"How To" Instructions

Part 1

How to access report, send to employee for certification and certify report – Department administrator/Delegate

1. After logging into SC, click on Finance and then Time and Effort



2. Click on the desired Year and Department.



Time and Effort Reporting Administration									
🛃 Cycles 🍘 Categories 🔍 Settings 💽 Execute 🔒 Issues 🚱 FAQ									
🛃 Cycles • 🔳 2015	🛃 Cycles • 🏢 2015								
search 🔛 Reports	60 search Reports								
AIDS CENTER - GV	3 426	<u>10</u>	2	<u>0</u>	<u>0</u>	<u>0</u>	Q	<u>U</u>	
ANESTHESIOLOGY	813	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>	<u>0</u>	
CANCER INSTITUTE	015	<u>24</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20</u>	<u>0</u>	
CARDIOLOGY	821	<u>158</u>	1	1	<u>0</u>	<u>0</u>	<u>150</u>	4	
CARDIOVASCULAR SURGERY	87 1	3	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	1	<u>0</u>	
CASE MANAGEMENT	🚳 329	1	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
CENTER FOR MULTICULTURAL AFFAIRS	840	1	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

3. Click on the icon next to desired employee name to view their report.

Time and Effort Reporting Administration										
Cycles & FAQ										
🚭 Cycles • 🥅 2015 • 🏂 821 - CARDIOLOGY										
Back										
(() Page 1 of 7)) Clear										
Life Number	Last Name	First Name	Repo	rtTotal Effort	Actual Dept Code	Approve				
			EN	1	821					
1234567	John	John	E. +	1	821	2				
-			EN	1	821	2				
-			E	1	821	2				
-			EN	1	821	2				
- [1	821	2				
1										

4. Once the report opens up click on "Send To Employee" to forward report to employee. Click "Recall" to recall the report from the employee's approval queue. Recall will not work if the employee has already certified the report.

Fime and Effort Rep	orting Admini	stration							
Cycles (FAQ									
🚭 Cycles • 📰 2015 • 🏂 821 - CARI	DIOLOGY • 🖾	Report)							
Employee Name: Life No.: Current Annual Base Salary \$:	nd to employee 🗮 Print			Dept: 821 - CAR	DIOLOGY	Job Title: CL RES COOR Employment Date: 07/ Termination Date:	D I 13/2015		
					Allocation of Effort			Correct	on of Effort
Period From / To	Account	% of Effort	Research	Instruction	Clincial Trials	Clincial Activities	Other	Account	% of Effort
07/13 - 08/31	02492024	0.291			0.291				
09/01 - 12/31	02390046	0.709					0.709		
	Total	1.000			0.291		0.709		
				VERIFICAT	ION				
This is to certify that the per Employee:	This is to certify that the percentage of effort charged to research, instruction, clinical stials, clinical activities, and other activities as indicated above is reasonable in relation to work performed by the employee. Employee: Empl								

5. After the employee certifies the report, the administrator/delegate can then certify. To certify the report, open the employee's report (see #3 above), check the checkbox and then click the Submit button.

Reports for terminated employees will need certification only by the administrator/delegate/PI; the employee's certification is overridden.

				Allocation of Effort						Correction of Effort	
	Period From / To	Account	% of Effort	Research	Instruction	Clincial Trials	Clincial Activities	Other	Account	% of Effort	
	11/02 - 12/31	01581006	1.000					1.000			
		Total	1.000					1.000			
					VERIFICAT	ION					
ŀ	This is to certify that the	percentage of effort cl	harged to research, in	struction, clinical t	rials, clinical activities	, and other activities as	indicated above is reasonable	e in relation to	work performed b	by the employee.	
	Employee:				Su	upervisor with first hand	knowledge of employee's act	tivities:			
	Certified by	on 01/19/2016			⇒ (Submit					