Certifying Your Own Effort

Open Academica and click on “Employee Resources”

Click on “Employee Self-Service”

Click on “Effort Certification”
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

Double click a record to proceed.

If distribution seems correct click on “certify”. If incorrect, click on “Request changes” and talk to your administrator. He/She will take it from there. The next time that you are notified that you need to certify, it should be correct.