

Effort Certification: Instructions for Approvers

(Last Update Dec 2008)

1. Log into the Spectrum Portal

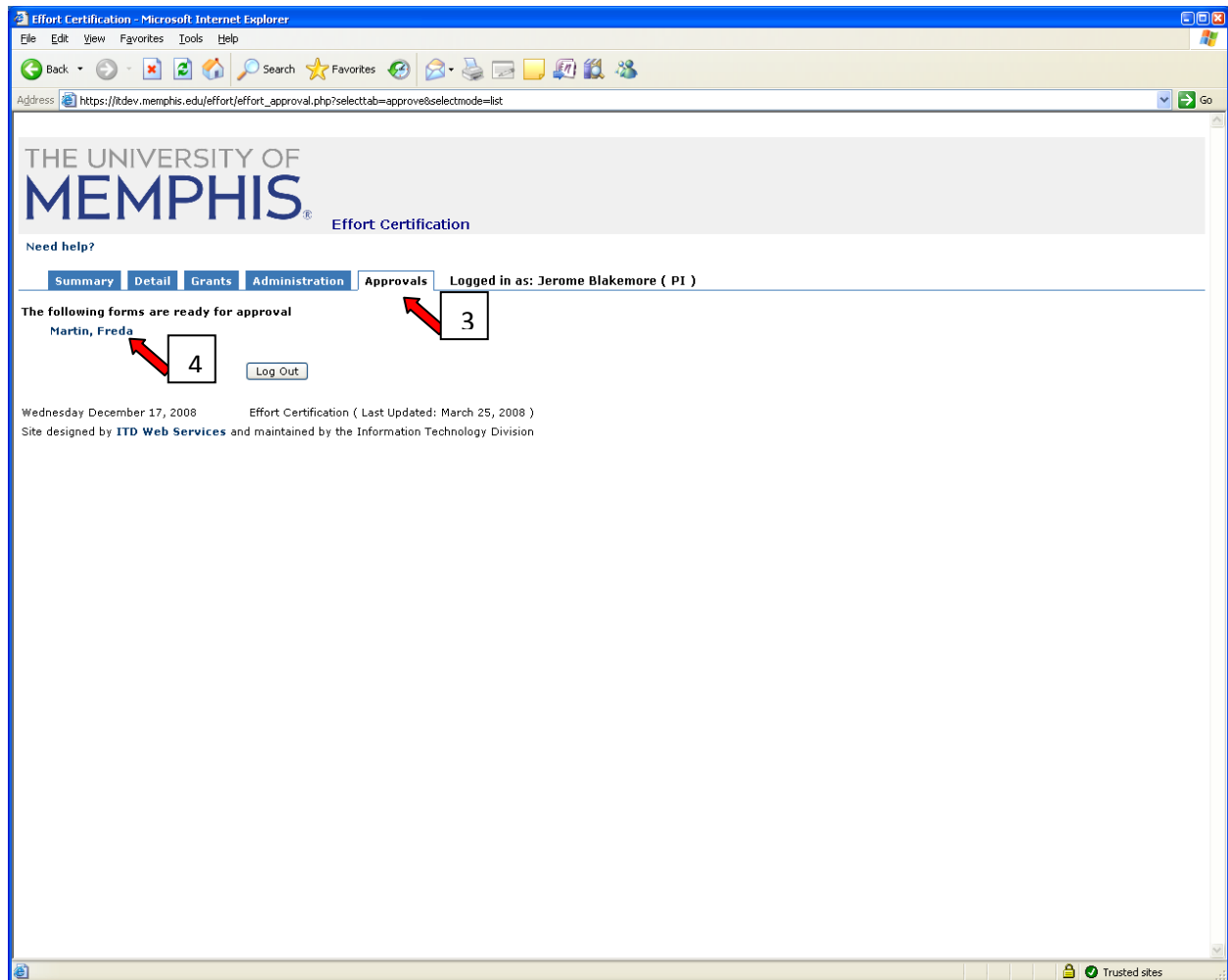
Go to the Web site <http://spectrum.memphis.edu> and login to the Spectrum Portal using your UUID and password.

The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMdrive accounts. If you have trouble logging in, contact the ITD Helpdesk at (901) 678-8888.

2. Locate and click on the channel for **Effort Certification** on the Employee or Faculty tab.

3. Click on the **Approvals** tab.

4. Select the appropriate employee name to approve.



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5. Review the data in the **Certified %** column for accuracy.
6. You may enter comments in the Comments box and click **Save Comments Only**.
7. If the data are incorrect, contact the Certifier. Ask that they log back in to their effort certification form to make the needed corrections. You will receive an automatic email when the form is ready for your approval.
8. If the **Approve** button is not available, this means that the form has not been certified. You will need to click **Certify**, return to the effort form, and then click **Approve**.
9. If you are an administrator who is approving on behalf of the Expected Approver, click the **Approve by Proxy** button, instead of Approve. If you are approving by proxy, add a comment indicating how you obtained knowledge of the certifier's effort (eg. E-mail or written confirmation from the PI) and maintain that documentation within your department's file for future reference. (If the **Approve by Proxy** button is not available, this means that the form has not been certified. You will need to click **Certify**, return to the effort form, and then click **Approve by Proxy**.)

The screenshot shows the 'Effort Certification' web application interface. At the top, there is a navigation menu with tabs for 'Summary', 'Detail', 'Grants', 'Administration', and 'Approvals'. The user is logged in as 'Henry Kurtz (PI)'. Below the navigation, there is a 'Show Codes' section and an 'Effort Summary for: Freda Martin (fmartin - U00007366) Position: 011803 Fiscal Year: 2009 Reporting Period: 2008F'. A table displays the effort data with columns for Fund, Program/Activity, Expensed %, Certified %, Expected Approver, and Approved By/Date. A red arrow labeled '5' points to the 'Certified %' column. Below the table, there is a 'Comments' section with a text input box. At the bottom, there are several buttons: 'Certify', 'My Effort', 'Approve', 'Save Changes', 'Approve by Proxy', and 'Save Comments Only'. Red arrows labeled '6', '8', and '9' point to the 'Save Comments Only', 'Approve', and 'Approve by Proxy' buttons respectively. A warning message states: 'Warning: Existing certifications and approvals will be cleared.'

Fund	Program/Activity	Expensed %	Certified %	Expected Approver	Approved By/Date
239629 Child Welfare Training Center 2009	Community Education	100	100	Blakemore, Jerome	
Total		100	100		

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10. To view a prior period effort form, click on the appropriate "View history for:" link.
11. To return to the current period effort form, click where indicated.
12. Logout of the system by clicking on **Log Out**.

Effort Certification - Microsoft Internet Explorer

Address: https://itdev.memphis.edu/effort/effort_main.php?hist=yes&term=2008S

THE UNIVERSITY OF MEMPHIS Effort Certification

Need help?

Summary Detail Grants Administration Approvals Logged in as: Jerome Blakemore (PI)

Show Codes

Effort Summary for Freda Martin (fmartin - U00007366) Position: 011803
Fiscal Year: 2009 Reporting Period: 2008F Term codes: S=Spring U=Summer F=Fall

Viewing form for reporting period 2008S
To return to the current effort form, click here

Fund	Program/Activity	Expensed %	Certified %	Expected Approver	Approved By/Date
239700 Child Welfare Training Grant 2008	Community Education	100	100	Blakemore, Jerome	jblkm 05/07/08 14:55
Total		100	100		

If there is a grant that you believe is missing from the list above, please add a line with as much information as you can, and click **Save Changes** (do not click Certify). Grants accounting will be contacting you to complete the process. Questions? Contact Linda Heide

This form was certified by fmartin on 05/06/08 15:39 Last updated by jblkm on 05/07/08 14:55

Comments Be sure to save your comments if you insert any in the box below.

View history for: 2007F 2008U
Term codes: S=Spring U=Summer F=Fall

Log Out

Wednesday December 17, 2008 Effort Certification (Last Updated: March 25, 2008)
Site designed by ITD Web Services and maintained by the Information Technology Division

Go to <http://bf.memphis.edu/finance/accounting/effort.php> for additional information and assistance.