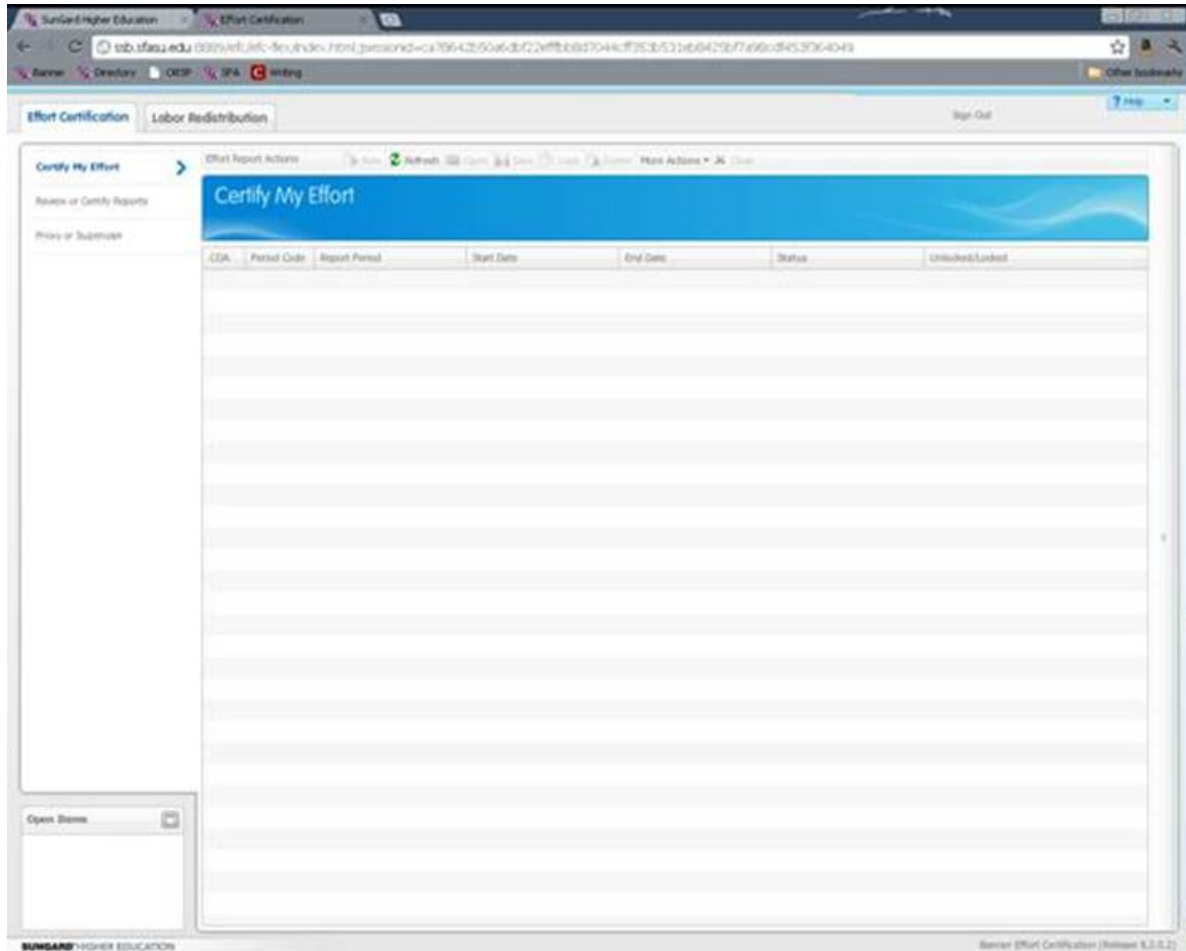


## Certifying Your Effort in Self-Serv Banner

1. Log into my SFA
2. Choose the “Employee” tab
3. Click on “Self-Service Banner”
4. Select “Employee” tab
5. Click the “Effort Certification” link

You should see a page similar to this but with data populated:



6. Select the report period and **double-click the line or highlight the line** and click **Open**.
7. Review the information – projects, fund, direct or cost share, percent of effort, etc. If anything is incorrect, **STOP** and contact ORSP.
8. If Correct, **click the “certify”** button.
9. A “certify statement” window opens.
10. **Click** “I Agree” to certify or “Cancel” to return.
11. Select “Review or Certify Reports” to return to the main effort menu if you have further reports. Otherwise, you can just exit the window then sign out of self-service Banner.