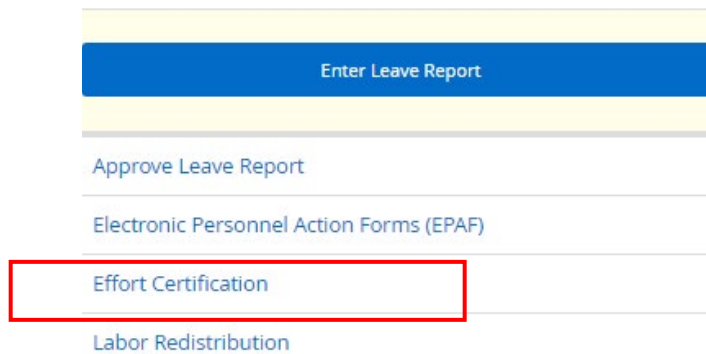


Effort Certification - How to Determine Who Needs to Certify Sponsored Research

1. Login to the mymemphis.edu portal.
2. Click on the **Employee** tab.
3. In the Banner Employee Dashboard channel, click on the **Employee Portal** link.
4. Click **Effort Certification** in the 'My Activities' section.

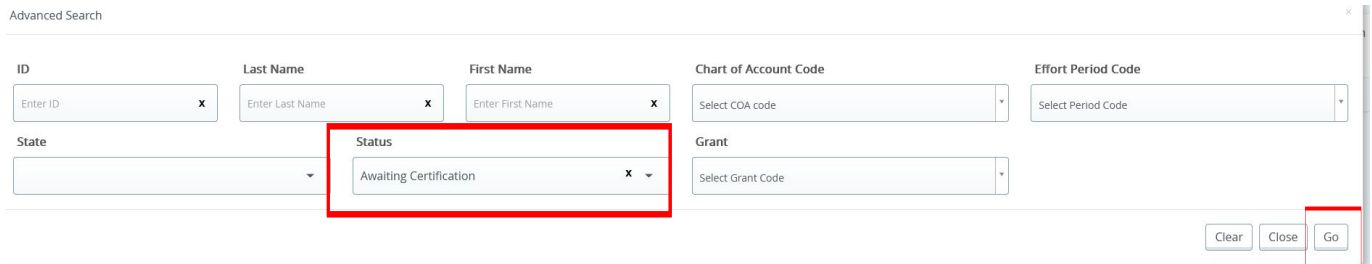
 My Activities



A screenshot of the 'My Activities' menu. The menu items are: 'Enter Leave Report' (highlighted in blue), 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification' (highlighted with a red box), and 'Labor Redistribution'.

5. Note: Admin Staff will need to Proxy.
6. Click on **Review and Certify Reports** tab.
7. Select the Status of Awaiting Certification.
8. Select Go.





A screenshot of the 'Advanced Search' form. The form contains several input fields: 'ID' (with 'Enter ID' and a clear 'x' button), 'Last Name' (with 'Enter Last Name' and a clear 'x' button), 'First Name' (with 'Enter First Name' and a clear 'x' button), 'Chart of Account Code' (a dropdown menu), 'Effort Period Code' (a dropdown menu), 'State' (a dropdown menu), 'Status' (a dropdown menu with 'Awaiting Certification' selected and a clear 'x' button, highlighted with a red box), and 'Grant' (a dropdown menu with 'Select Grant Code'). At the bottom right, there are three buttons: 'Clear', 'Close', and 'Go' (highlighted with a red box).

8. This will display all individuals working on research that need to complete their Effort Certification.
9. Please contact these individuals to complete certification, if you have any researchers who are no longer with the University, please certify their Effort.

Visit the Effort Certification website for more detailed information
<https://www.memphis.edu/accounting/effort.php>