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