TENNESSEE STATE UNIVERSITY

BANNER EFFORT CERTIFICATION

"Think. Work. Serve."

JUNE 1, 2026

BUSINESS & FINANCE

Grants Accounting Office

Banner Effort Certification

Grants Accounting Date: June 2026

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Tennessee State University has implemented the Banner Effort Certification module which is accessible through Self-Service Banner. In this system, the following roles are utilized:

- Certifier: the person who certifies the effort report. In most cases, a full-time employee should certify their own time.

- Reviewer – The principal investigator/project director (hereafter referred to as PI) of the project is required to certify the individual reports they are responsible for.

- Alternate certifier - a person other than the employee that is allowed to certify the effort report. This individual must have suitable means of verification for the employee's reported time. The PI can certify as an alternate for any employee whose effort is tied to his/her project. The department chair and/or dean may be additional alternate certifiers.

1.0 ROLES

1.1 CERTIFIERS

- The certifiers will be notified via email when the certification period is open.
- Certification period will be open from the 1st – 15th day of the following month of certification.
- Reminders will be sent out every 7 business days or Bi-weekly.

1.2 ALTERNATE REVIEWER CERTIFICATION

- Alternate Reviewers will be notified via email when to review the records that have not been certified.
- Reminders will be sent out every 7 business days or Bi-weekly.

1.3 NOTIFICATION UN-CERTIFIED RECORDS

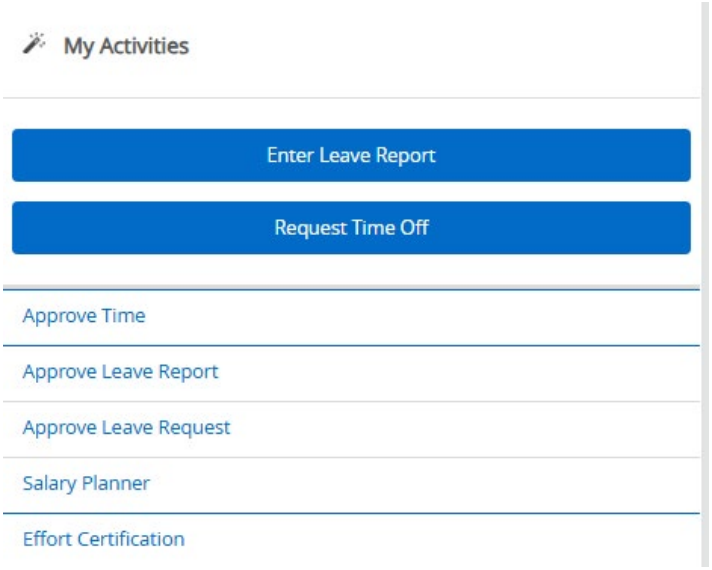
- At the end of the certification period, the dean will receive email notifications with an attached spreadsheet of the employees who have not been certified within their college.

1.4 FAILURE TO CERTIFY

- For those records that have not been certified, the provost office will receive email notification with an attached spread sheet of the faculty who did not comply with the certification dates.
- Upon failure to certify, salary and expenses may be transferred to the department's budget per the Grant Budget Overrun Policy.

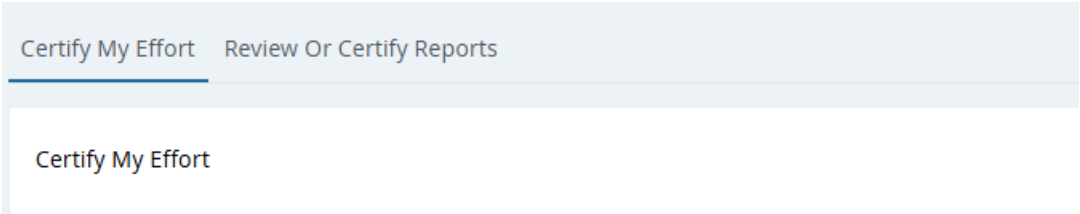
2.0 ACCESSING THE EFFORT CERTIFICATION MODULE

1. Login to the MyTSU.edu portal.
2. Click on the **Employee** tab.
3. In the Banner Employee Dashboard channel, click on the **Employee Portal** link
4. Click on **Effort Certification** under 'My Activities' right size of page

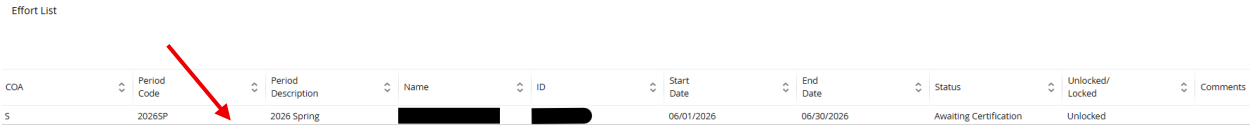


2.1 CERTIFIERS

- The Certify My Effort page is displayed.

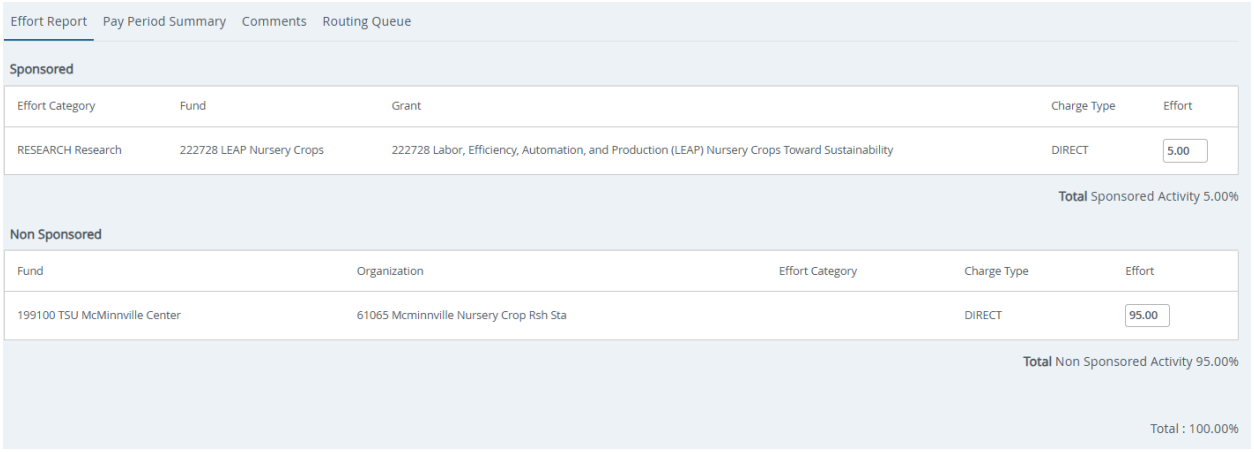


- Double-click anywhere on the reporting period line to open the record. The Status column should display 'Awaiting Certification' and the 'Unlocked/Locked' column must be 'Unlocked'.

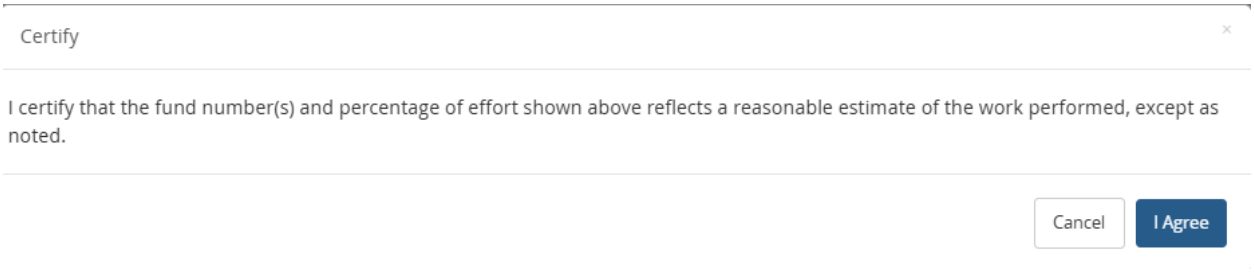


2.2 CERTIFY YOUR EFFORT

- The Effort Report can consist of two sections: Sponsored and Non-Sponsored Activity.
  - Sponsored activity – activity supported by funding outside the university.
  - Non-Sponsored activity – all other activity (usually university funding).



- Review the accounting distribution(s) and effort percentage(s).
  - Click on the **Pay Period** tab and verify pay period effort allocations are correct.
- To certify the effort report, click on the **Effort Report** tab & click '**Certify**' button.
  - In the Certify dialog box, click '**I Agree'.** (Section 3.0)



Note: After clicking I agree, the report is locked. No further changes can be made to the report. Contact your department financial manager to request a labor redistribution on a locked report.

- Sign out by clicking on the icon next to your name top right of the screen.

2.3 REQUEST CHANGES

If any changes need to be made to the accounting distribution and/or the percentages, a Labor Redistribution request must be submitted. This is to have changes made to your effort records.

- Click on the **Request Changes** button. An email window will open for you to request changes.
- Email your departmental financial representative to initiate a Labor Redistributions. Provide details of the changes to be made. Once the Labor Redistribution has been completed you will be notified to complete your certification.
- Note: Locked records will require approval. (Section 5.0)

Do NOT use the Add New Funding button. This will lock your record and does not notify anyone; no process is initiated. The button cannot be disabled.

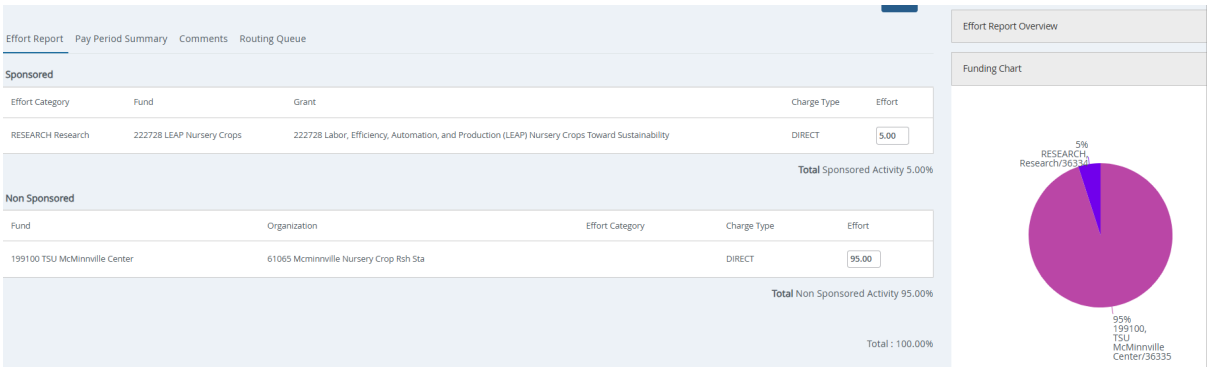
2.4 PRINT YOUR REPORT

1. Click on the 'Print' icon at the top of the screen.
2. A separate window will open displaying your report.
3. Click on the Printer icon. Close the window.

3.0 PAY PERIOD SUMMARY

To view specific payroll activity, click on the Pay Period Summary tab. This menu provides details on each pay period included in the certification period.

- Organization, Grant, and Fund columns are provided for all funding sources. Module will not display Program, Account and Activity.
- Payroll Percent is the percentage of each individual payroll charged to the sponsored and/or non-sponsored activity. The payroll percentage will always total 100%. If your effort has been consistent, the payroll percentage will equal the percentage of effort to be certified.
- Effort Period Percent is the percentage of effort, for the payroll period, allotted to the certification period. The total of the Effort Period Percentages will always equal 100%.



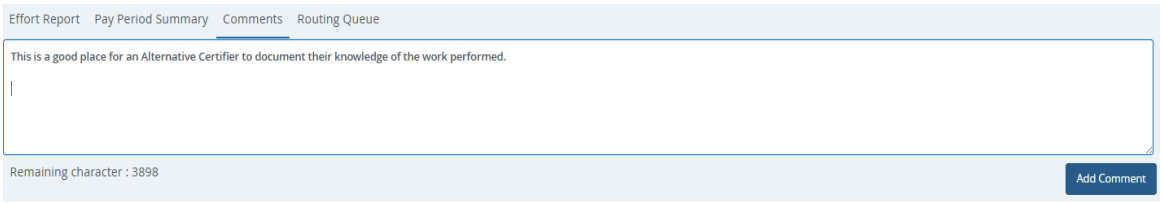
4.0 COMMENTS

Click the Comments link to add or view comments.

- To add a comment, click on the Add Comments button.
- Enter the appropriate text. (You may enter up to 4,000 characters)
- Click on Save.

Your comment will be saved and may be viewed by anyone in the Routing Queue.

Note: Once comments are added they cannot be updated or deleted. Comments will be displayed in reverse chronological order, with the most recent appearing first on the list.



5.0 HOW DO I MAKE CORRECTIONS?

Unlocked records – email your Business Officer/financial representative to create and submit a Banner Labor Redistribution with the details of the changes to be made. Once the Labor Redistribution has been completed you will be notified to complete the certification process. In the system, you can click on the **Request Changes** button on the Effort Report needing an update. An email window will open for you to request changes. Email your financial representative and GrantsAccounting@tnstate.edu to initiate a Labor Redistributions.

Locked records – email GrantsAccounting@tnstate.edu to 'Request to Unlock Effort Certification Record'. Include the PI/Financial Manager, Chair, Dean, and Grants Accounting for approval. Once the request has been approved a Labor Redistribution will be created and you will be notified when you can update your Effort Certification record(s) and complete the certification process.

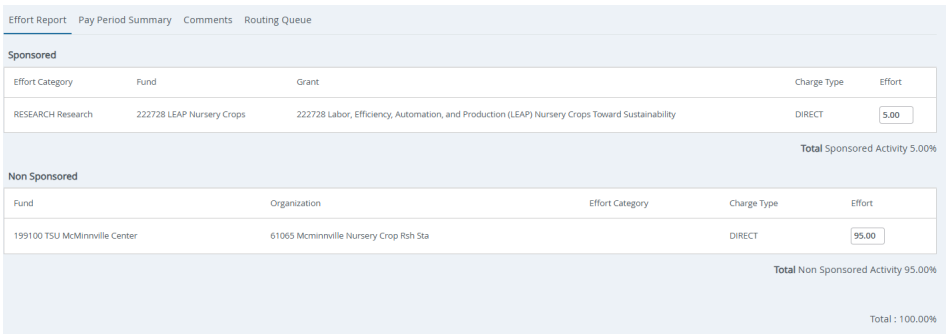
6.0 ALTERNATE CERTIFIERS

The alternate certifier will be systematically identified as those who have proxy approval for time and leave for their department. This includes the principal investigator, co-PI and Financial Manager. The principal investigator has the ability to certify the effort of each person working on his or her project(s). Login to MyTSU.edu portal and select the 'Employee Tab'

- In the Banner Employee Dashboard channel, click on the **Employee Portal** link
- Click on Effort Certification under 'My Activities'
- Click on the **Review/Certify Reports** tab
- Click on **Advanced Search**
- Click the drop-down box under Chart of Account Code and click **S, Tennessee State University**
- Click the drop-down box under Effort Period Code, and select the payroll period to certify
- Click **GO**
- Double-click on the name that have 'Awaiting Certification' under the Status Column
- Review effort percentages are correct and click **Certify**
- Continue selecting each record to be certified.



Review Effort Distribution:



APPENDIX A: EFFORT CERTIFICATION TERMINOLOGY

Alternate Certifier – Someone other than the employee that is allowed to certify the employee's effort. Currently, the principal investigator can certify the effort of each person working on his or her project.

Certification Period – The period in which the effort certification record(s) are available for certifiers and alternate certifiers. Employees will be required to certify monthly.

Certifier – The person that certifies the effort report. Ideally, the full-time staff working on a project would certify their effort. However, the principal investigator, as the alternate certifier, can certify effort reports for staff working on his/her grant.

Effort Period Percent – The percentage of effort, for each particular payroll period, allotted to the certification period. The sum total of the Effort Period Percentages, for all payroll transactions in the summary, will always equal 100%.

Non-sponsored – Activity supported by non-sponsored funding.

Payroll Percent – The percentage of each individual payroll charged to the sponsored and/or non-sponsored activity. The payroll percentage will always total 100%. If your effort has been consistent, then the payroll percentage will equal the percentage of effort to be certified.

Sponsored Activity – Activity supported by external funding.

Status – Provides information on the current stage that the effort certification process is in. Status codes are: Under Review, Awaiting Certification (this is the status that users will see upon entering the module) and Complete (status after the effort report has been certified).

CONTACT INFORMATION

Grants Accounting Email: GrantsAccounting@tnstate.edu