

## Banner Effort Reporting Instructions

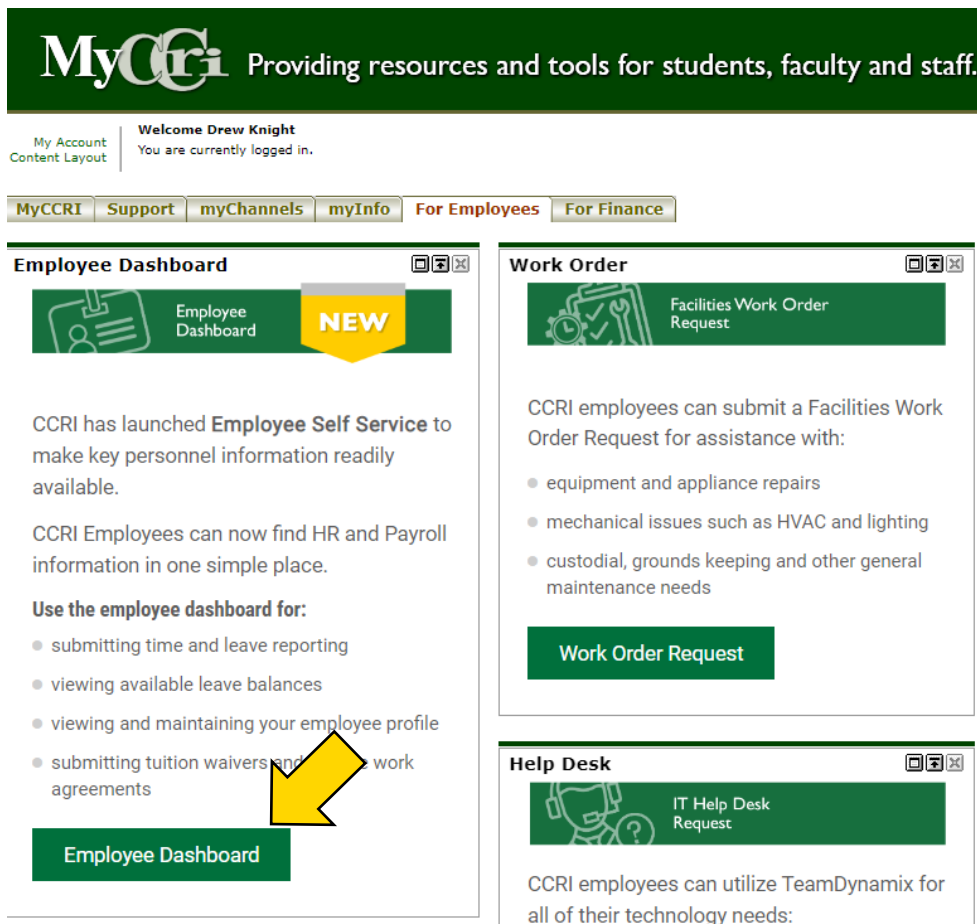
Log on to MyCCRI <https://www.ccri.edu/mobileapps/myccrilogin.html>

Click on the 'For Employees' tab



The screenshot shows the MyCCRI homepage. At the top, it says "MyCCRI Providing resources and tools for students, faculty and staff." Below this, there is a navigation bar with tabs: MyCCRI, Support, myChannels, myInfo, For Employees (highlighted with a yellow arrow), and For Finance. To the right of the navigation bar, there are icons for Faculty/Staff, Student, Logout, and Help. The main content area is divided into three columns. The first column is titled "Mental Health and Wellness Support" and features a "FREE 24/7 Mental Health and Wellness Support" banner. The second column is titled "What's Happening at CCRI" and features an "events@CCRI" banner with the date "Tuesday, November 1, 2022". The third column is titled "Important Notices for Students" and features a "Check back here regularly for important info." banner. Below the banners, there is text about the 2023-2024 FAFSA being available.

Click on the Employee Dashboard



The screenshot shows the MyCCRI Employee Dashboard. At the top, it says "MyCCRI Providing resources and tools for students, faculty and staff." Below this, there is a navigation bar with tabs: MyCCRI, Support, myChannels, myInfo, For Employees (highlighted), and For Finance. The main content area is divided into three columns. The first column is titled "Employee Dashboard" and features a "NEW" badge. Below the badge, there is text about the "Employee Self Service" and a list of things to use the dashboard for: submitting time and leave reporting, viewing available leave balances, viewing and maintaining your employee profile, and submitting tuition waivers and work agreements. A yellow arrow points to the "Employee Dashboard" button at the bottom of this column. The second column is titled "Work Order" and features a "Facilities Work Order Request" banner. Below the banner, there is text about submitting a Facilities Work Order Request for assistance with: equipment and appliance repairs, mechanical issues such as HVAC and lighting, and custodial, grounds keeping and other general maintenance needs. Below this text is a "Work Order Request" button. The third column is titled "Help Desk" and features an "IT Help Desk Request" banner. Below the banner, there is text about utilizing 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](#)

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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

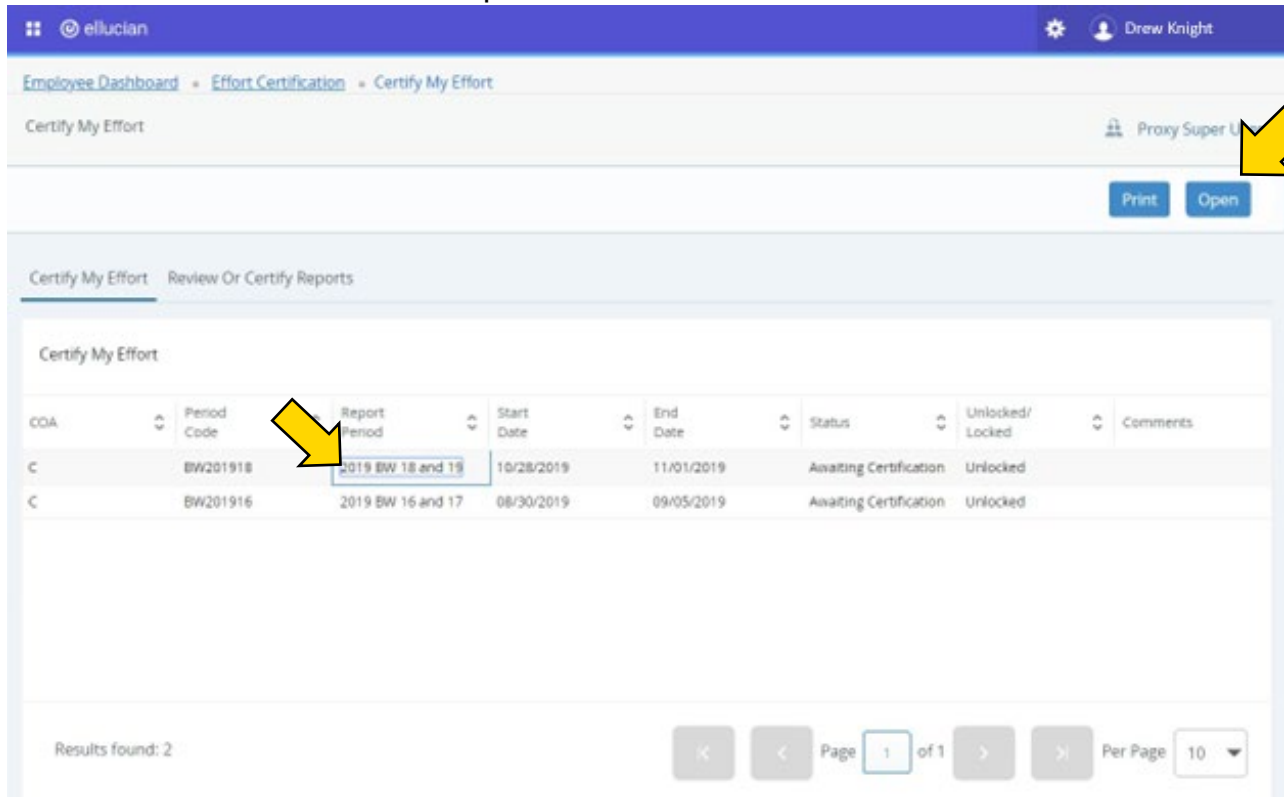
⏪ ⏩ Page  of 1 ⏪ ⏩ Per Page

rev 11/3/22

[www.ccri.edu/grantsaccounting](http://www.ccri.edu/grantsaccounting)

2

Select a certification and click the 'Open' button



Certify My Effort

Proxy Super U

Print Open

Certify My Effort Review Or Certify Reports

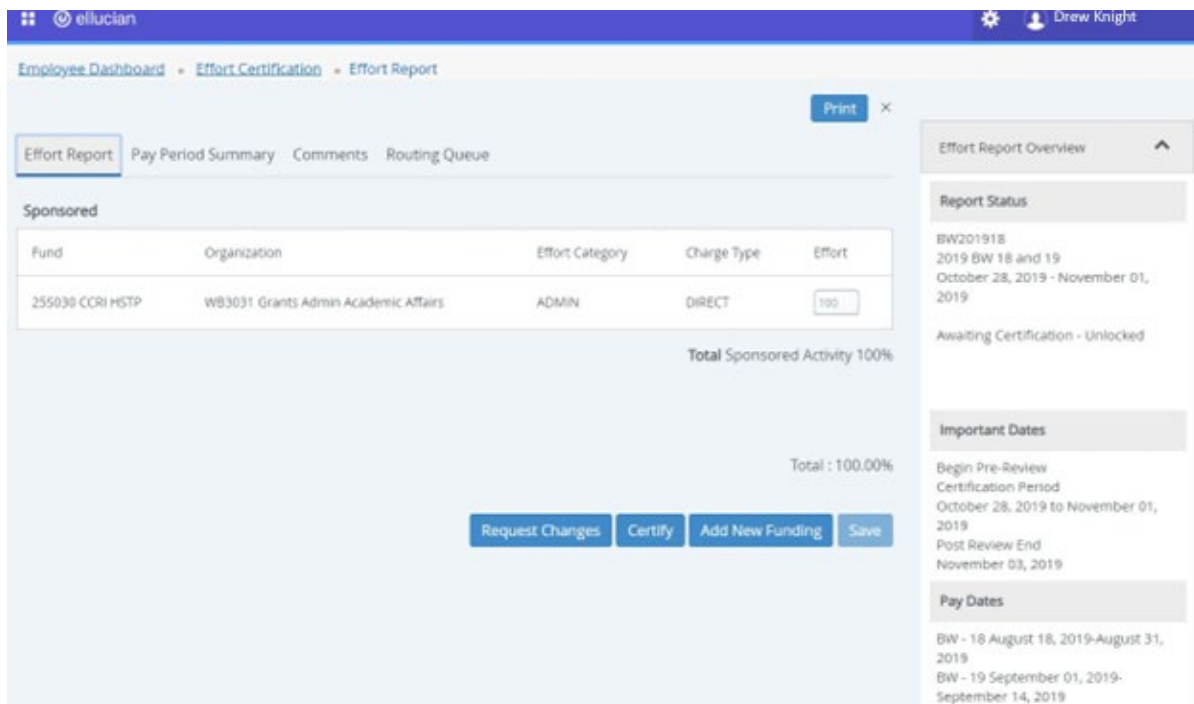
COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/ Locked	Comments
C	BW201918	2019 BW 18 and 19	10/28/2019	11/01/2019	Awaiting Certification	Unlocked	
C	BW201916	2019 BW 16 and 17	08/30/2019	09/05/2019	Awaiting Certification	Unlocked	

Results found: 2

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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.



Employee Dashboard > Effort Certification > Effort Report

Print

Effort Report Pay Period Summary Comments Routing Queue

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-September 14, 2019

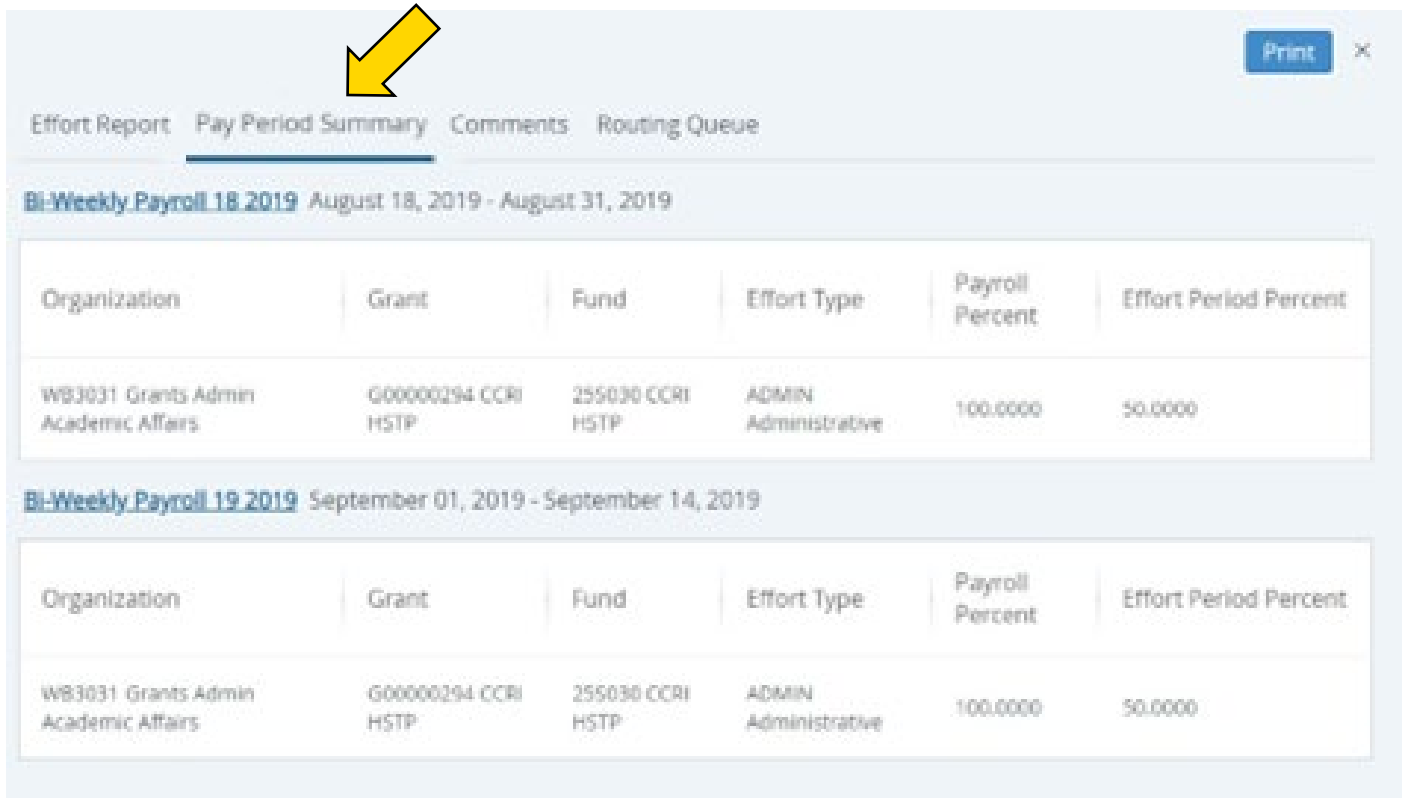


You should not click the 'Add New Funding' button. If you click it in error, please click cancel.

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...

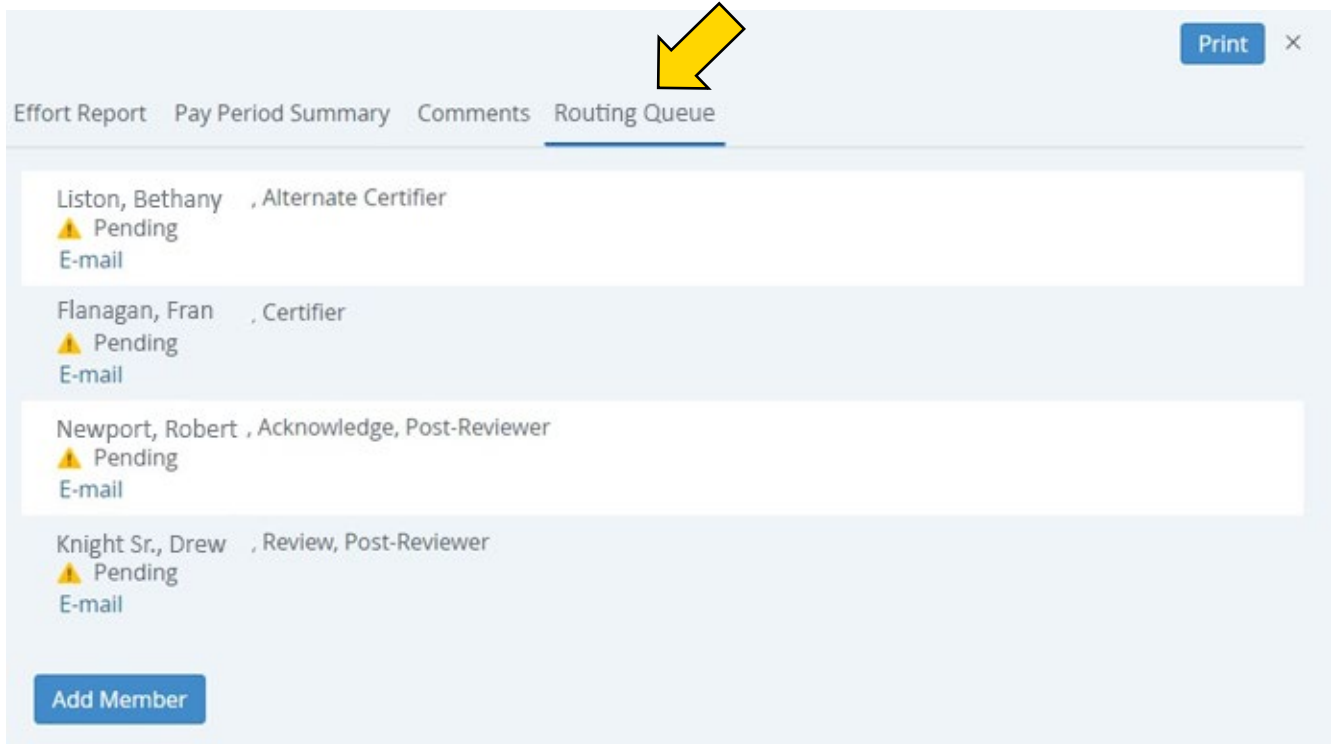
Remaining character : 4000

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

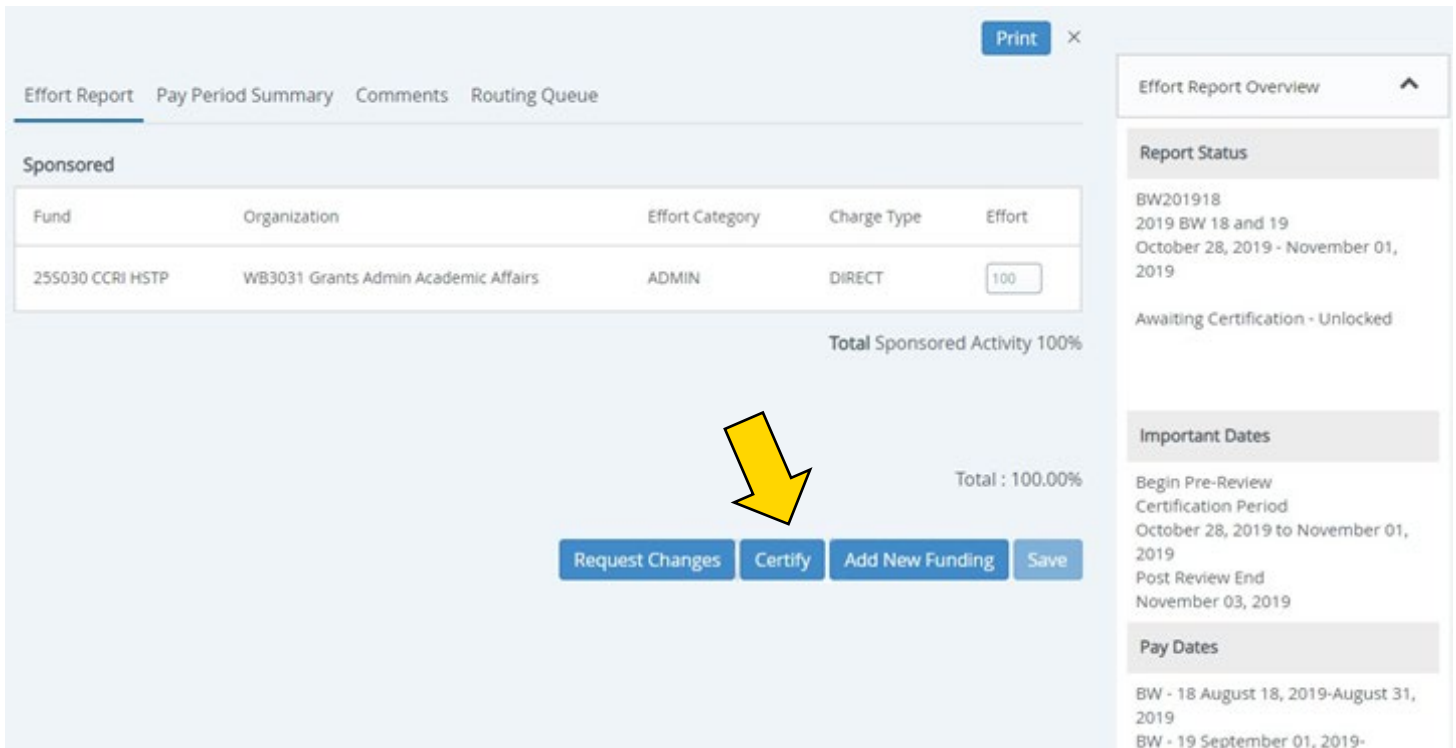
Newport, Robert , Acknowledge, Post-Reviewer  
⚠ Pending  
E-mail

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

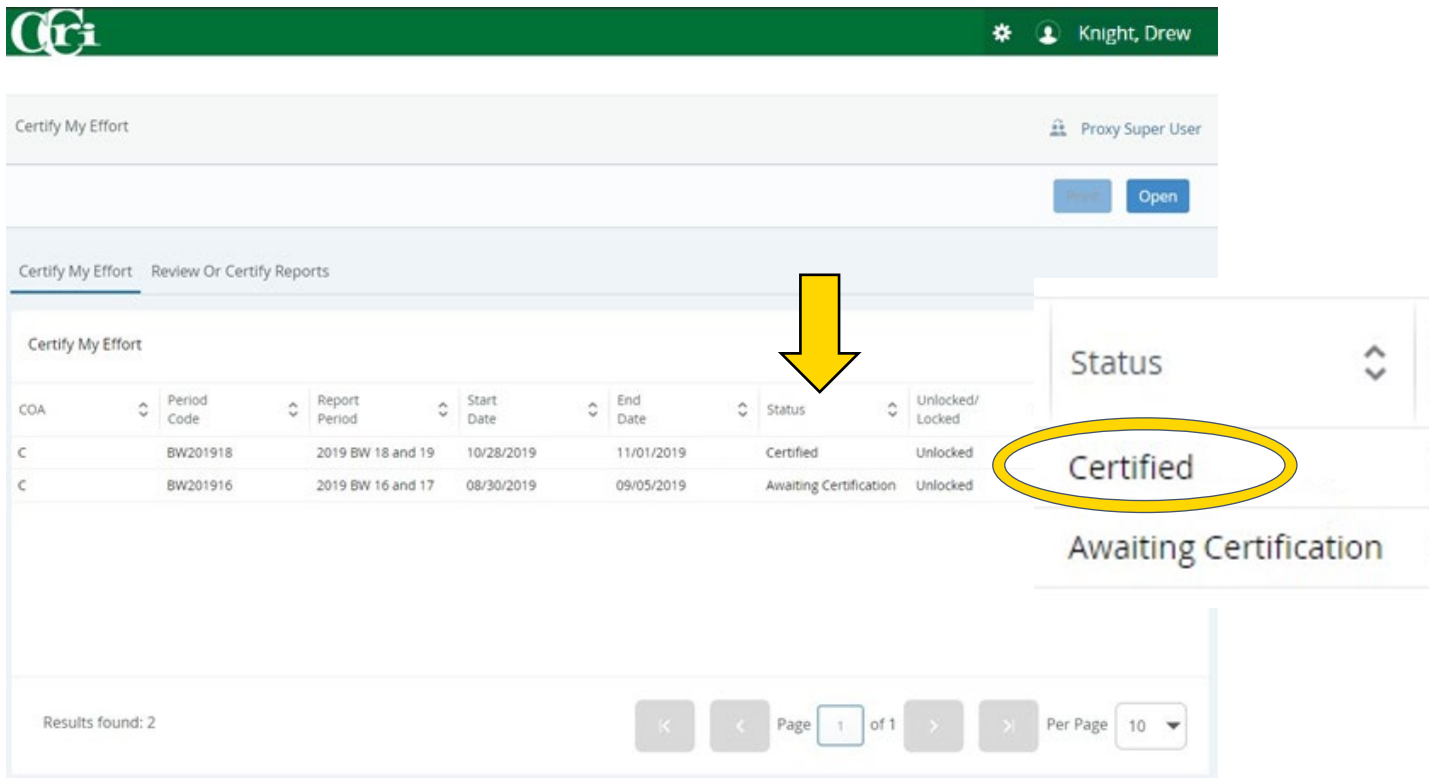
Important Dates

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

Review Or Certify Reports

Certify My Effort

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

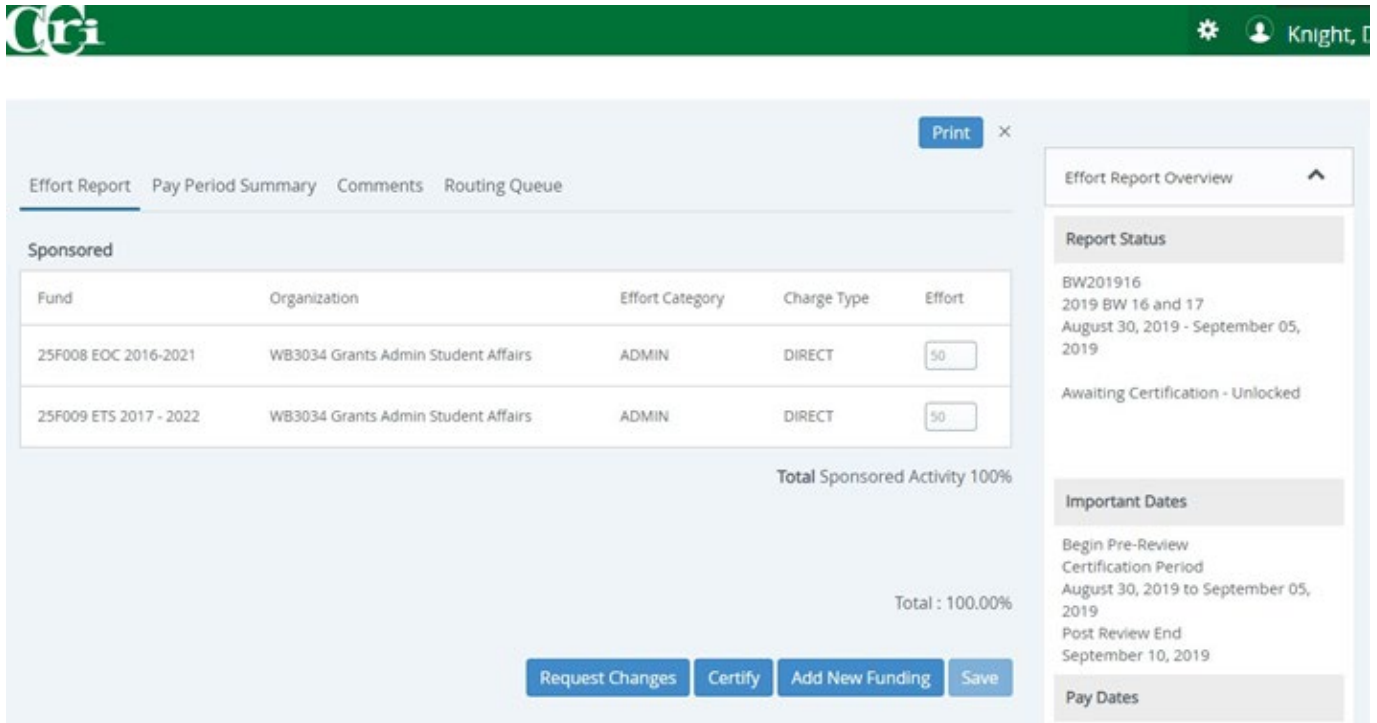
Awaiting Certification

Results found: 2

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**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

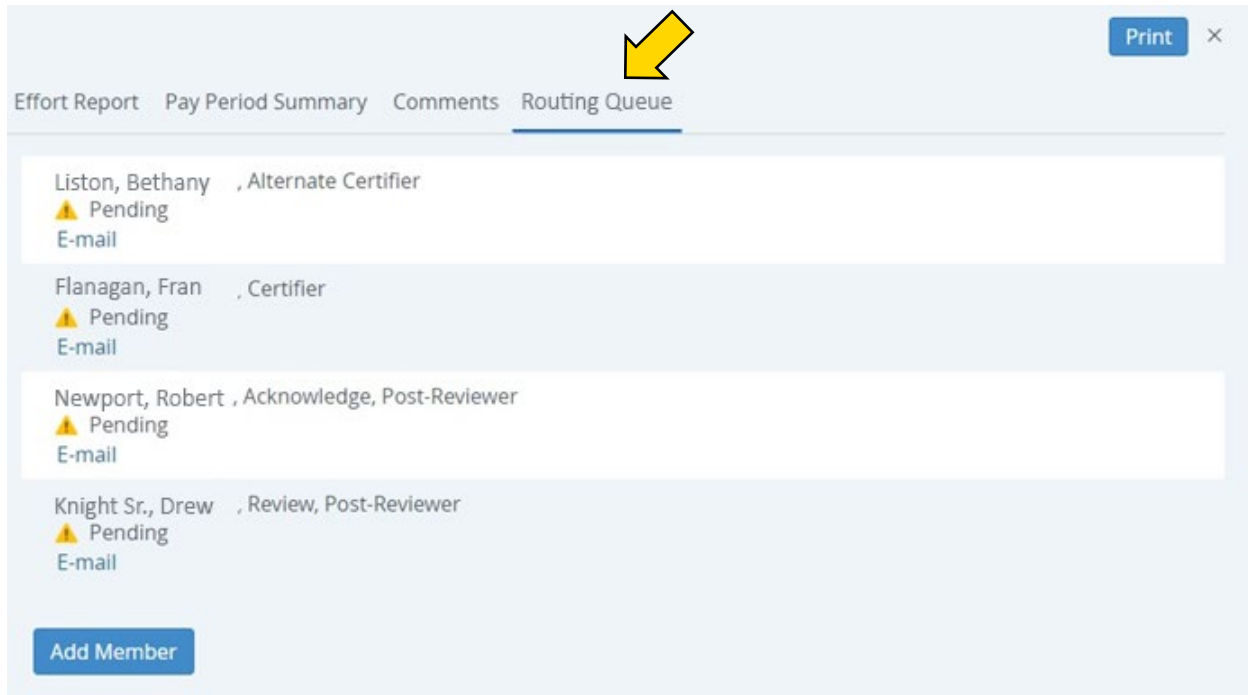
Awaiting Certification - Unlocked

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

**Please Note:**

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%**