Grants Accounting

Banner Effort Reporting Instructions – Grant Directors

Log on to MyCCRI https://www.ccri.edu/mobileapps/myccrilogin.html

Click on the 'For Employees' tab

Click on the Employee Dashboard

Under 'My Activities,' Click the Grant Effort Certification link

Employee Dashboard

Knight, Drew

Leave Balances as of 11/01/2022

My Profile

| Personal in hours | 14.00 | Sick in hours | 0.00 | Vacation in hours | 0.00 |

| Compensatory Time in hours | 0.00 |

Full Leave Balance Information

Pay Information ⌄

Latest Pay Stub: 10/11/2022   All Pay Stubs

Earnings ⌃

Job Summary ⌃

Employee Summary ⌃

🪄 **My Activities**

Enter Time

Enter Leave Report
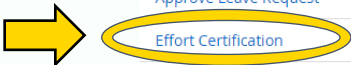
Request Time Off

Approve Time

Approve Leave Report

Approve Leave Request

Effort Certification

Your available Effort Certifications will open:

Employee Dashboard • Effort Certification • Certify My Effort

Certify My Effort   👥 Proxy Super User

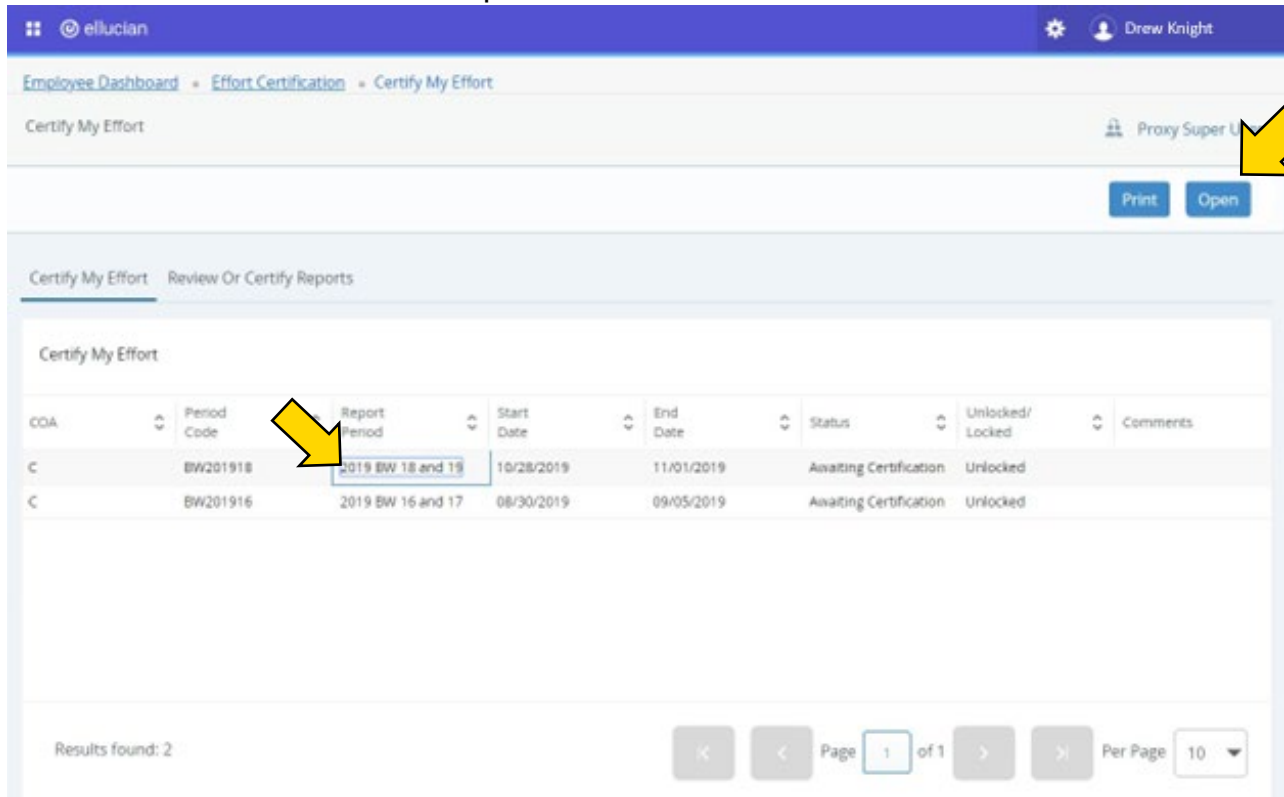Print   Open

Certify My Effort   Review Or Certify Reports

Certify My Effort

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
C	BW201918	2019 BW 18 and 19	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201916	2019 BW 16 and 17	08/30/2019	09/05/2019	Awaiting Certification	Unlocked	

Results found: 2 |< < Page 1 of 1 > >| Per Page 10 ⌄

Select a certification and click the 'Open' button

You will see your certification for the two-week pay period.

<u>You are no longer certifying hours</u>. You are now certifying that 100% of the time allocated to the grant for that pay period was time you spent working on the grant.

Total : 100.00%

Request Changes | **Certify** | **Add New Funding** | **Save**
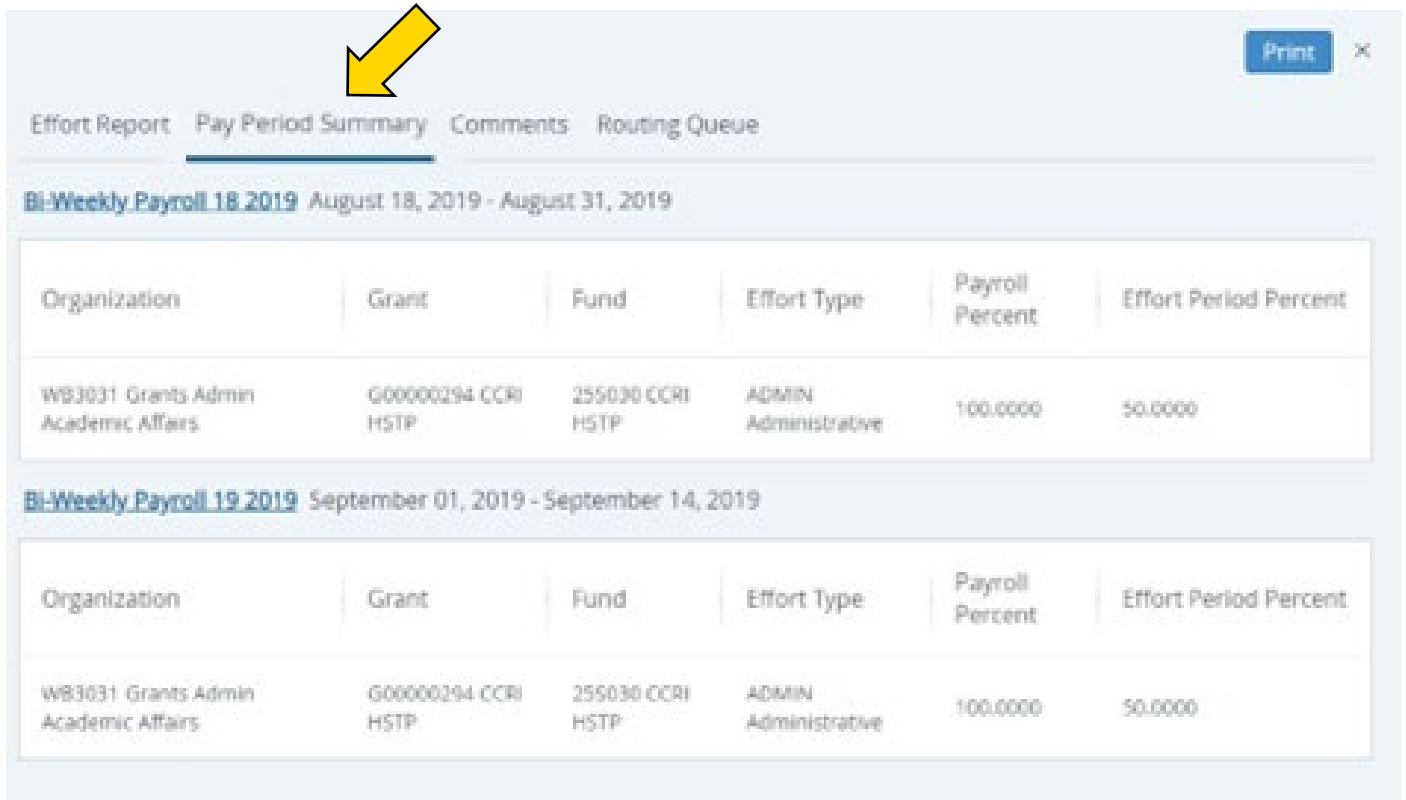
<u>You should not click the 'Add New Funding' button</u>. If you click it in error, please click cancel.

If you believe your percentage is incorrect, you may click 'Request Changes.' Your email application will open, and you can send a request to your supervisor that they make a correction. If you click the 'Request Changes' button in error, close out of the email and click 'Clear Changes' to go back and certify your effort report.

Other tabs on the Effort Report

<u>Pay Period Summary:</u>

Effort Report | Pay Period Summary | Comments | Routing Queue

Bi-Weekly Payroll 18 2019 August 18, 2019 - August 31, 2019

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
WB3031 Grants Admin Academic Affairs	G00000294 CCRI HSTP	255030 CCRI HSTP	ADMIN Administrative	100.0000	50.0000

Bi-Weekly Payroll 19 2019 September 01, 2019 - September 14, 2019

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
WB3031 Grants Admin Academic Affairs	G00000294 CCRI HSTP	255030 CCRI HSTP	ADMIN Administrative	100.0000	50.0000

Other tabs on the Effort Report (cont.)

<u>Comments:</u>

You may add a comment before you certify to clarify or provide detail.

				Print	×

Effort Report   Pay Period Summary   <u>Comments</u>   Routing Queue
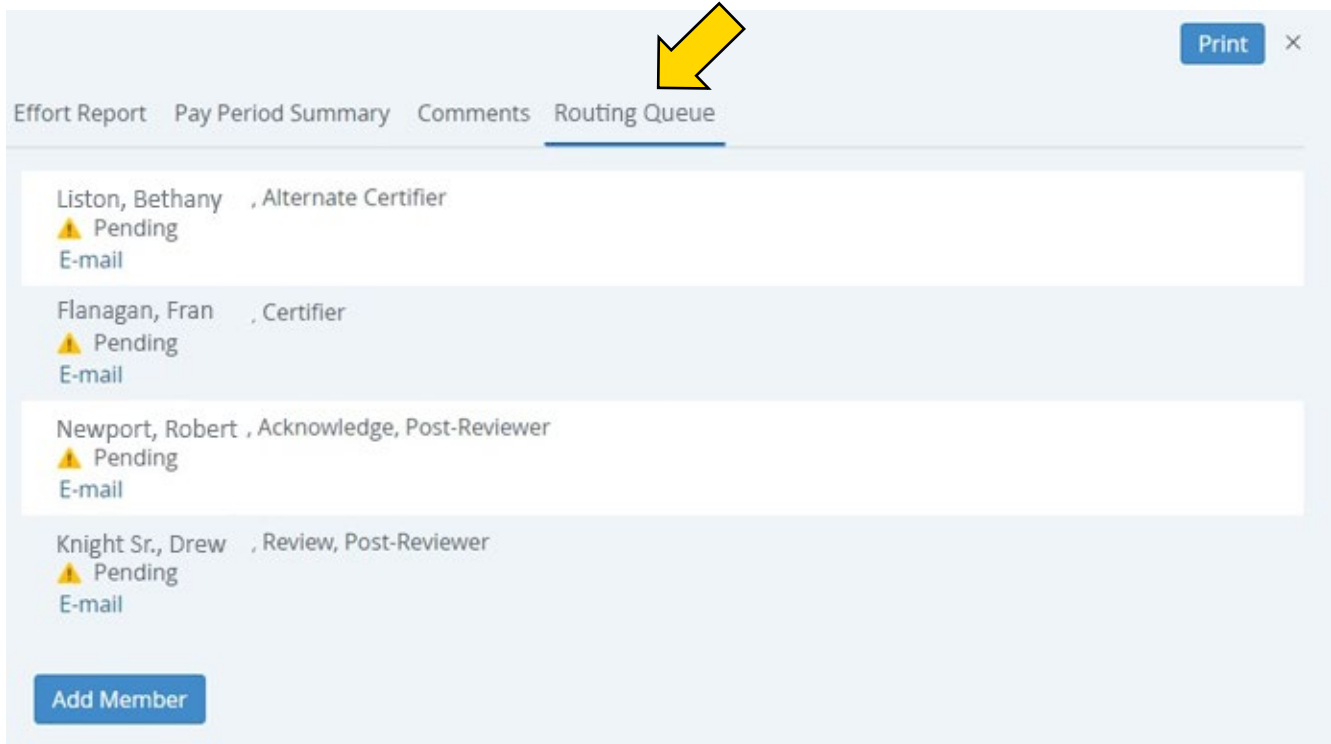
> Enter your comments...

Remaining character : 4000   Add Comment

<u>Routing Queue:</u>

The Grant Director is the Alternate Certifier and Reviewer. The Grant Supervisor has the opportunity to view (Acknowledge) the effort reports. Your Grant Director can only certify your report as an alternate if you are on medical leave and cannot access MyCCRI or in the case of termination.

				Print	×

Effort Report   Pay Period Summary   Comments   <u>Routing Queue</u>

Liston, Bethany   , Alternate Certifier
⚠ Pending
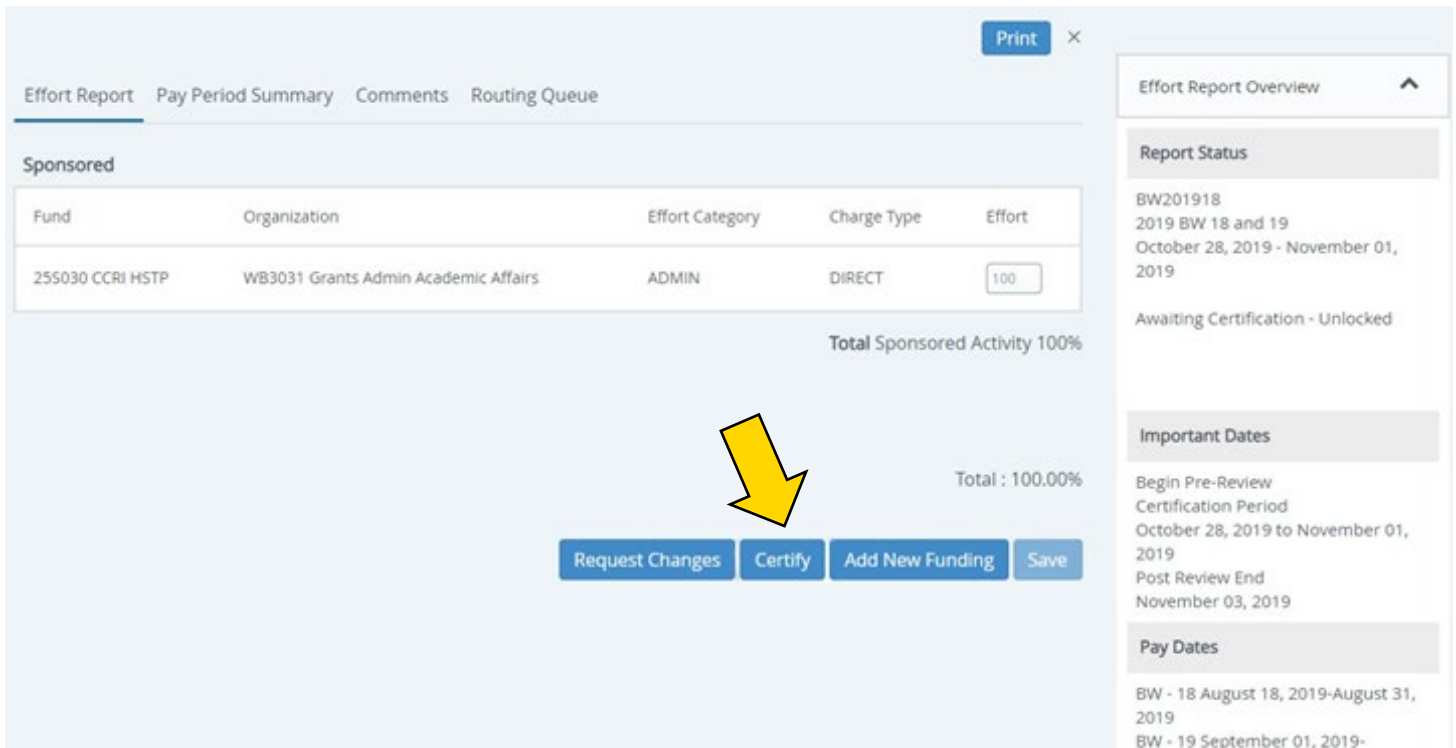E-mail

Flanagan, Fran   , Certifier
⚠ Pending
E-mail

Newport, Robert   , Acknowledge, Post-Reviewer
⚠ Pending
E-mail

Knight Sr., Drew   , Review, Post-Reviewer
⚠ Pending
E-mail

Add Member

If the Effort Report is correct, click 'Certify.' The report is sent to your Grant Director for review.

Once you have certified, the Effort Report will appear in your queue with a status of certified. It will lock once the Grant Director has reviewed.

Grants Accounting
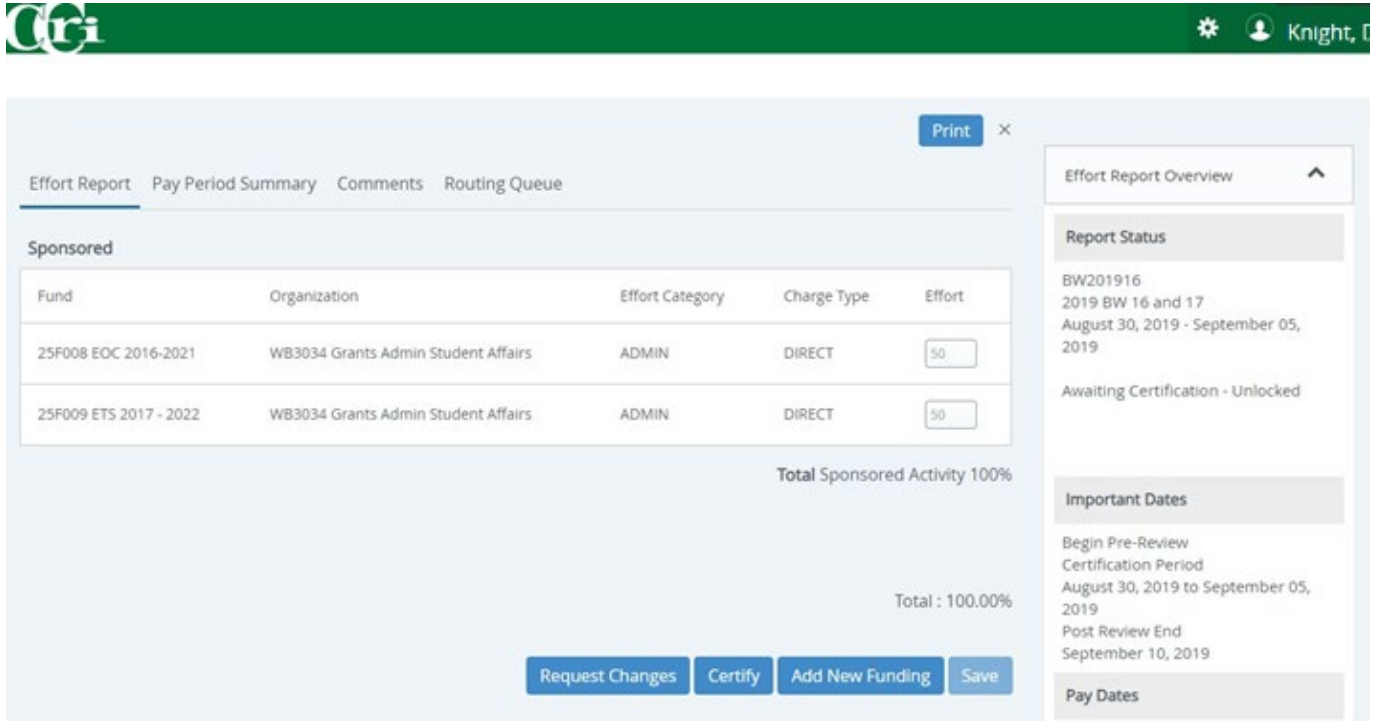
Please Note:

Effort Report for employees who work on more than one grant will have one Effort Report showing all grants.

The Routing Queue shows the Grant Directors for the grants the employee works on as alternate certifiers and reviewers.

Employees who split their time between a grant and the college will have grant (sponsored) and college (non-sponsored) time on their Effort Report. They will be certifying the grant time, and only the Grant Director will be required to review for the grant effort.
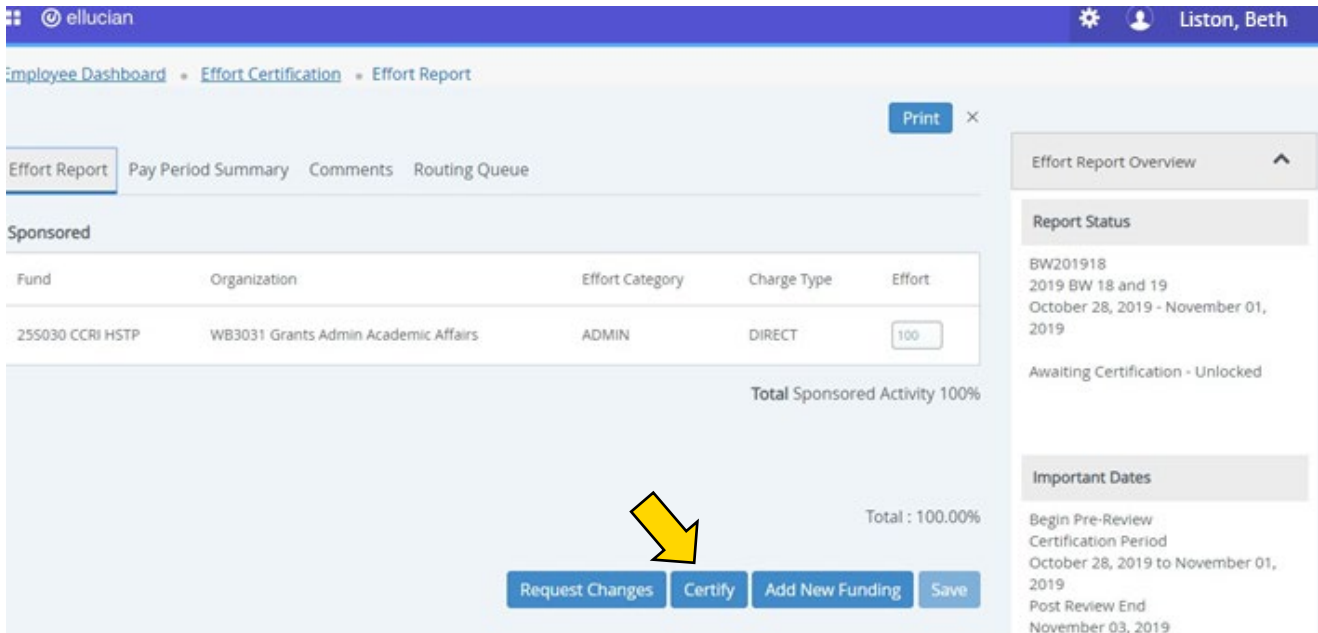

Grant Directors:

In Banner, only the Grant Director will have review authority. We are unable to set up more than one person as the reviewer for each grant number. The Grant Supervisor will only have the ability to <u>view</u> the Effort Certifications. Grant Directors will <u>certify</u> their effort <u>and</u> <u>review</u> their own effort. Regulations only require employees to certify their effort. The Grant Director has been added to review the employee's effort only to ensure that all employees are certifying in a timely manner and to review the percentages for accuracy.

Unless the Grant Director has been asked to certify for an employee in their absence for medical leave or if an employee has been terminated, the employee must certify their own effort. The Grant Director must add the reason for their certification of an employee's time in the comment tab before certifying. (For example, "employee is on medical leave and will not be available to certify before the certification period ends.")

The Grant Supervisor can be added as a proxy for the Grant Director in the case of prolonged absence.

The Grant Director can automatically see their personal certification when they click the 'Grant Effort Certifications' link under MyCCRI.

Once the Grant Director clicks 'Certify' on their Effort Report, the 'Review' button will appear.

The Grant Director must click 'Review' to complete and lock the Effort Report.
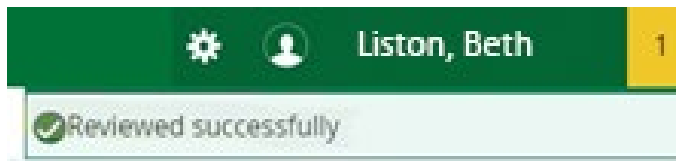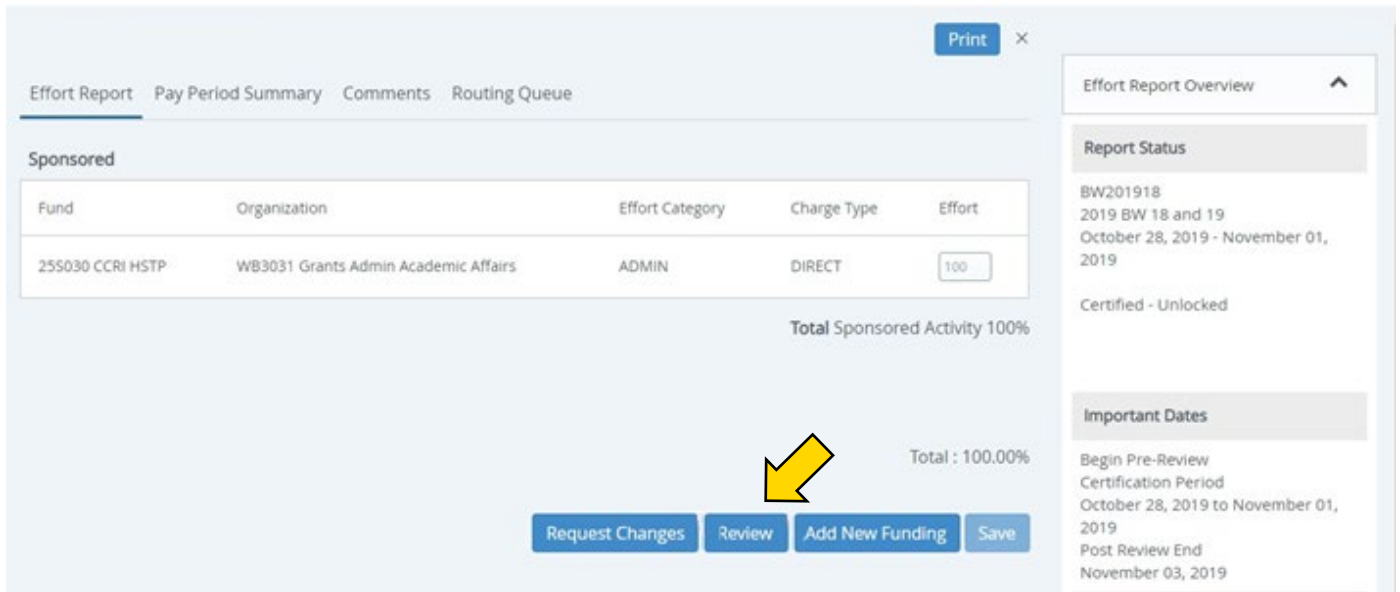
This notification should appear in the upper right-hand corner.

Once the Effort Certification has been reviewed, it will appear in the 'Certify My Effort' queue as 'Locked' with a 'Completed' status.

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
C	BW201918	2019 BW 18 and 19	10/28/2019	11/01/2019	Completed	Locked	
C	BW201916	2019 BW 16 and 17	08/30/2019	09/05/2019	Awaiting Certification	Unlocked	

Results found: 2

Reviewing Employee Effort Certifications

Select the 'Review or Certify Reports' tab.
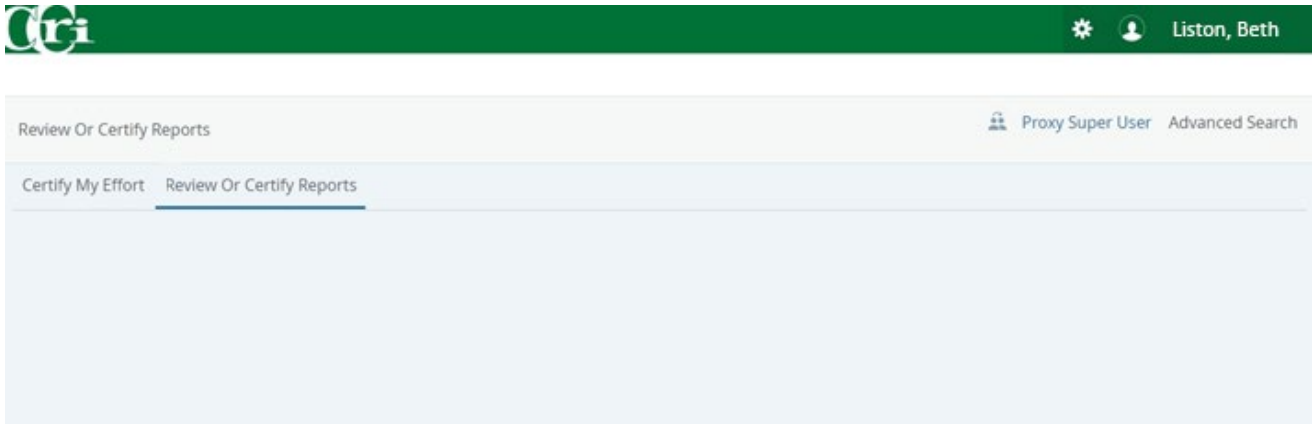
The search box opens:
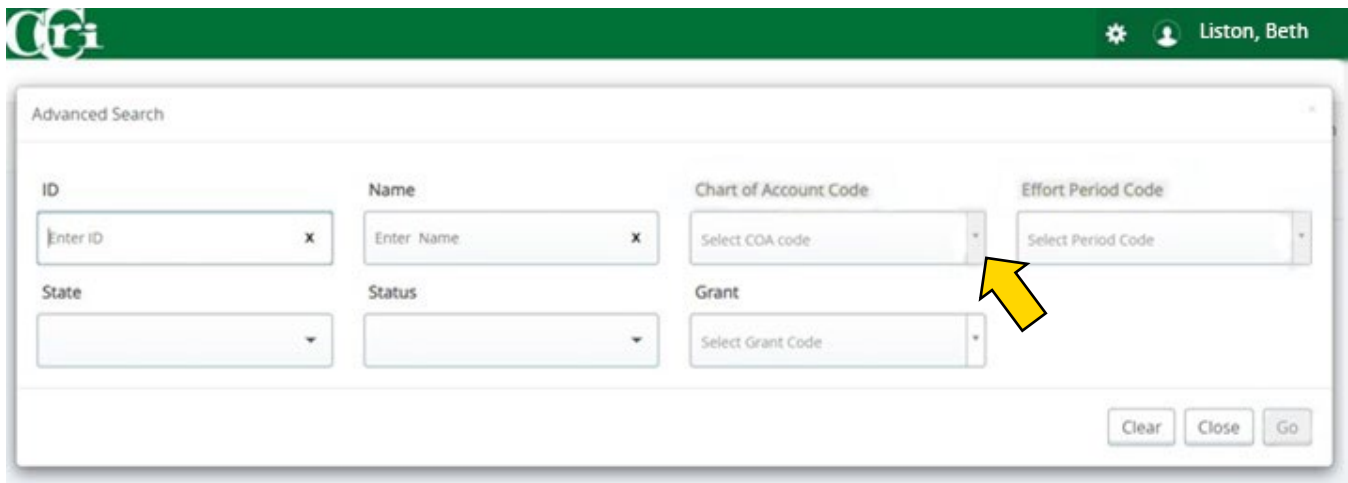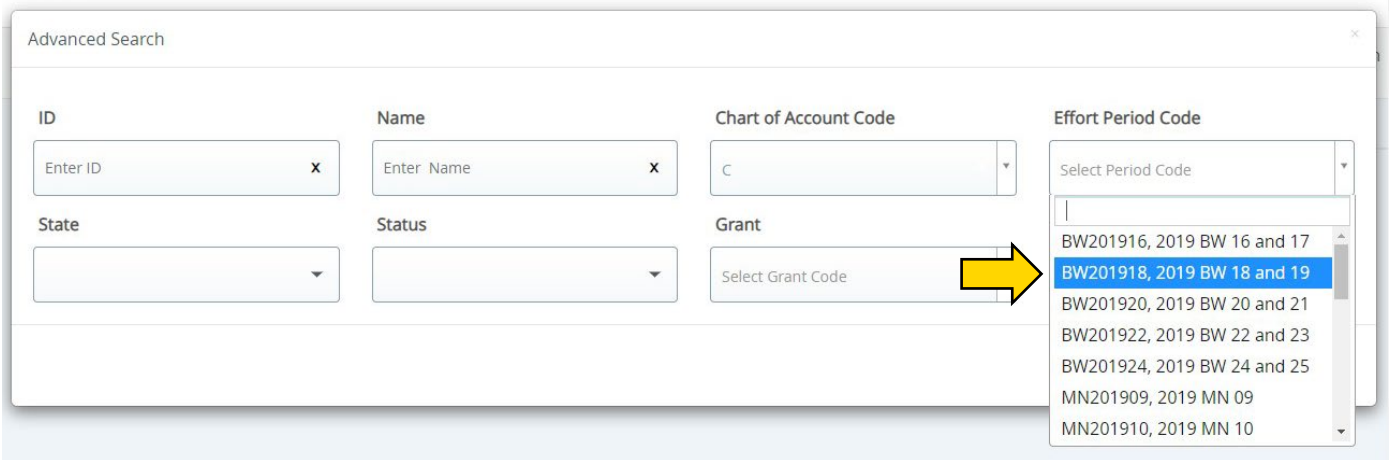
Chart of Account Code 'C' must be selected from the drop-down bar in order for the search to pick up effort reports.

Select the drop-down arrow and select 'C Community College of Rhode Island.'
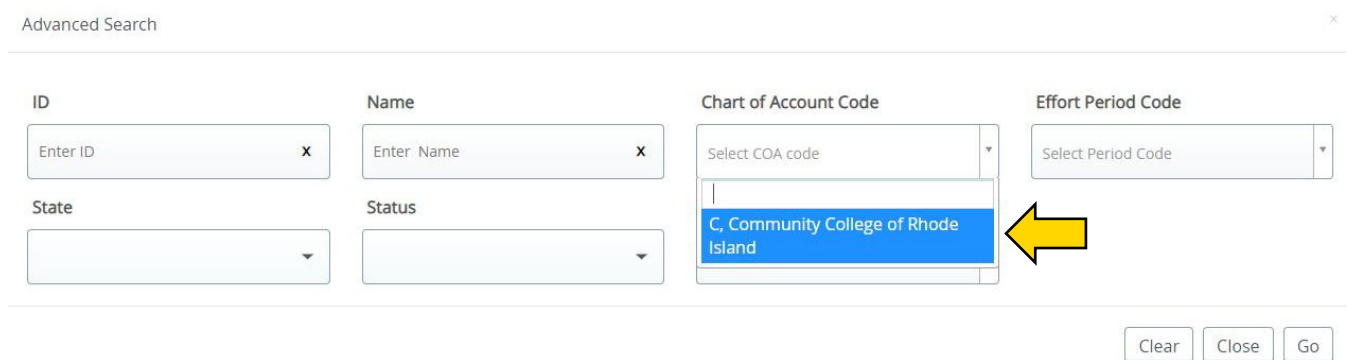
Select the drop-down arrow for 'Effort Period Code,' and select the period code you need to review.

Advanced Search			×
ID	**Name**	**Chart of Account Code**	**Effort Period Code**
Enter ID ✕	Enter Name ✕	C ▾	Select Period Code ▾
State	**Status**	**Grant**	
▾	▾	Select Grant Code	BW201916, 2019 BW 16 and 17
			BW201918, 2019 BW 18 and 19
			BW201920, 2019 BW 20 and 21
			BW201922, 2019 BW 22 and 23
			BW201924, 2019 BW 24 and 25
			MN201909, 2019 MN 09
			MN201910, 2019 MN 10
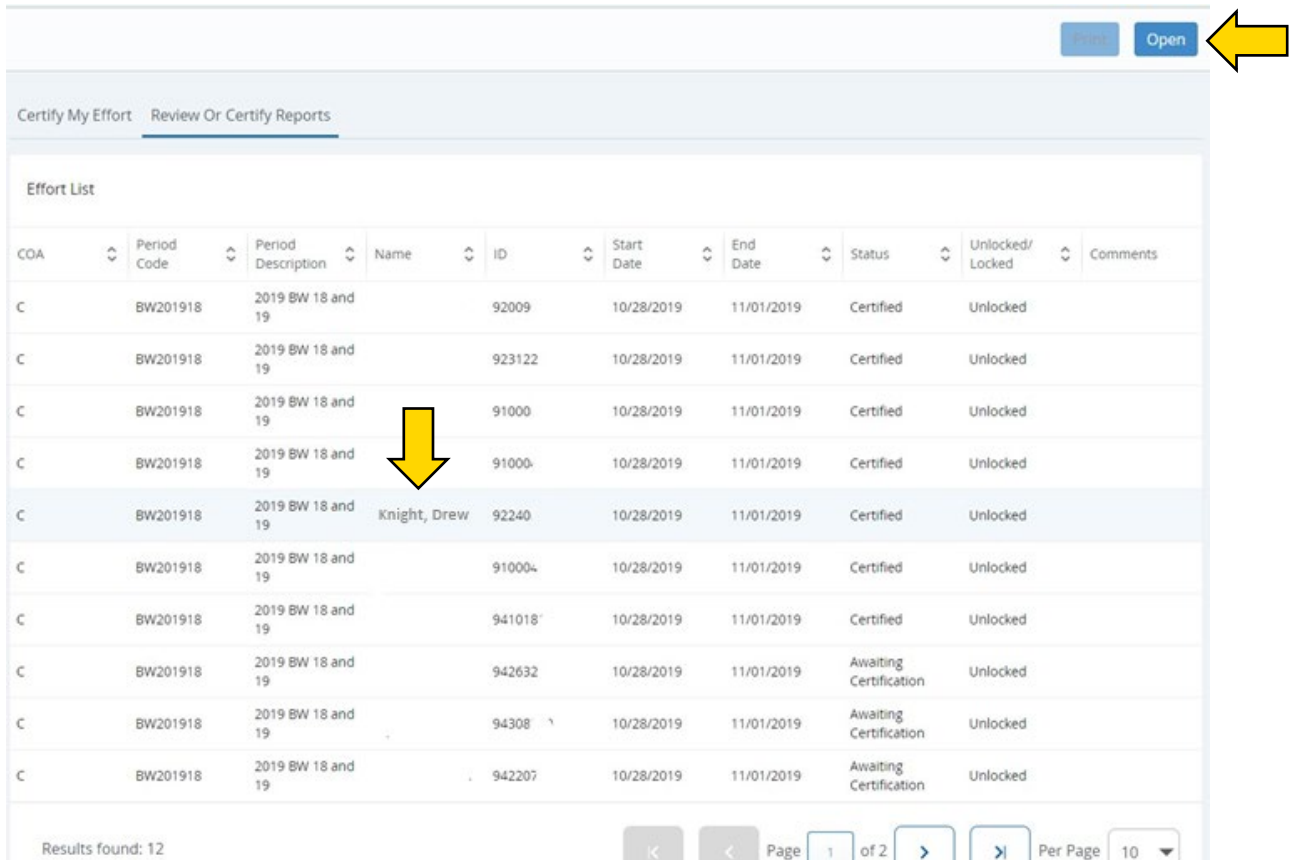
Then, click 'Go.'

Clear   Close   Go

The employee Effort Reports for that period will open. Select an employee who has certified their time and click 'Open.'

Print   Open

Certify My Effort   Review Or Certify Reports
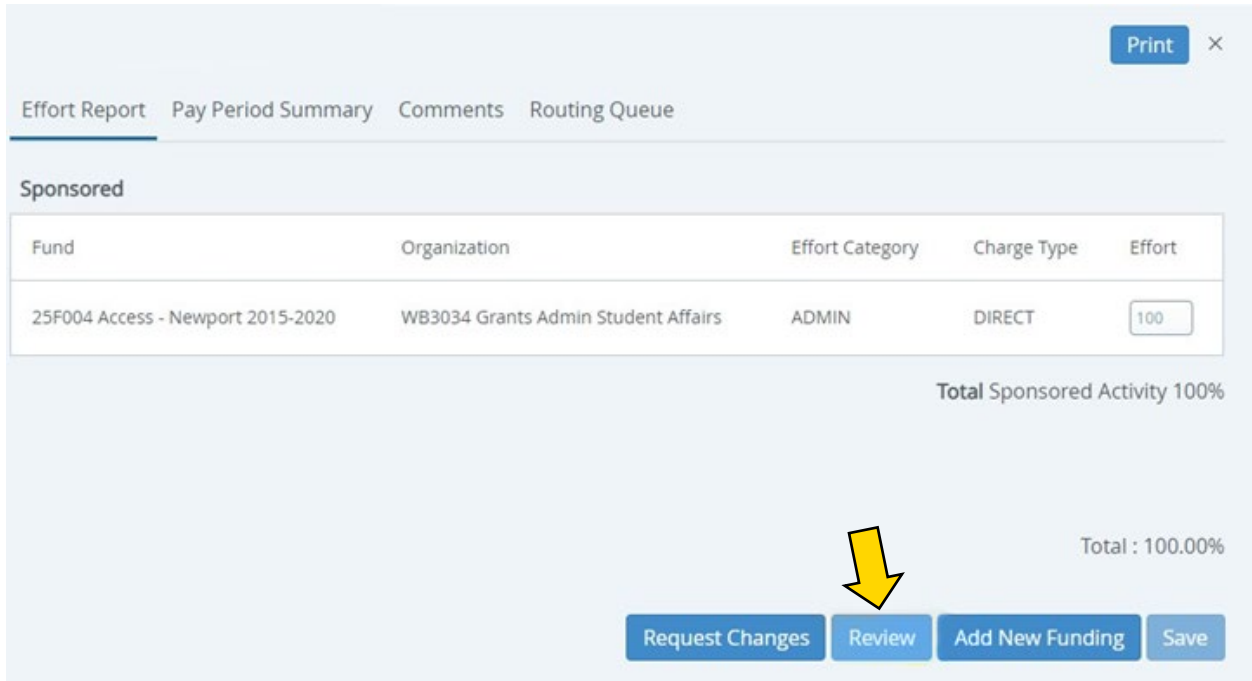
Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments
C	BW201918	2019 BW 18 and 19		92009	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		923122	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		91000	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		91000	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19	Knight, Drew	92240	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		910004	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		941018	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		942632	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201918	2019 BW 18 and 19		94308	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201918	2019 BW 18 and 19		942207	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	

Results found: 12   ＜ ＜ Page 1 of 2 ＞ ＞｜ Per Page 10 ▾

If you agree with the Effort Report, click 'Review.'
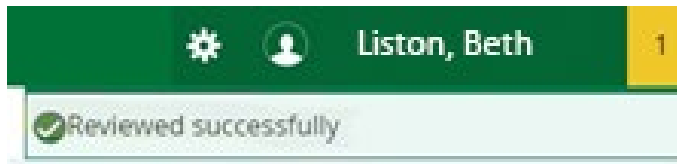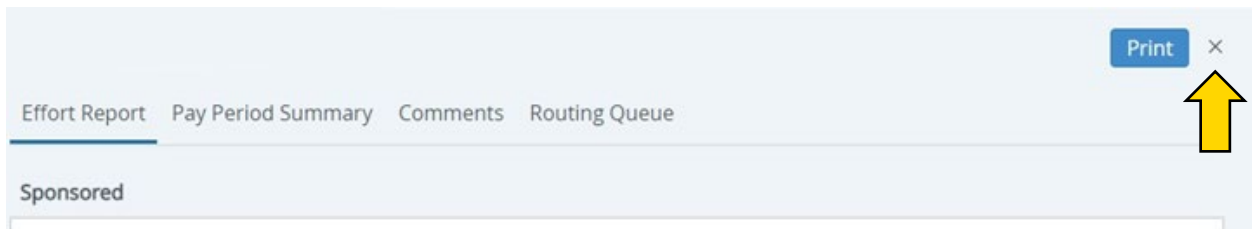

This notification should appear in the upper right-hand corner.

Click the 'X' next to return to the other Effort Reports

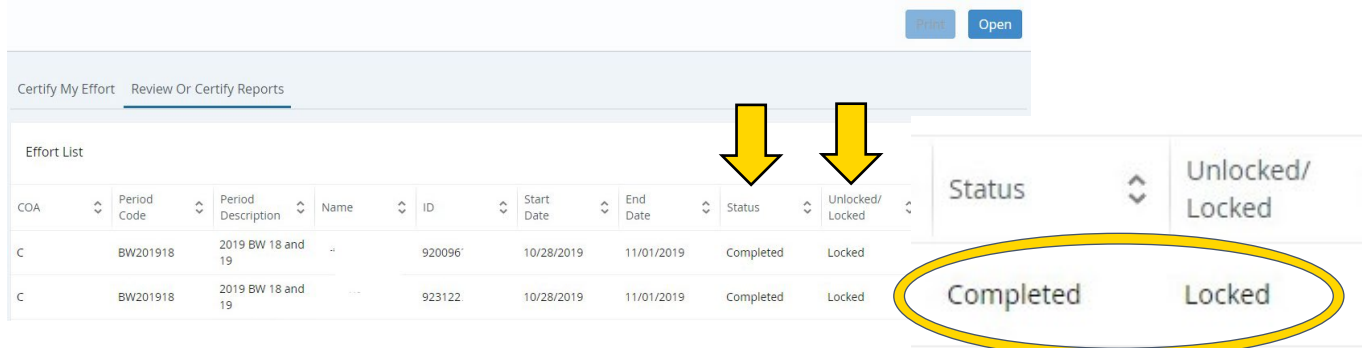The Effort Reports you have reviewed are now 'Locked' and in a 'Completed' status.

As the end of the review period approaches, please contact any employees who have not certified and ask them to do so.

Do not certify a report for an employee unless they are medical leave without access to MyCCRI and will not return before the certification period ends, or they were terminated.

To certify a report for an employee on medical leave who cannot access MyCCRI or a terminated employee, select the Effort Report from your Queue:

Select the 'Comment' tab, enter a reason why you must certify, and then click 'Add Comment.'
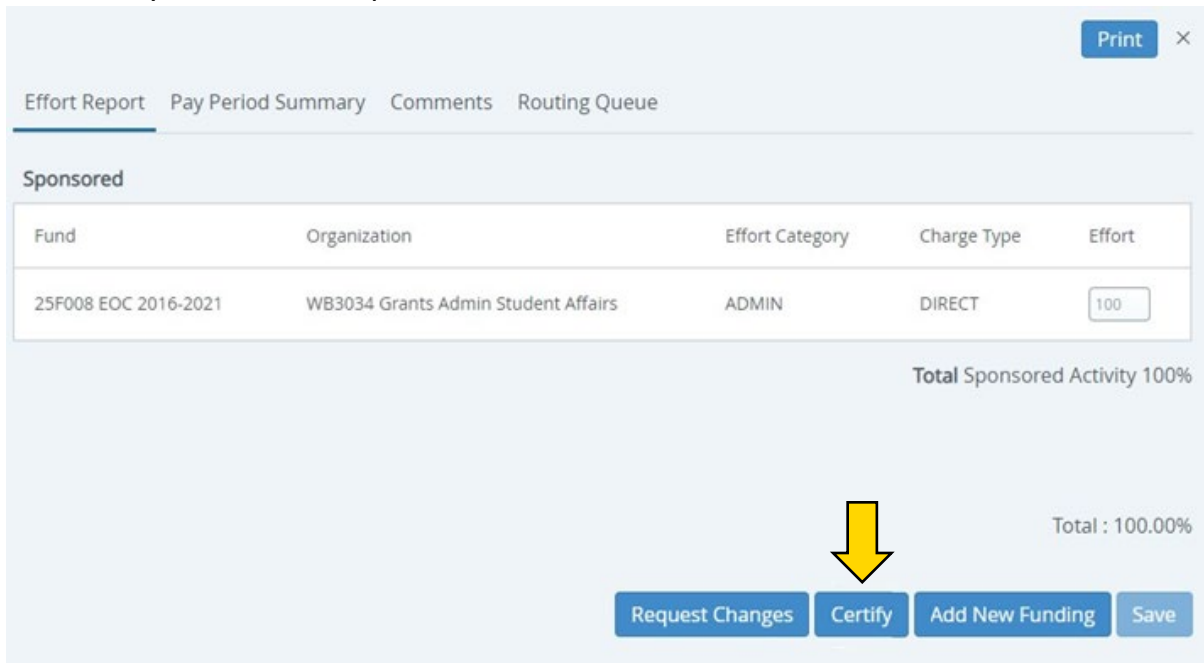
Click 'Certify' on the Effort Report tab.
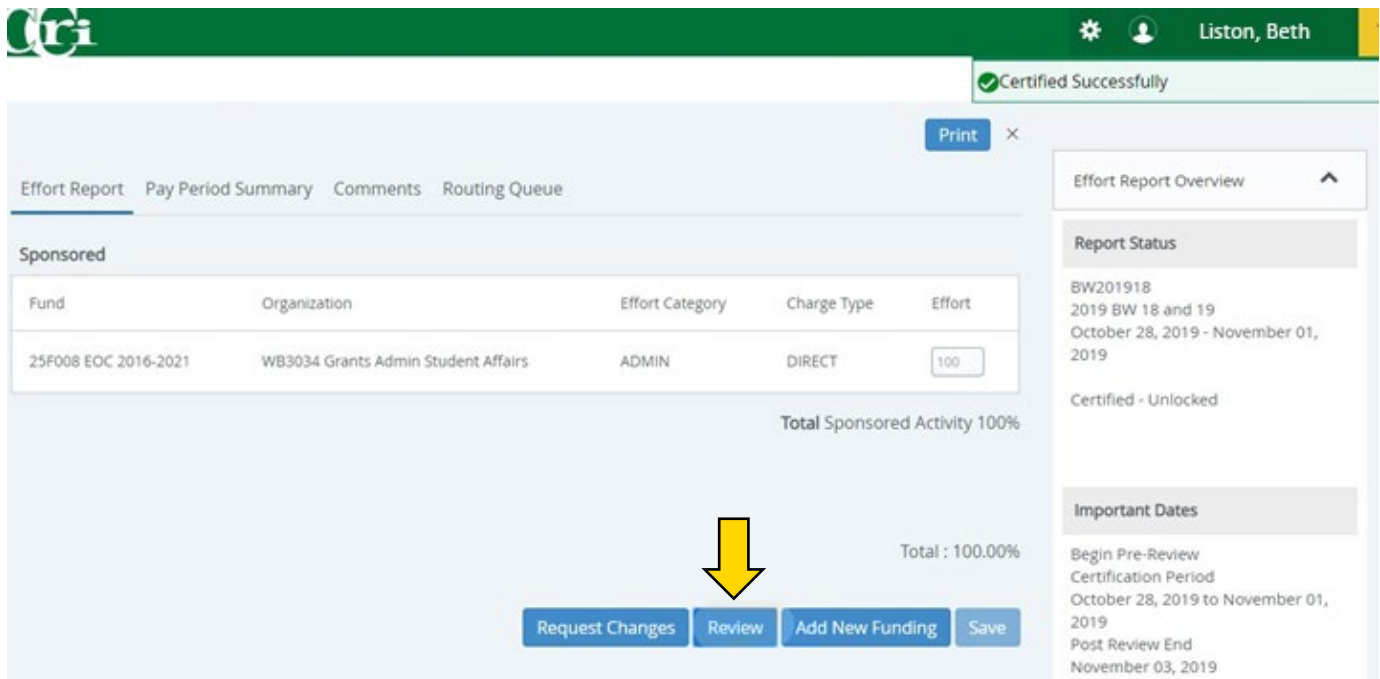
The 'Review' button will replace the Certify button, click 'Review.'

The Effort Report is now <u>completed</u> and <u>locked</u>.