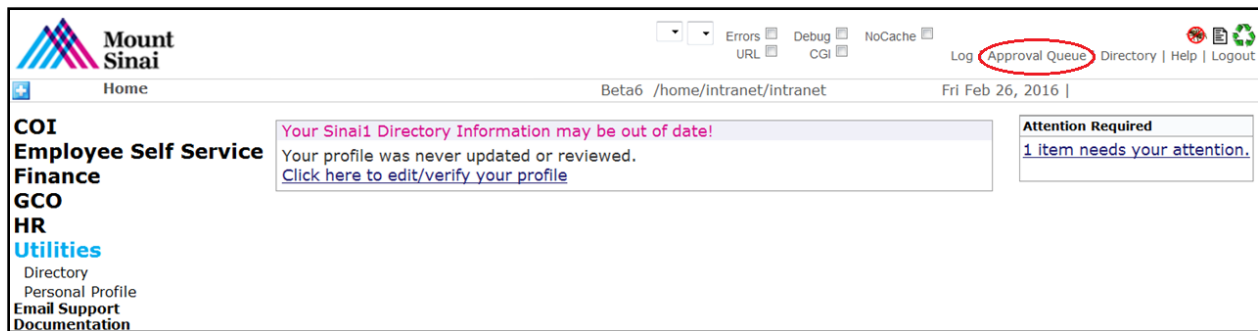


Part 2

How to access and certify report – Employee

1. After logging into SC, click Approval Queue and then Time and Effort.

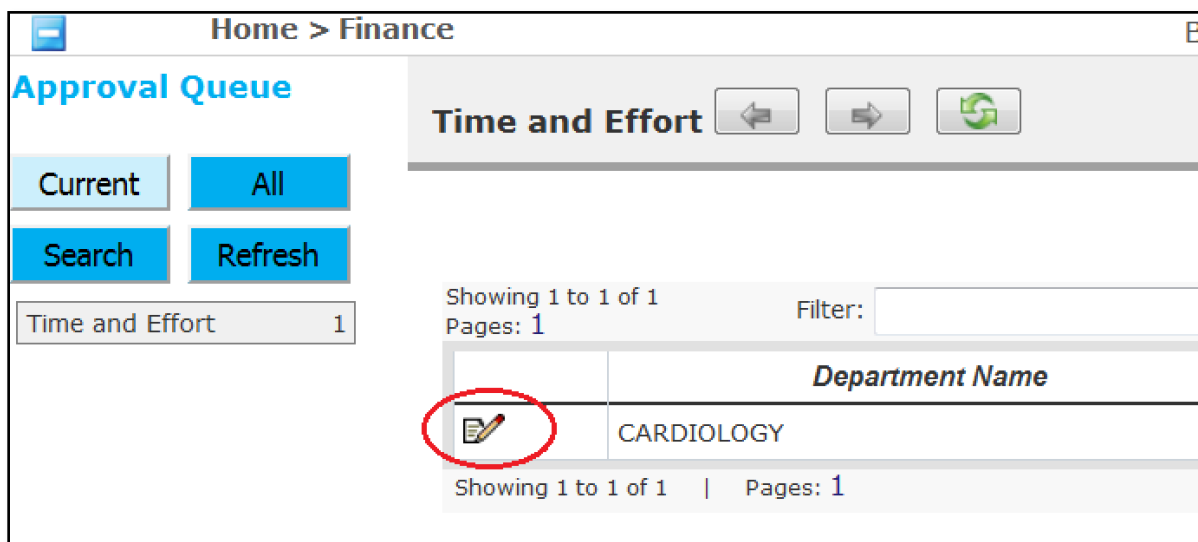


The screenshot shows the Mount Sinai intranet home page. The top navigation bar includes links for Home, Beta6, /home/intranet/intranet, and Fri Feb 26, 2016. A red circle highlights the 'Approval Queue' link in the top right corner. On the left side, there is a menu with links for COI, Employee Self Service, Finance, GCO, HR, and Utilities. A central message box states: 'Your Sinai1 Directory Information may be out of date! Your profile was never updated or reviewed. Click here to edit/verify your profile'. On the right, an 'Attention Required' box indicates '1 item needs your attention.'




The screenshot shows the 'Approval Queue' page under the 'Finance' section. The page title is 'Home > Finance Approval Queue'. There are buttons for 'Current', 'All', 'Search', and 'Refresh'. A red circle highlights the 'Time and Effort' link, which has a '1' next to it. On the right, there are navigation buttons and a 'Select a tab' dropdown menu.

2. Click on the  icon to view the report.



The screenshot shows the 'Time and Effort' report page. The page title is 'Home > Finance Approval Queue Time and Effort'. There are buttons for 'Current', 'All', 'Search', and 'Refresh'. A red circle highlights the pencil icon in the first row of the table. The table has a header 'Department Name' and a row for 'CARDIOLOGY'. Below the table, it says 'Showing 1 to 1 of 1 Pages: 1'.

	Department Name
	CARDIOLOGY

3. Once the report is displayed, check the checkbox and then click the Submit button.

Life No.: <input type="text"/>			Employment Date: 06/22/2015						
Current Annual Base Salary \$: <input type="text"/>			Termination Date: <input type="text"/>						
Period From / To	Account	% of Effort	Allocation of Effort					Correction of Effort	
			Research	Instruction	Clincial Trials	Clincial Activities	Other	Account	% of Effort
06/22 - 12/31	02556381	0.400	0.400						
06/22 - 12/31	02662745	0.600	0.600						
	Total	1.000	1.000						
VERIFICATION									
<input type="checkbox"/> 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:				
<input checked="" type="checkbox"/> Submit									