

Banner Effort Reporting Instructions – Grant Directors

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

Click on the 'For Employees' tab



MyCCRI Providing resources and tools for students, faculty and staff.

Welcome Drew Knight
You are currently logged in.

My Account Content Layout

Faculty/Staff Student Logout Help

MyCCRI Support myChannels myInfo **For Employees** For Finance

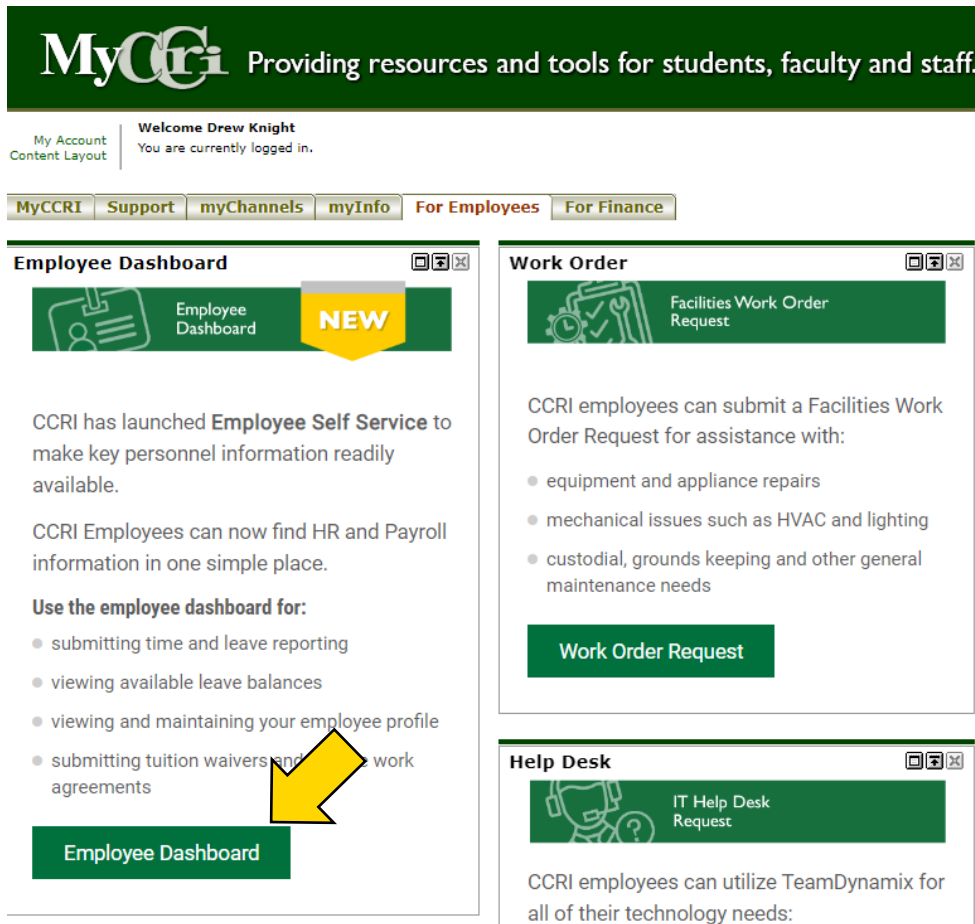
November 1, 2022

Mental Health and Wellness Support
FREE 24/7 Mental Health and Wellness Support

What's Happening at CCRI
events@CCRI
11/01/2022
Tuesday, November 1, 2022

Important Notices for Students
Check back here regularly for important info.
The 2023-2024 FAFSA is now available. Please visit [FAFSA](#) to complete the FAFSA. If you need assistance with completing the FAFSA, workshops are available

Click on the Employee Dashboard



MyCCRI Providing resources and tools for students, faculty and staff.

Welcome Drew Knight
You are currently logged in.

My Account Content Layout

MyCCRI Support myChannels myInfo **For Employees** For Finance

Employee Dashboard
Employee Dashboard **NEW**

CCRI has launched **Employee Self Service** to make key personnel information readily available.

CCRI Employees can now find HR and Payroll information in one simple place.

Use the employee dashboard for:

- submitting time and leave reporting
- viewing available leave balances
- viewing and maintaining your employee profile
- submitting tuition waivers and work agreements

Employee Dashboard

Work Order
Facilities Work Order Request

CCRI employees can submit a Facilities Work Order Request for assistance with:

- equipment and appliance repairs
- mechanical issues such as HVAC and lighting
- custodial, grounds keeping and other general maintenance needs

Work Order Request

Help Desk
IT Help Desk Request

CCRI employees can utilize TeamDynamix for all of their technology needs:

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

Employee Dashboard

Knight, Drew

[My Profile](#)

Leave Balances as of 11/01/2022

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](#)

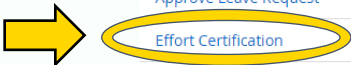
[Request Time Off](#)

[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](#)

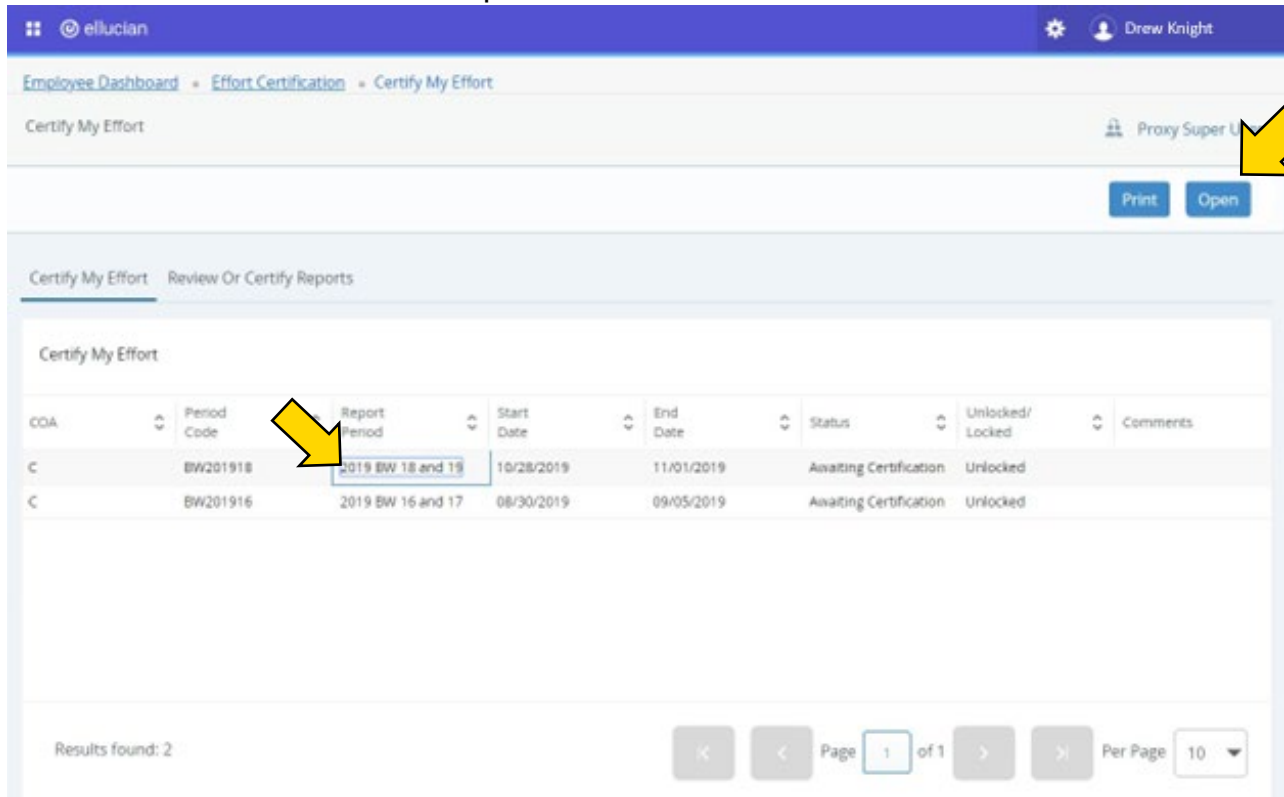
Certify My Effort

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



Certify My Effort

Print Open

Certify My Effort Review Or Certify Reports

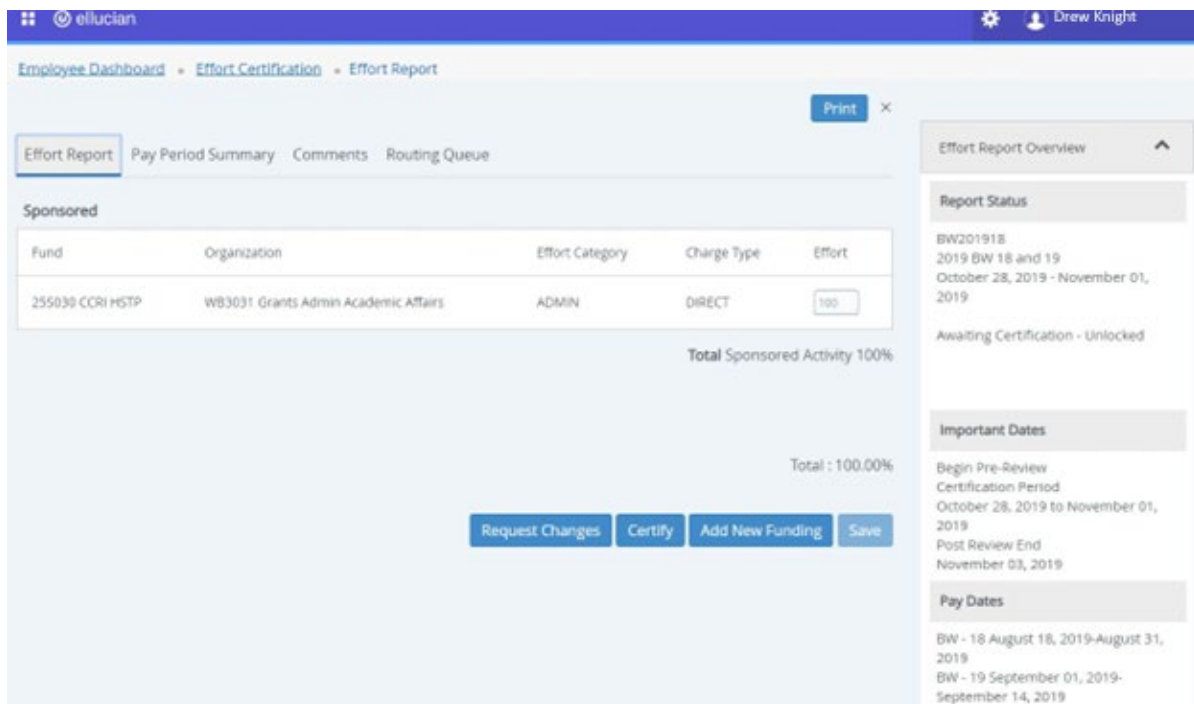
COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
C	BW201918	2019 BW 18 and 19	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201916	2019 BW 16 and 17	08/30/2019	09/05/2019	Awaiting Certification	Unlocked	

Results found: 2

Page 1 of 1 Per Page 10

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

You are no longer certifying hours. 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.



Effort Report

Print

Effort Report Overview

Report Status

Fund	Organization	Effort Category	Charge Type	Effort
255030 CCRI HSTP	WB3031 Grants Admin Academic Affairs	ADMIN	DIRECT	100

Total Sponsored Activity 100%

Total : 100.00%

Request Changes Certify Add New Funding Save

Important Dates

Pay Dates

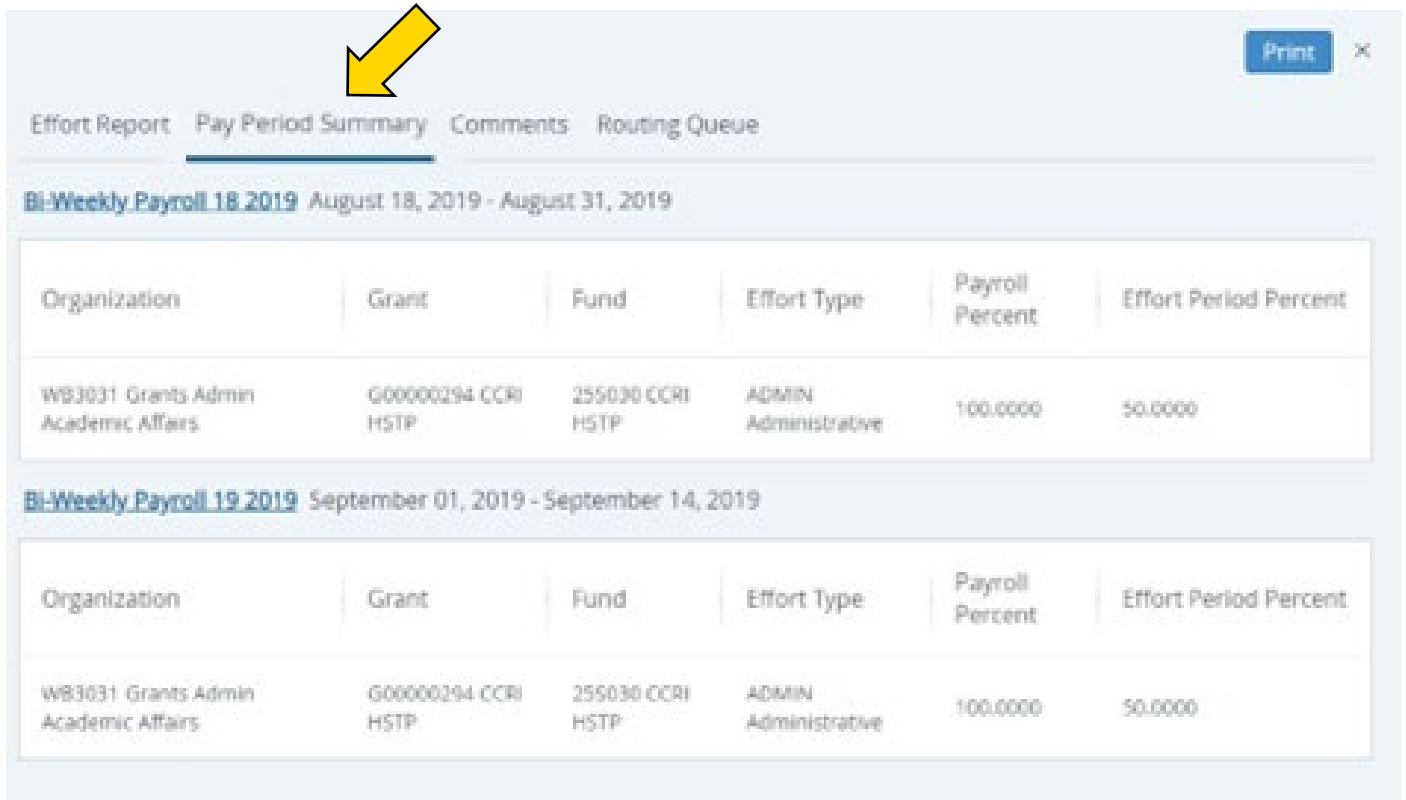


You should not click the 'Add New Funding' button. If you click it in error, please click cancel.

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

Pay Period Summary:



Print ×

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.)

Comments:

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



Effort Report Pay Period Summary **Comments** Routing Queue

Enter your comments...

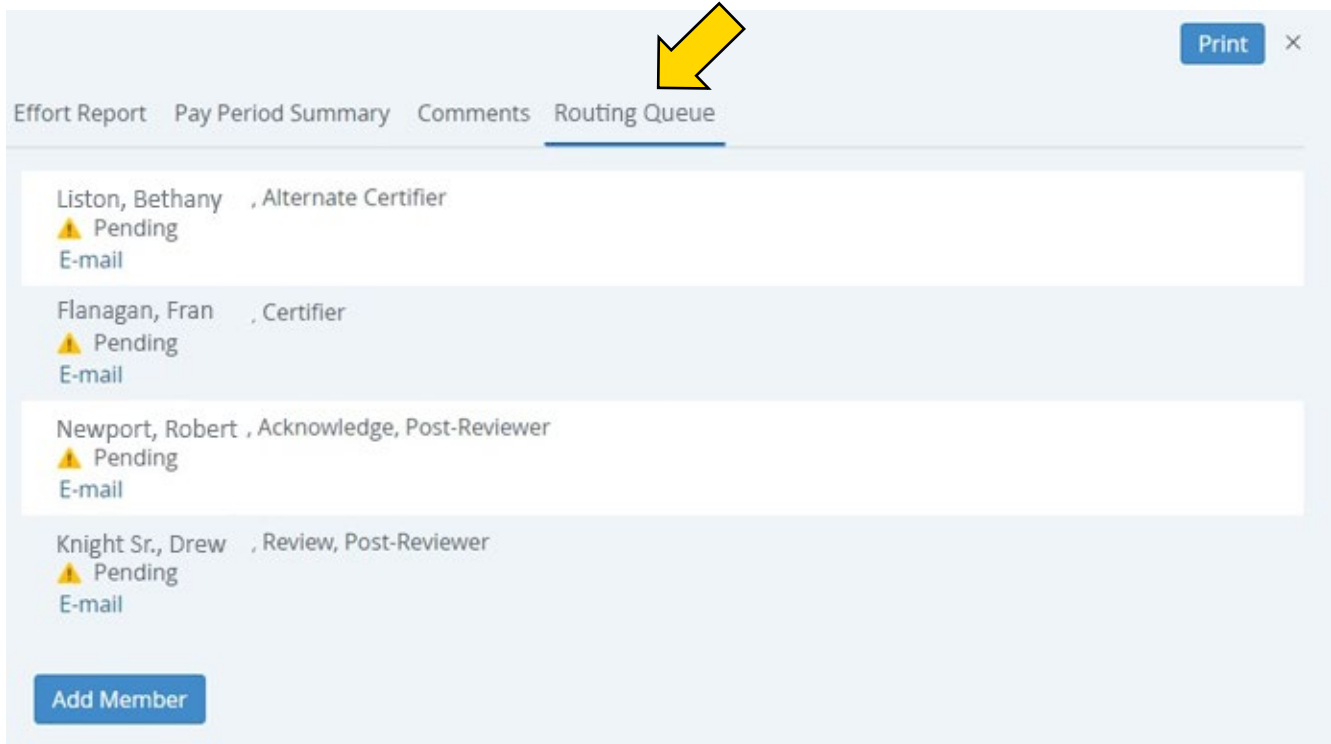
Remaining character : 4000

Add Comment

Print ×

Routing Queue:

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.



Effort Report Pay Period Summary Comments **Routing Queue**

Liston, Bethany , Alternate Certifier
⚠ Pending
E-mail

Flanagan, Fran , Certifier
⚠ Pending
E-mail

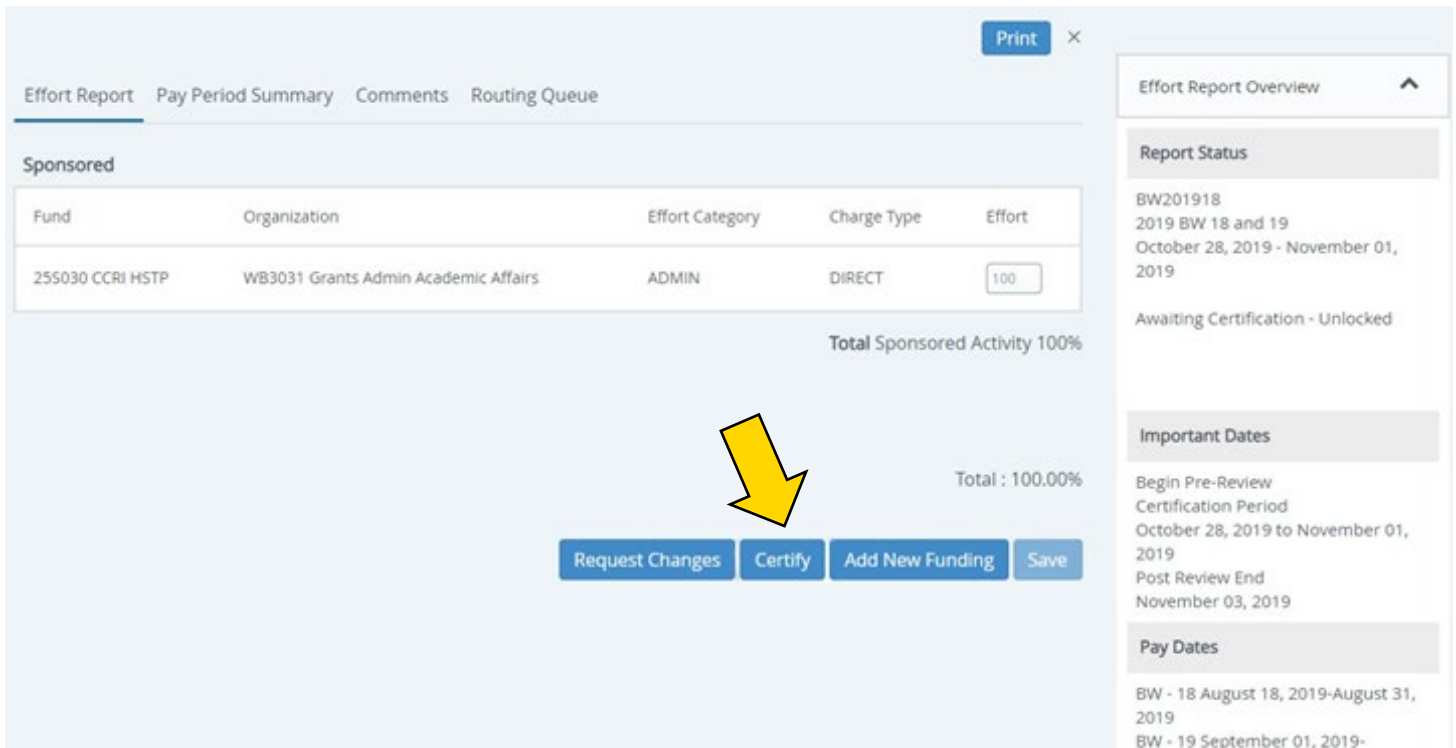
Newport, Robert , Acknowledge, Post-Reviewer
⚠ Pending
E-mail

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

Add Member

Print ×

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



Print X

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
255030 CCRI HSTP	WB3031 Grants Admin Academic Affairs	ADMIN	DIRECT	100

Total Sponsored Activity 100%

Total : 100.00%

Request Changes Certify Add New Funding Save

Effort Report Overview

Report Status

BW201918
2019 BW 18 and 19
October 28, 2019 - November 01, 2019

Awaiting Certification - Unlocked

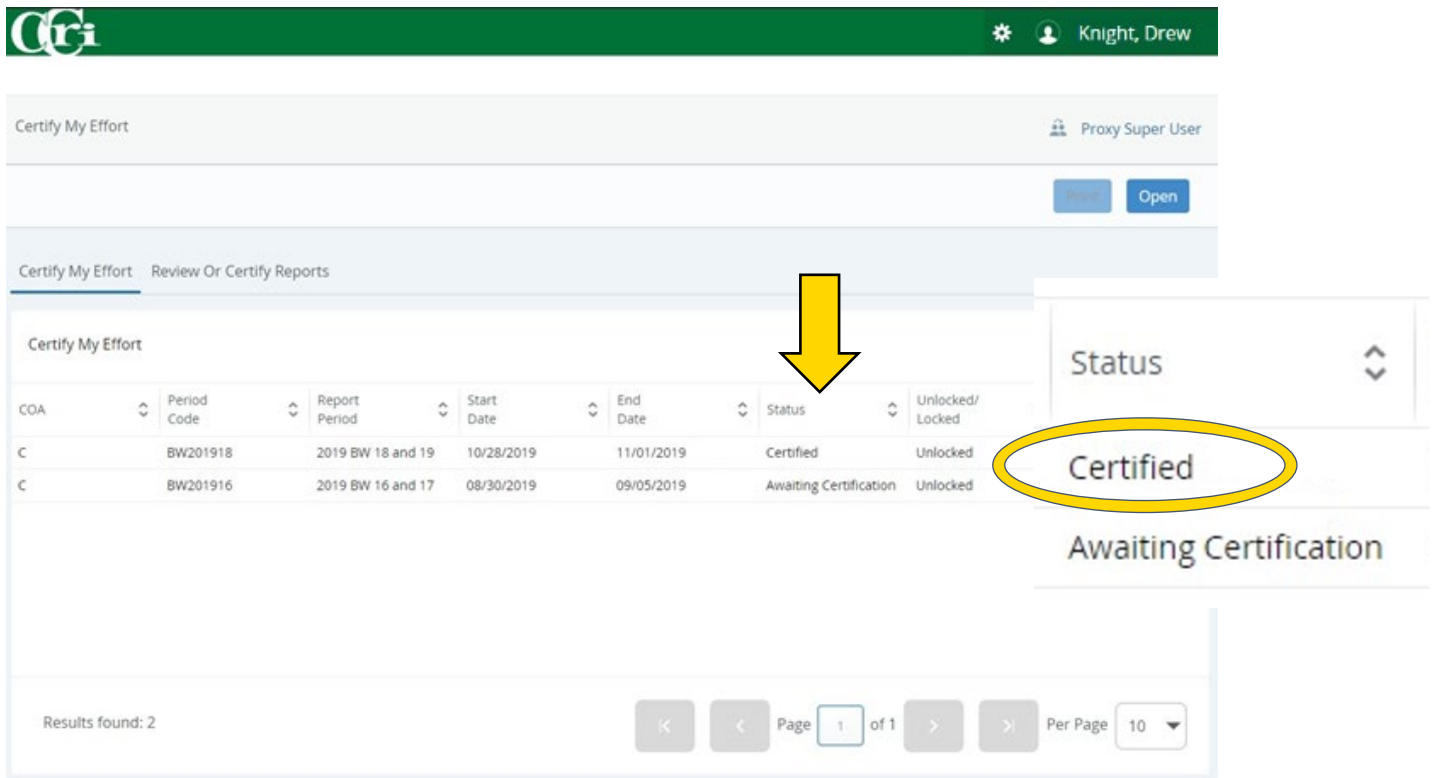
Important Dates

Begin Pre-Review Certification Period
October 28, 2019 to November 01, 2019
Post Review End
November 03, 2019

Pay Dates

BW - 18 August 18, 2019-August 31, 2019
BW - 19 September 01, 2019-

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.



CCRI Knight, Drew

Certify My Effort Proxy Super User

Certify My Effort Review Or Certify Reports

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

Status

Certified

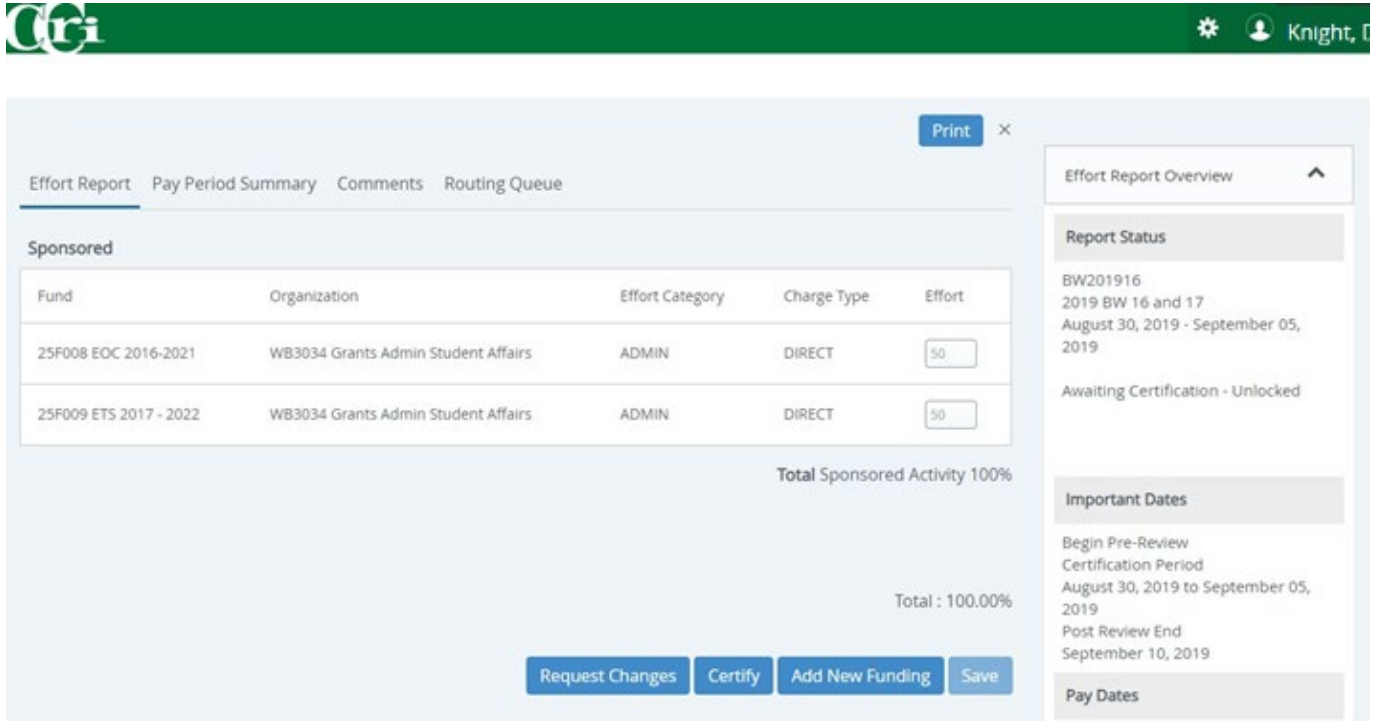
Awaiting Certification

Results found: 2

Page 1 of 1 Per Page 10

Please Note:

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



Print x

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
25F008 EOC 2016-2021	WB3034 Grants Admin Student Affairs	ADMIN	DIRECT	50
25F009 ETS 2017 - 2022	WB3034 Grants Admin Student Affairs	ADMIN	DIRECT	50

Total Sponsored Activity 100%

Total : 100.00%

Request Changes Certify Add New Funding Save

Effort Report Overview

Report Status

BW201916
2019 BW 16 and 17
August 30, 2019 - September 05, 2019

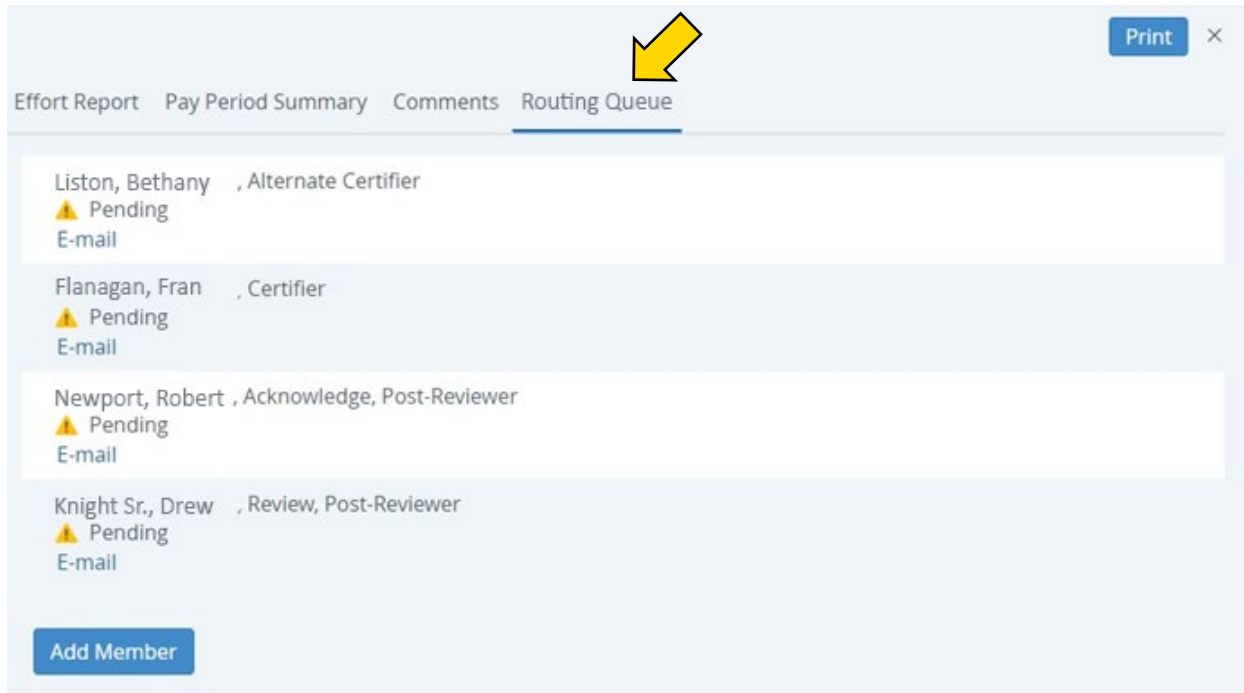
Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review Certification Period
August 30, 2019 to September 05, 2019
Post Review End
September 10, 2019

Pay Dates

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



Print x

Effort Report Pay Period Summary Comments Routing Queue

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

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.

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
22E145 Adult Skills Training - FY 2020	WB3033 Grants Admin CWCE	ADMIN	DIRECT	<input type="text" value="45"/>

Total Sponsored Activity 45%

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
112000 General Funds Special	LL1070 CNA		DIRECT	<input type="text" value="55"/>

Total Non Sponsored Activity 55%

Grant Directors:

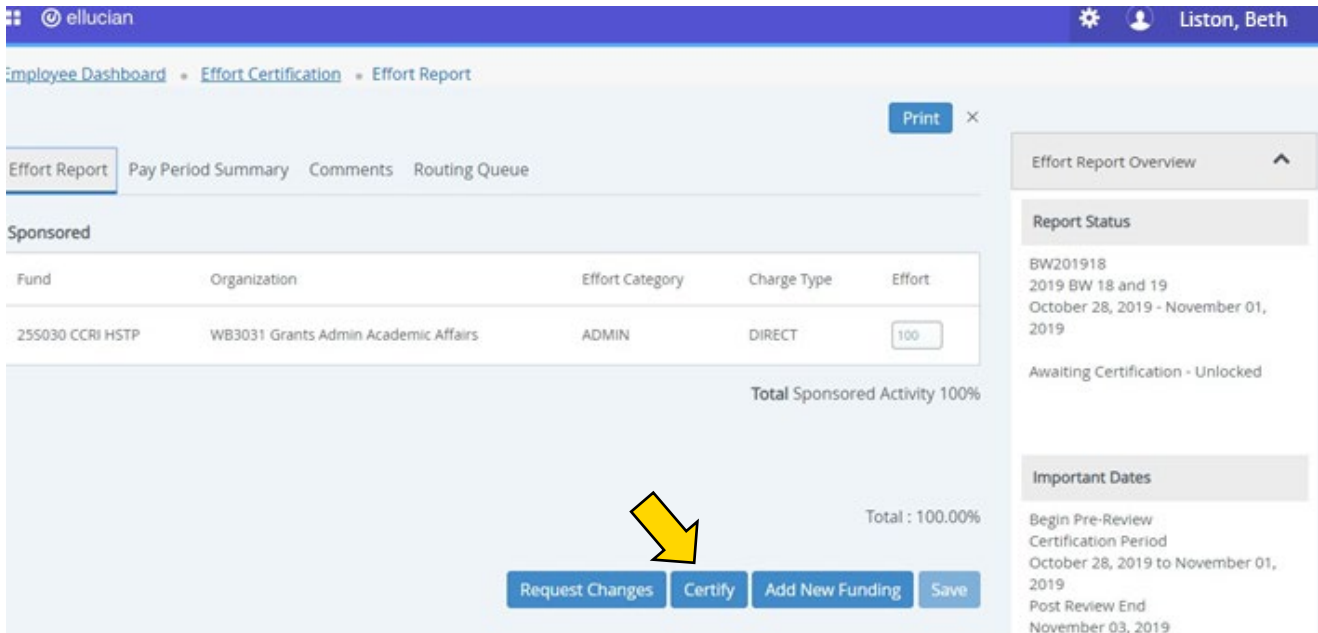
In Banner, only the Grant Director will have review authority. We are unable to set up more than one person as the reviewer for each grant number. The Grant Supervisor will only have the ability to view the Effort Certifications. Grant Directors will certify their effort and review their own effort. 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.”)

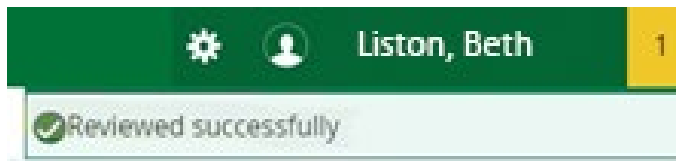
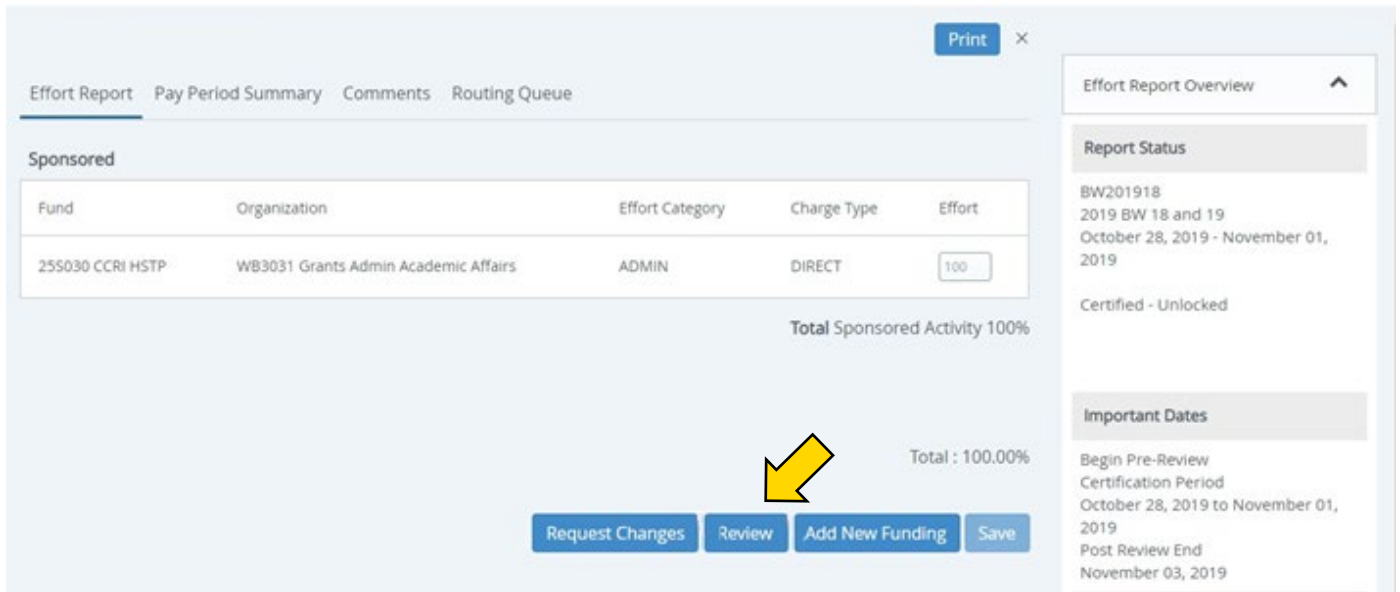
The Grant Supervisor can be added as a proxy for the Grant Director in the case of prolonged absence.

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.

Certify My Effort Proxy Super Use

Certify My Effort Review Or Certify Reports

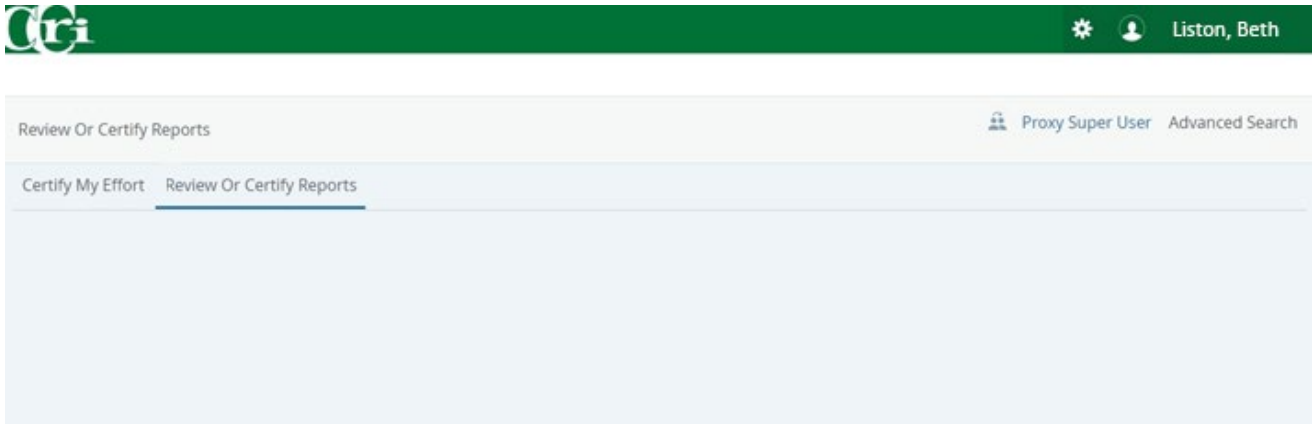
COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
C	BW201918	2019 BW 18 and 19	10/28/2019	11/01/2019	Completed	Locked	
C	BW201916	2019 BW 16 and 17	08/30/2019	09/05/2019	Awaiting Certification	Unlocked	

Results found: 2 Page 1 of 1 Per Page 10

Status	Unlocked/ Locked
Completed	Locked

Reviewing Employee Effort Certifications

Select the 'Review or Certify Reports' tab.



The search box opens:

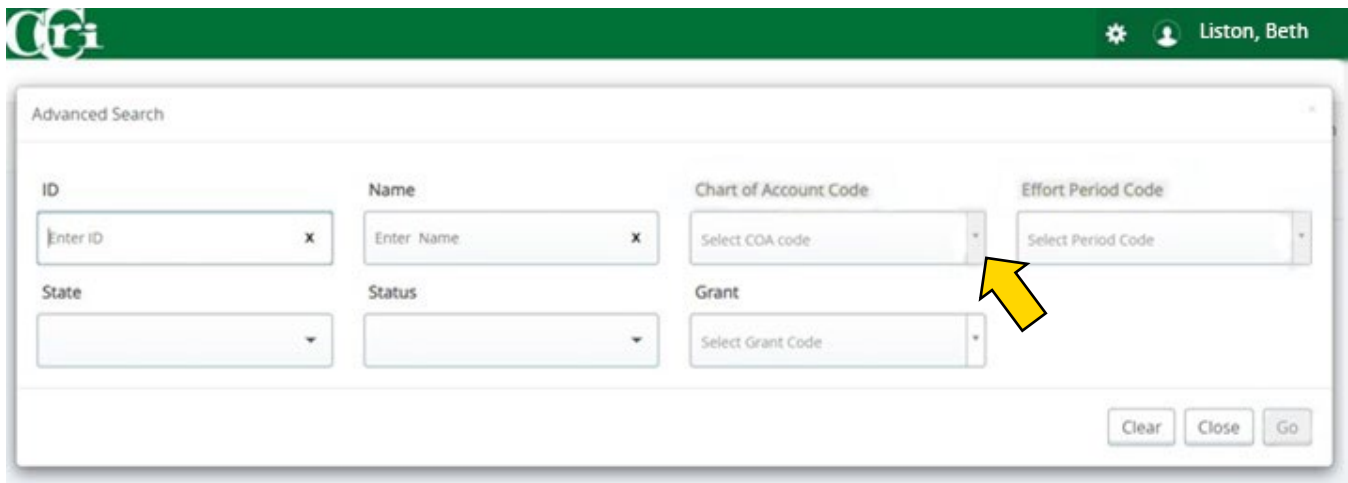
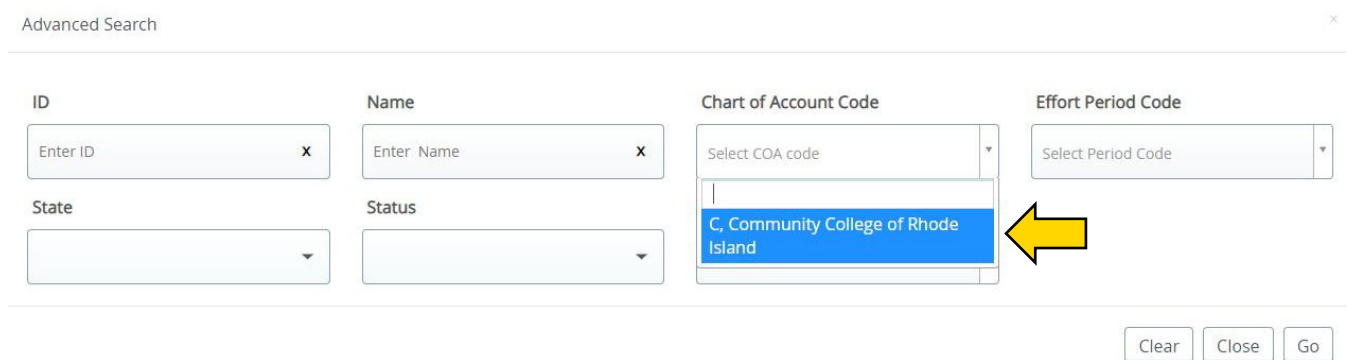
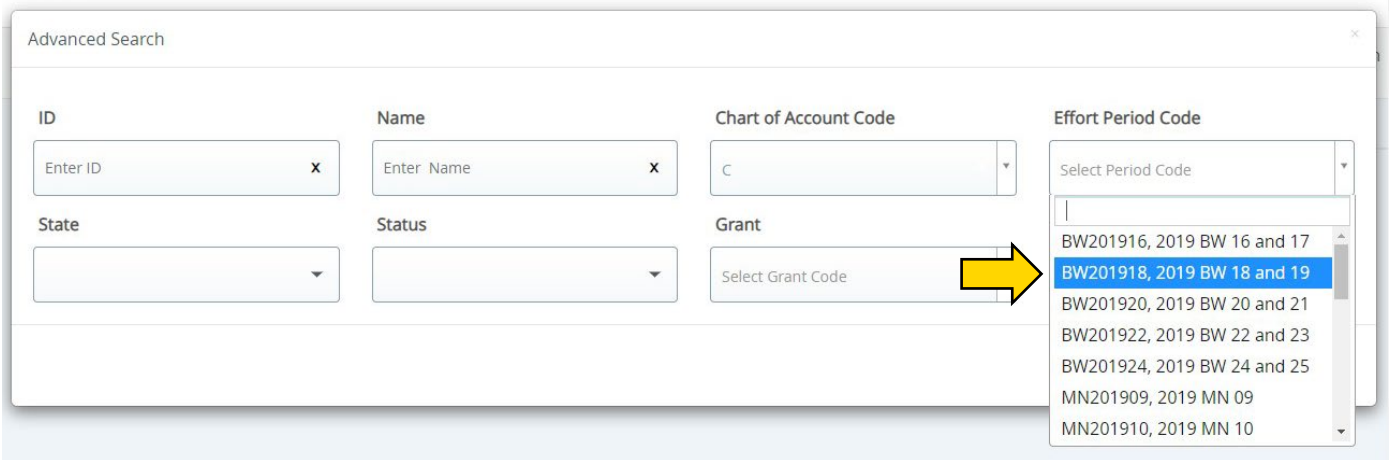


Chart of Account Code 'C' must be selected from the drop-down bar in order for the search to pick up effort reports.

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: Enter ID x

Name: Enter Name x

Chart of Account Code: C

Effort Period Code: Select Period Code

State: [Dropdown]

Status: [Dropdown]

Grant: Select Grant Code

Effort Period Code List:

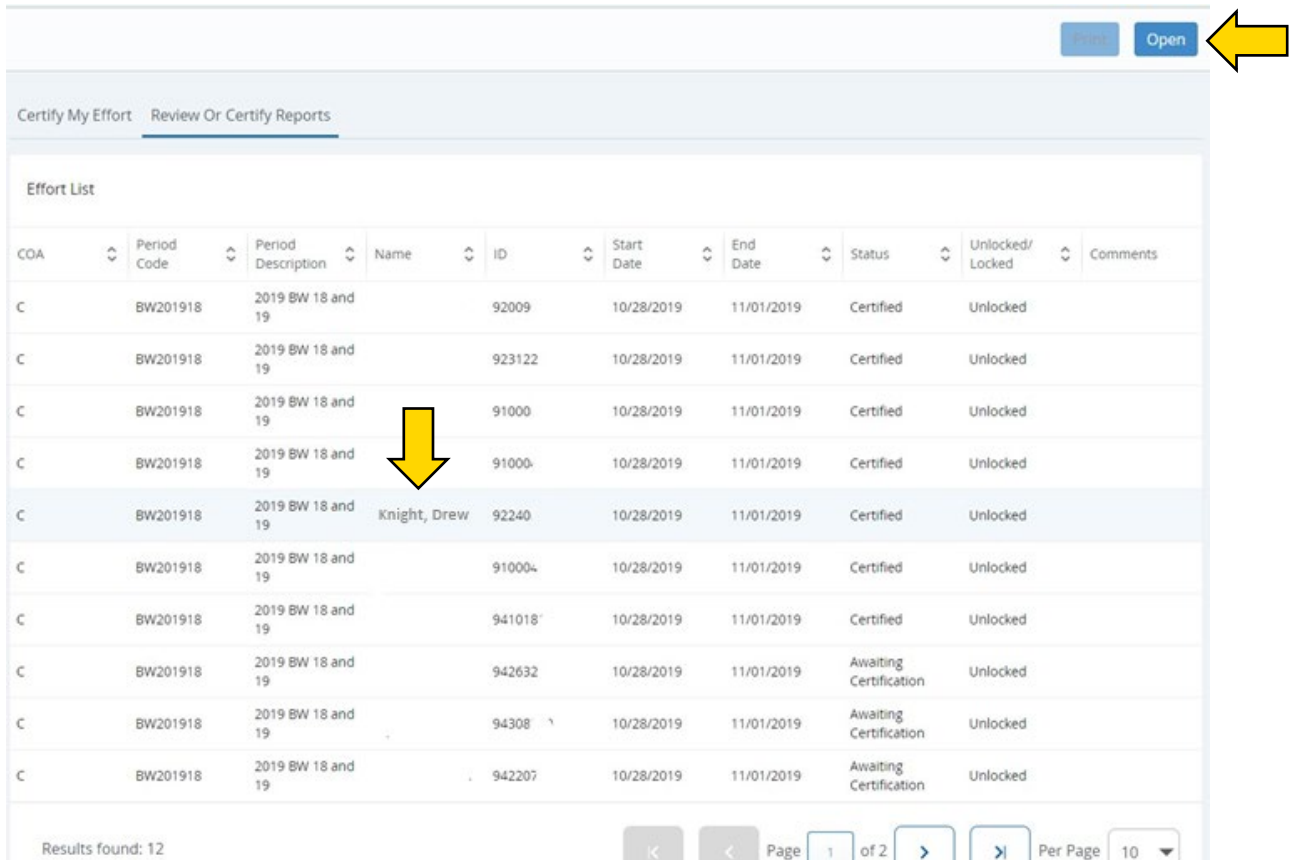
- BW201916, 2019 BW 16 and 17
- BW201918, 2019 BW 18 and 19**
- BW201920, 2019 BW 20 and 21
- BW201922, 2019 BW 22 and 23
- BW201924, 2019 BW 24 and 25
- MN201909, 2019 MN 09
- MN201910, 2019 MN 10

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.'



Certify My Effort Review Or Certify Reports

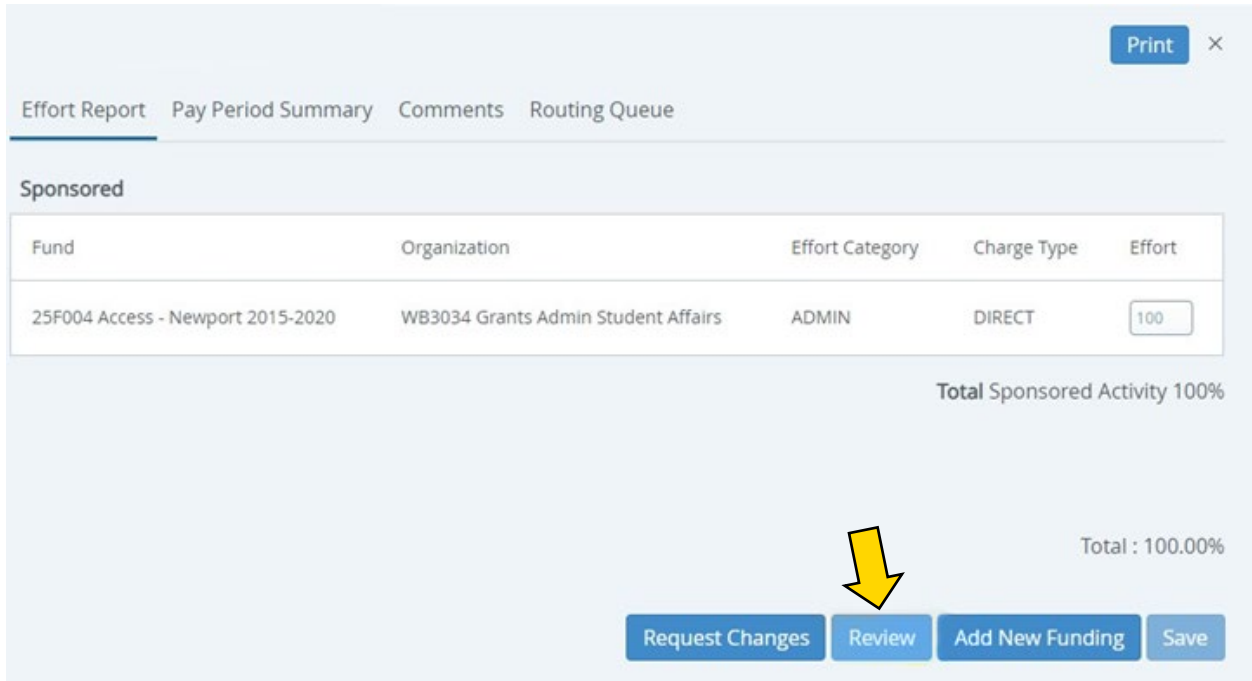
Effort List

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.'



Print X

Effort Report Pay Period Summary Comments Routing Queue

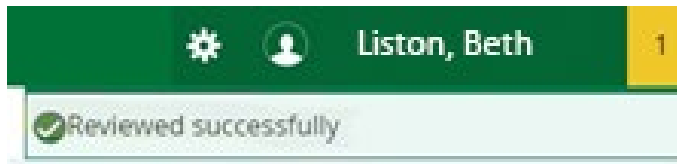
Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
25F004 Access - Newport 2015-2020	WB3034 Grants Admin Student Affairs	ADMIN	DIRECT	100

Total Sponsored Activity 100%

Total : 100.00%

Request Changes Review Add New Funding Save

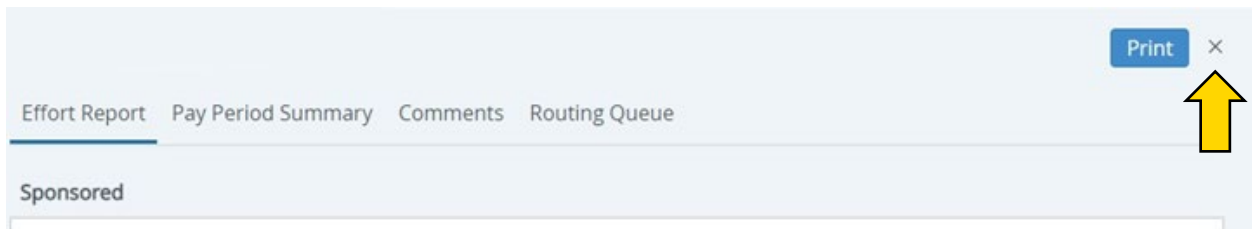


Liston, Beth 1

Reviewed successfully

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

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

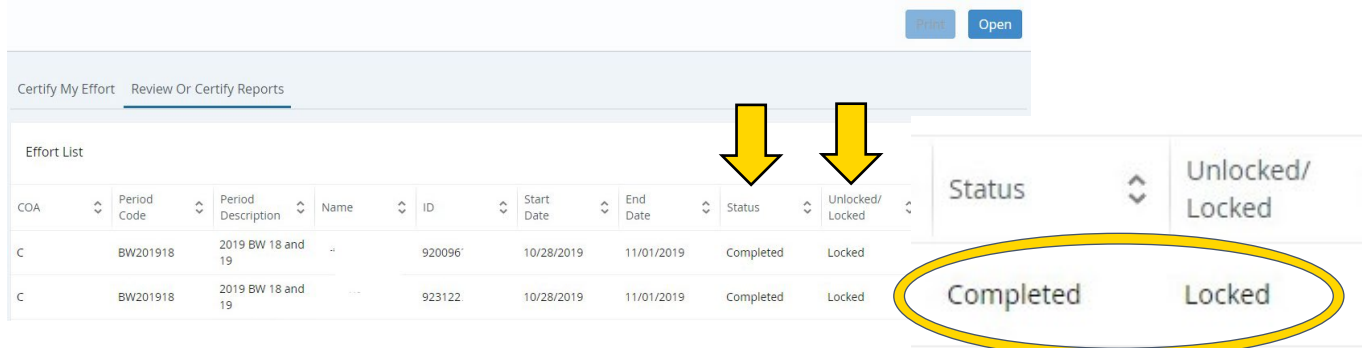


Print X

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

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



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
C	BW201918	2019 BW 18 and 19		920096	10/28/2019	11/01/2019	Completed	Locked
C	BW201918	2019 BW 18 and 19		923122	10/28/2019	11/01/2019	Completed	Locked

Status Unlocked/Locked

Completed Locked

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.

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		920096	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		923122	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		910004	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		910004	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		922400	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		910004	10/28/2019	11/01/2019	Completed	Locked	
C	BW201918	2019 BW 18 and 19		941011	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19		94263	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	





Status	Unlocked/ Locked
Awaiting Certification	Unlocked
Awaiting Certification	Unlocked
Awaiting Certification	Unlocked

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:

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		920096	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201918	2019 BW 18 and 19		92312	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201918	2019 BW 18 and 19		94101	10/28/2019	11/01/2019	Certified	Unlocked	
C	BW201918	2019 BW 18 and 19 		94263	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	


Select the 'Comment' tab, enter a reason why you must certify, and then click 'Add Comment.'

Print ×

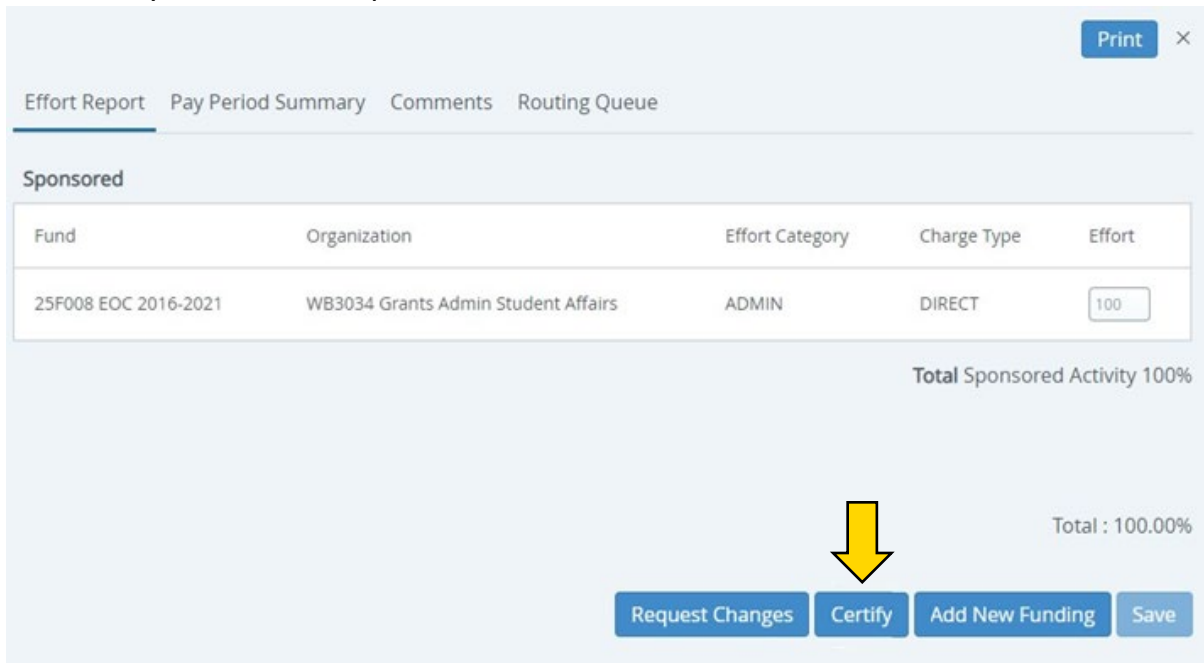
Effort Report Pay Period Summary Comments Routing Queue 

EMPLOYEE TERMINATED PRIOR TO CERTIFICATION AVAILABILITY

Remaining character : 3945

 Add Comment

Click 'Certify' on the Effort Report tab.

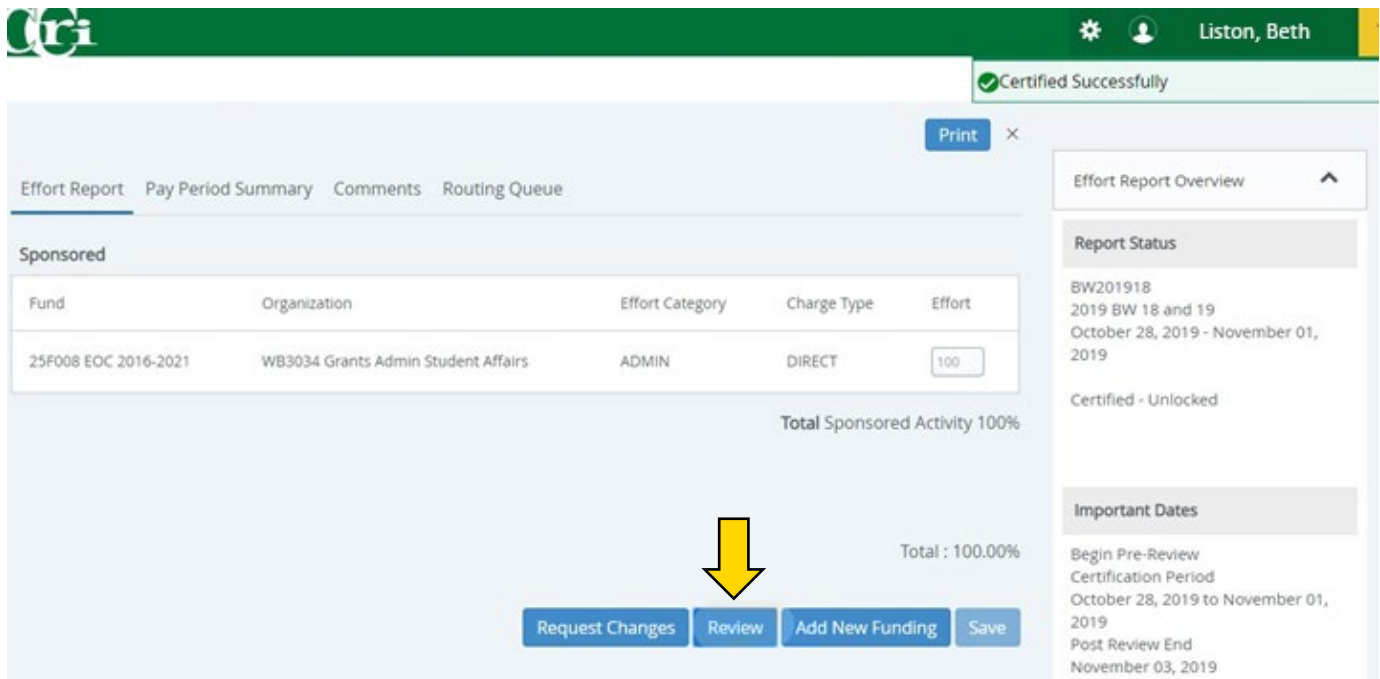


The screenshot shows the 'Effort Report' tab selected. At the top right is a 'Print' button. Below the tabs are 'Sponsored' and 'Routing Queue' sections. A table lists the effort report details:

Fund	Organization	Effort Category	Charge Type	Effort
25F008 EOC 2016-2021	WB3034 Grants Admin Student Affairs	ADMIN	DIRECT	100

Below the table, it says 'Total Sponsored Activity 100%' and 'Total : 100.00%'. At the bottom, there are four buttons: 'Request Changes', 'Certify', 'Add New Funding', and 'Save'. A yellow arrow points to the 'Certify' button.

The 'Review' button will replace the Certify button, click 'Review.'



The screenshot shows the 'Effort Report' tab selected. At the top right is a 'Print' button. Below the tabs are 'Sponsored' and 'Routing Queue' sections. A table lists the effort report details:

Fund	Organization	Effort Category	Charge Type	Effort
25F008 EOC 2016-2021	WB3034 Grants Admin Student Affairs	ADMIN	DIRECT	100

Below the table, it says 'Total Sponsored Activity 100%' and 'Total : 100.00%'. At the bottom, there are four buttons: 'Request Changes', 'Review', 'Add New Funding', and 'Save'. A yellow arrow points to the 'Review' button. A green notification banner at the top right says 'Certified Successfully'. On the right side, there is a sidebar with 'Effort Report Overview', 'Report Status', and 'Important Dates' sections.

The Effort Report is now completed and locked.