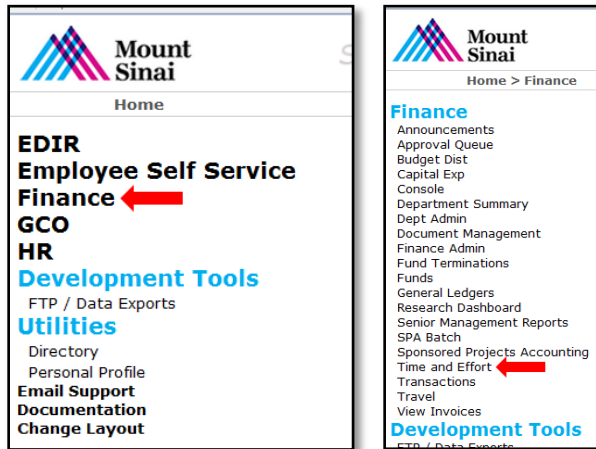


“How To” Instructions

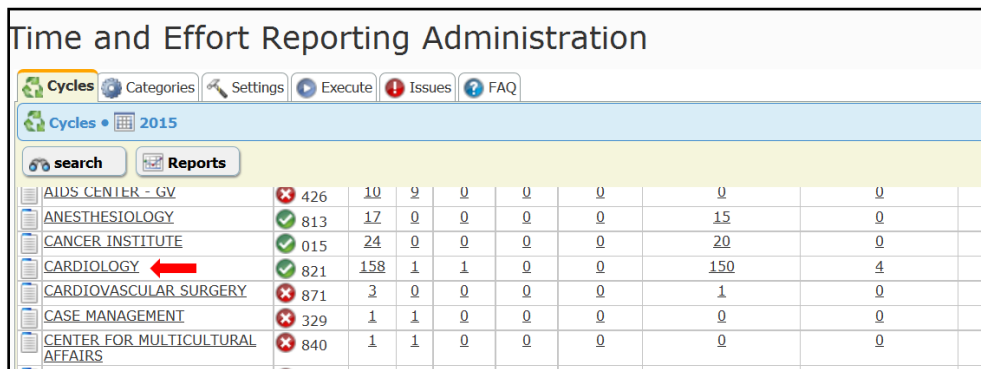
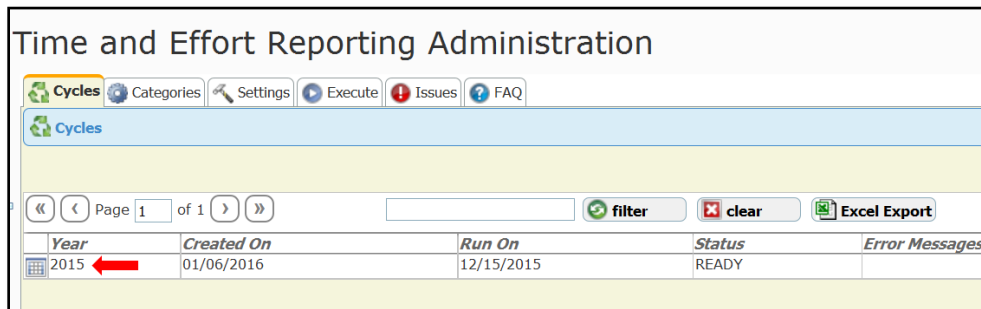
Part 1


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.



- 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 filter clear

Life Number	Last Name	First Name	Report	Total Effort	Actual Dept Code	Approve
				1	821	
1234567	John	John		1	821	
				1	821	
				1	821	
				1	821	

- 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.

Time and Effort Reporting Administration

Cycles  FAQ

Cycles • 2015 • 821 - CARDIOLOGY • Report

Back Recall **Send to employee** Print

Employee Name: Dept: 821 - CARDIOLOGY Job Title: CL RES COORD I
 Life No.: Employment Date: 07/13/2015
 Current Annual Base Salary \$: Termination Date:

Period From / To	Account	% of Effort	Allocation of Effort				Correction of Effort		
			Research	Instruction	Clinical Trials	Clinical 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		

VERIFICATION

This is to certify that the percentage of effort charged to research, instruction, clinical trials, clinical activities, and other activities as indicated above is reasonable in relation to work performed by the employee.

Employee: _____ Supervisor with first hand knowledge of employee's activities: _____

- 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.

Period From / To	Account	% of Effort	Allocation of Effort				Correction of Effort		
			Research	Instruction	Clinical Trials	Clinical Activities	Other	Account	% of Effort
11/02 - 12/31	01581006	1.000					1.000		
Total		1.000					1.000		

VERIFICATION

This is to certify that the percentage of effort charged to research, instruction, clinical trials, clinical activities, and other activities as indicated above is reasonable in relation to work performed by the employee.

Employee: _____ Supervisor with first hand knowledge of employee's activities: _____

Certified by on 01/19/2016 