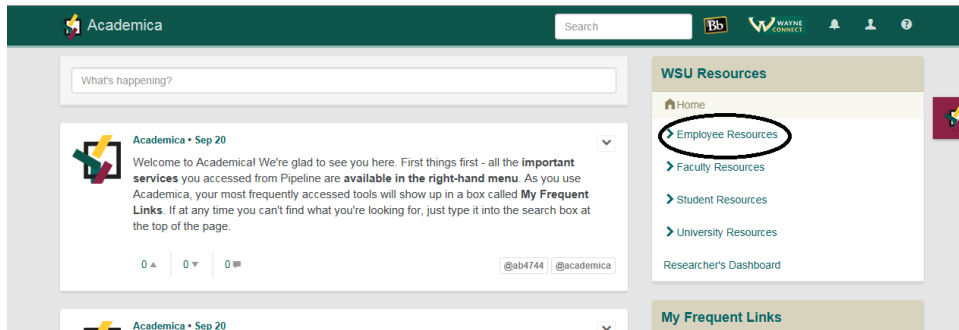
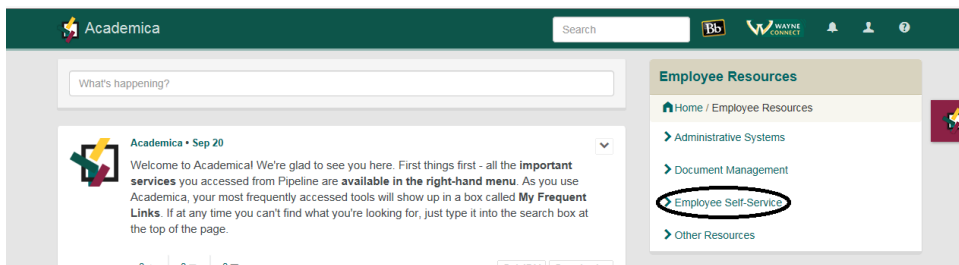


Certifying Your Employees' Effort

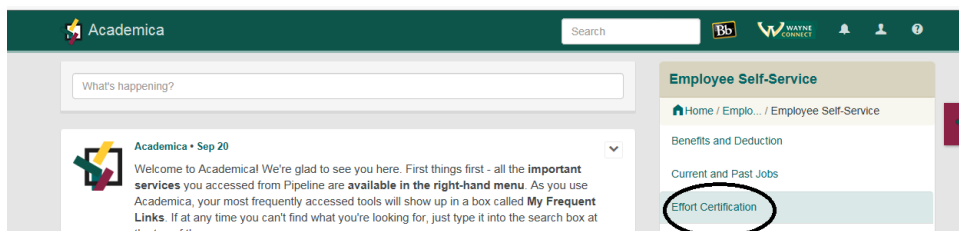
Open Academica and click on "Employee Resources"



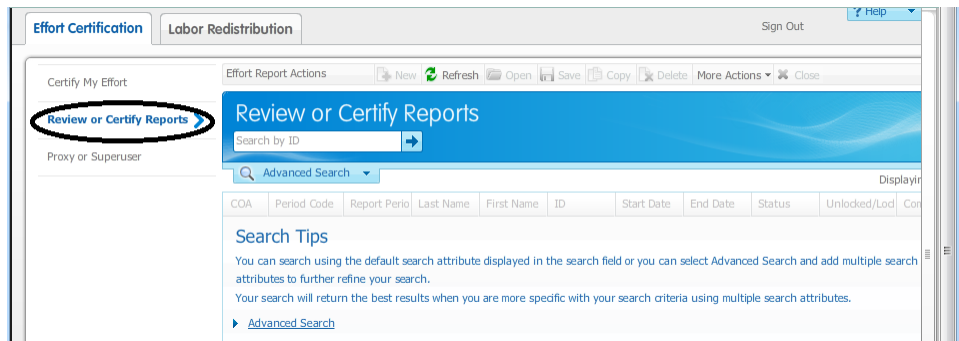
Click on "Employee Self-Service"



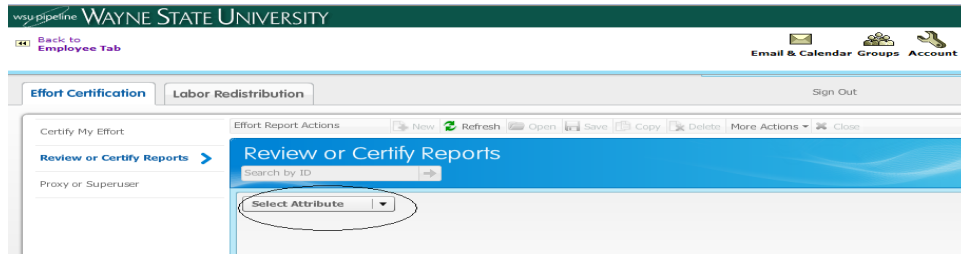
Click on "Effort Certification"



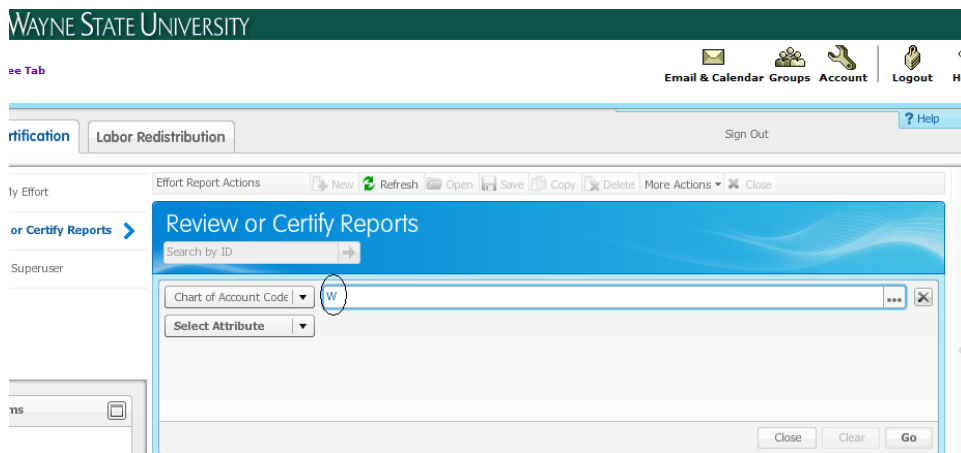
Click on "Review or Certify Reports"



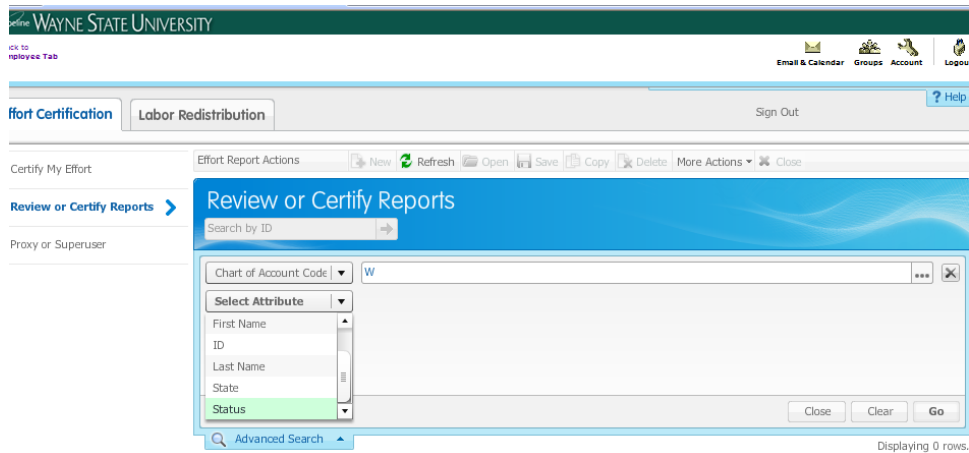
Click on “Select Attribute”



Select “Chart and Account” and enter an UPPER Case “W”



Click on second “Select Attribute” down arrow to generate the menu. Scroll to the bottom and select “Status”



Select "Awaiting Certification". Click "Go".

The screenshot shows the 'Review or Certify Reports' window. The 'Status' dropdown is set to 'Awaiting Certification'. The 'Go' button is located at the bottom right of the search area. The window title is 'Review or Certify Reports' and it includes a search bar and several filter options.

This will generate a list of your employees. Double-click on each employee's name whose status is "awaiting certification" and certify or request changes. You will have to click on "Review or Certify" between each employee.

This is the reporting period!
 Jan- May : Winter Semester
 Aug – Dec: Fall Semester
 Jan – Jun: January 1 to June 30
 Jul – Dec: July 1 to December 31
 SS: Spring/Summer Semester

The screenshot shows the 'Review or Certify Reports' window with a search filter applied: 'Chart of Account Code = W, Status = AWAITING_CERTIFICATION'. The search results are displayed in a table with 10 columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. A yellow callout box points to the 'Report Period' column.

| COA | Period Code | Report Period | Last Name | First Name | ID | Start Date | End Date | Status | Unlocked/Locked |
|-----|-------------|---------------|-------------|---------------|-----------|-------------------|------------------|----------------|-----------------|
| W | SS-2011 | Spr-Sum 2011 | Abdul Ghani | Tarek | 004006530 | December 01, 2010 | January 31, 2011 | Awaiting Certi | Unlocked |
| W | SS-2011 | Spr-Sum 2011 | Abeysekera | Chamara | 004104622 | December 01, 2010 | January 31, 2011 | Awaiting Certi | Unlocked |
| W | SS-2011 | Spr-Sum 2011 | Estillore | Armando | 003869707 | December 01, 2010 | January 31, 2011 | Awaiting Certi | Unlocked |
| W | SS-2011 | Spr-Sum 2011 | Herath | Herath Mudiya | 003902574 | December 01, 2010 | January 31, 2011 | Awaiting Certi | Unlocked |
| W | SS-2011 | Spr-Sum 2011 | Suits | Arthur | 003597331 | December 01, 2010 | January 31, 2011 | Awaiting Certi | Unlocked |