

Refer to this guide ONLY if SPA has contacted you to complete the Certify action as an Alternate Certifier.
This can occur if an individual is no longer a NMSU employee or will be on an extended leave of absence.



Banner Self-Service Effort Certification For Alternate Certifiers

Process

1. Open **Internet Explorer** and go to <https://my.nmsu.edu>.
2. Sign into MyNMSU.edu with your Aggie User name and Password.
3. Click the **Employee** tab.
4. Under Banner Self-Service, click the **Employee** hyperlink.
5. Click the **Effort Certification & Labor Redistribution** hyperlink.
6. Click on the **Review or Certify Reports** link. If hyperlink is missing, contact SPA: SPA_SYSADMIN@nmsu.edu.
7. Perform **Advanced Search** to view reports. Required attributes are:
 - a. Chart of Account Code = N
 - b. Effort Period Code = FALL20XX or SPR20XX
8. Highlight and double click an EEC report to open it.
9. Verify effort percentages on EEC report Summary are correct.
10. Click the **Pay Period Summary** link and scroll down to view specific pay periods and verify pay period details.
11. **If all information on the effort report is correct:** click the **Certify** button. The EEC report must be Reviewed before it can be Certified. If changes are necessary, contact your department's research center.
12. A green checkmark will appear by your name in the **Routing Queue** when the EEC report has been successfully Certified.
13. To close an EEC report, click the **Close** button and then **Sign Out** of the system.

Remember....

- Variances of +/- 5% must be adjusted via Electronic Labor Redistribution process.
- EEC Certification Periods:
 - **Spring:** September 1st –September 30th deadline
 - **Fall:** March 1st –March 31st deadline
- The Review Period is followed by the Certification Period.



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Resources & References

The following resources and references pertain to the rules and regulations for Electronic Effort Certification. This is a representative list and is not all-inclusive.

NMSU Sponsored Projects Accounting (SPA) Website

Contents include contact lists, processes & rules for Effort Certification, and training documents.

<http://spa.nmsu.edu/electronic-effort-certification/>

NMSU Business Procedures Manual

<http://af.nmsu.edu/bpm/>

Section 3.35 relates to the Effort Reporting process.

Office of Management & Budget

Federal Guidelines 2 CFR Part 200 §200.430

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&n=2y1.1.2.2.1&r=PART#se2.1.200_1430

Questions or concerns call (575) 646-1675 or email

spa_sysadmin@nmsu.edu