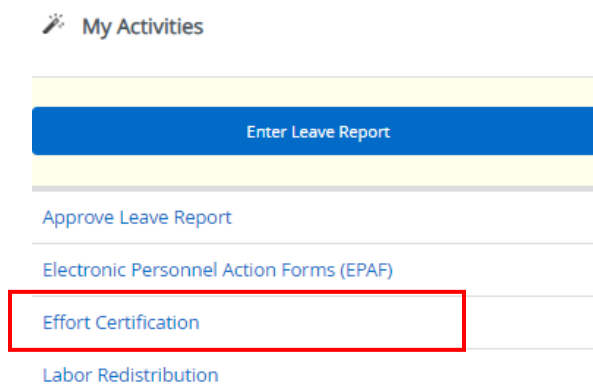


Effort Certification Quick-Guide for Certifiers

Banner Self-Service Effort Certification

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.



5. Click on **Certify My Effort** tab. Highlight and double-click on the report period to be certified.
6. Verify effort percentages are correct per funding.
7. Click on the **Pay Period Summary** tab and verify pay period effort allocations are correct.
8. After you review the details, from the **Effort Report** tab
 - If all the information is correct, click the **Certify** button, review the certification statement, and click **I Agree** .
 - If changes are necessary:
 - click on the **Request Changes** button. An email window will open for you to request changes.
 - Email your departmental financial representative to initiate a Labor Redistribution. Provide details of the changes to be made.
9. At the top of the screen, click **Print** to print a copy of the effort report.
10. Sign out by clicking on the icon next to your name top right of the screen.
11. Once a report is certified, it will be completed and **locked**. A green checkmark will appear by your name in the **Routing Queue** when the report has been successfully certified.

Visit the Effort Certification website for more detailed information

<https://www.memphis.edu/accounting/effort.php>