

## Certifying Another Person's Effort in Self-Serv Banner

If you pay a GRA, another faculty member, or other staff person on your grant, follow these instructions for certifying another person's effort in Banner:

1. Log into my SFA
2. Choose the "Employee" tab
3. Click on "Self-Service Banner"

*Screen shots for the next steps on the pages 2-5.*

4. Select "Employee" tab
5. Click the "Effort Certification" link
6. Choose "Review or Certify Reports."
7. Select "Advanced Search" then "Chart of Account Code."
8. Enter "S" and click "GO" on the far right.
9. To select an individual report, highlight person and double click.
10. Review each person and certify if correct. ***If you see ANYTHING incorrect, contact ORSP and do NOT certify !***
11. If Correct, click the "certify" button and a "certify statement" window opens.
12. Click "I Agree" to certify or "Cancel" to return.
13. Choose "Close" to exit then sign out of Self-Service.

Step 4: Select "Employee" tab



Personal Information **Employee** Finance Travel

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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## Employee

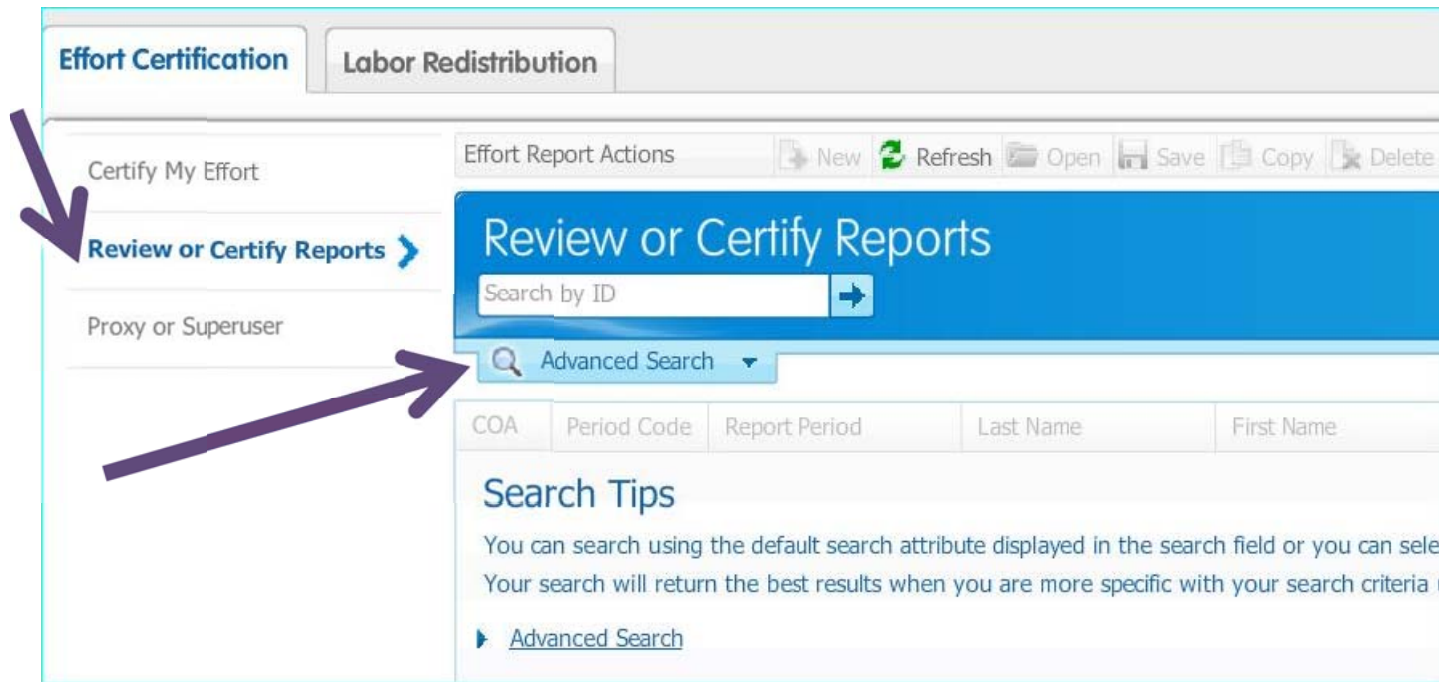
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- [Leave Report](#)
- [Electronic Personnel Action Forms](#)
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W-4 information, W-2 Form.
- [Leave Balances](#)
- [Effort Certification](#)  
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
- [Labor Redistribution](#)  
Allows administrative staff to create and approve labor redistribution transactions.
- [Hazard Communication](#)
- [EMPLOYEE CONFLICT OF INTEREST DISCLOSURES](#)

Step 5: Click "Effort Certification"

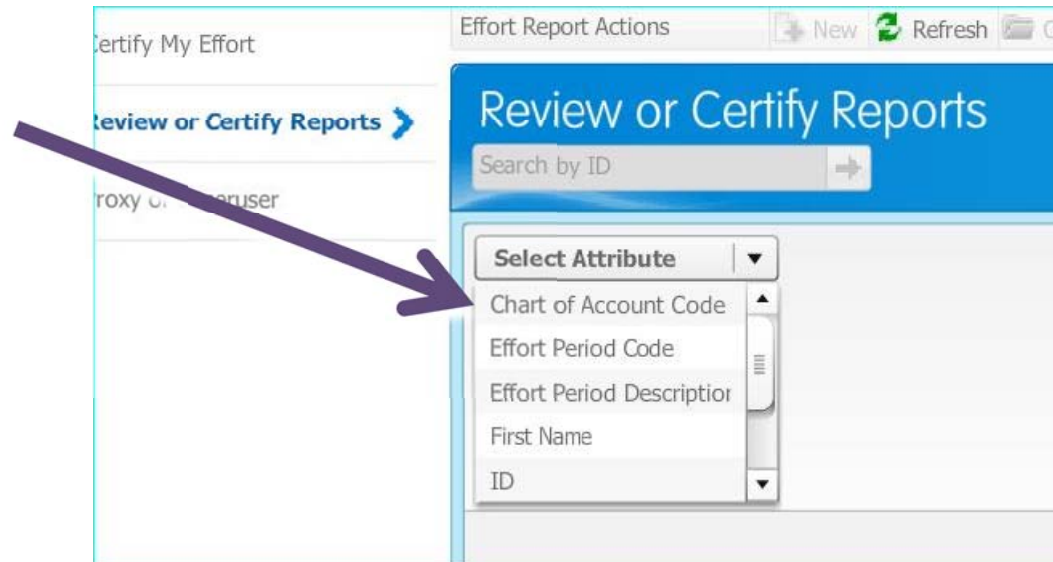


**Step 6: Choose "Review or Certify Reports"**

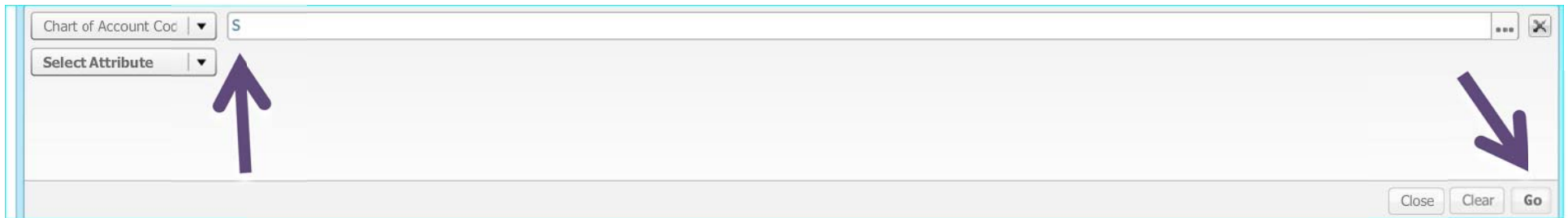


**Step 7: Select "Advanced Search"**

**then "Chart of Account Code"**

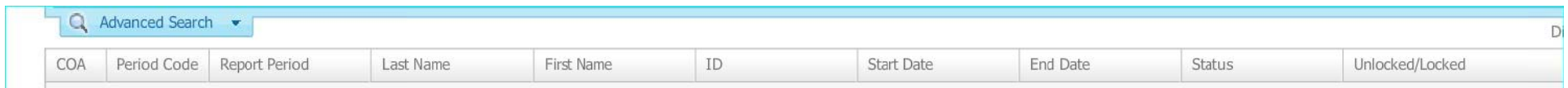


**Step 8: Enter "S" and click "GO" on the far right.**



A screenshot of a search interface. At the top left, there is a dropdown menu labeled "Chart of Account Cod" with a downward arrow. To its right is a search input field containing the letter "S". Below the search field is another dropdown menu labeled "Select Attribute" with a downward arrow. A purple arrow points upwards from below the "Select Attribute" dropdown to the search input field. On the far right of the search bar area, there are three buttons: "Close", "Clear", and "Go". A purple arrow points downwards from above the "Go" button to the button itself. The entire interface is enclosed in a light blue border.

**Step 9: To select an individual report, highlight person and double click (your screen should be populated with names).**



A screenshot of an "Advanced Search" interface. At the top left, there is a search icon and the text "Advanced Search" with a downward arrow. Below this is a table with the following columns: COA, Period Code, Report Period, Last Name, First Name, ID, Start Date, End Date, Status, and Unlocked/Locked. The table is currently empty. The interface is enclosed in a light blue border.

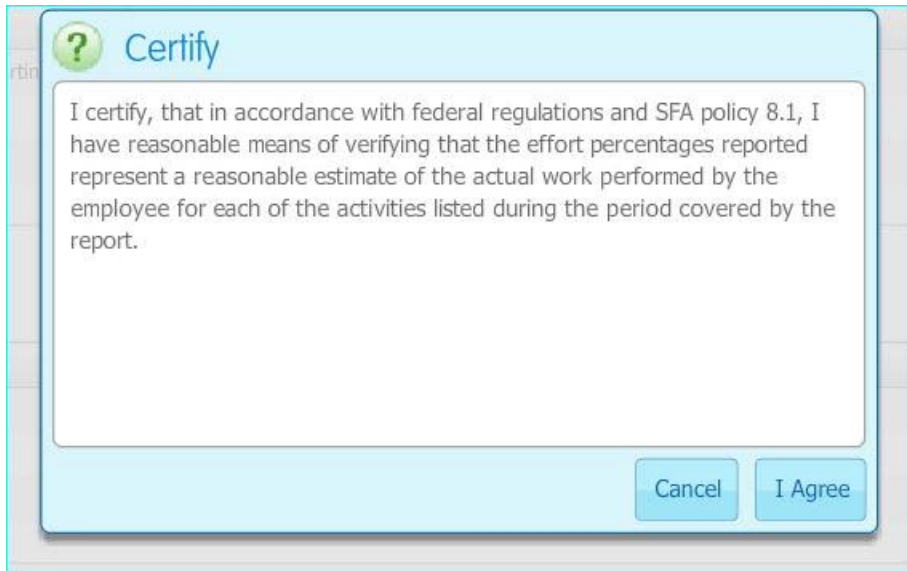
**Step 10: Review each person and certify if correct. The Certify tab is in the lower right.**



A screenshot of three buttons arranged horizontally. From left to right, the buttons are labeled "Request Changes", "Certify", and "Add New Funding". Each button is light blue with a darker blue border. The buttons are enclosed in a light blue border.

***If you see ANYTHING incorrect, contact ORSP and do NOT certify !***

**Step11: If Correct, click the “certify” button and a “certify statement” window opens.**



**Step 12: Click “I Agree” to certify or “Cancel” to return.**

**Step 13: Choose “Close” to exit then sign out of Self-Service.**