017, Awaiting Certification - Unlocked) and 'Important Dates' (Begin Pre-Review: November 17, 2017; Certification Period: November 21, 2017 to December 31, 2017; Post Review End). At the bottom right, it says 'Pay Dates: FS - 20 October 01, 2017-October 15, 2017'.

- When you have certified a period, you will be directed back to the Effort Certification page listing all of the effort periods. The period that you just certified has been changed to “Completed” and is now “Locked”.
- Click on the next Unlocked effort period and repeat the process for all of the periods Awaiting Certification. Locked Effort Certification Reports cannot be changed unless the GSRD Office unlocks the report.

The screenshot shows the 'ellucian' interface for 'Review Or Certify Reports'. The user is logged in as 'Broome, Deborah M.'. The page title is 'Review Or Certify Reports'. There are 'Print' and 'Open' buttons. The main content area shows a table for 'Effort List' with columns: COA, Period Code, Period Description, Last Name, First Name, ID, Start Date, End Date, Status, Unlocked/Locked, and Comments. The table contains five rows. The last row has the following values: W, 2011TE10, October 2011, [Redacted], [Redacted], [Redacted], 11/17/2011, 12/31/2011, Completed, Locked (circled in red), and [Redacted].

12. If you believe the effort distribution report is INCORRECT:

- Discuss the inconsistency with your supervisor to receive clarification about why your effort is distributed as shown.
- If you still feel the distribution is incorrect, go to the incorrect Effort Report, and click on the “Request Changes” button at the bottom of the screen.
- An email message box will open for you to explain why you feel the report is incorrect. Enter your explanation and send it to Deborah Broome (broomed@winthrop.edu).
- The GSRD Office will contact the PI and/or Department Chair to determine the correct distribution. A new ePAF will be processed to correct your effort distribution in Banner 9.
- You will receive an email notification when the Effort Certification Report has been modified and is ready for you to certify.
- Follow the instructions above to certify your effort.