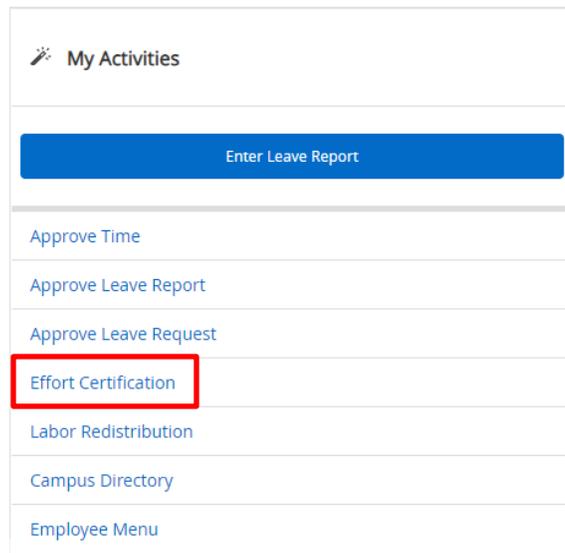




## Arkansas State University - Jonesboro Effort Certification – Quick Guide

1. Log on to SSB 9 at the following link: <https://employeessb-prod.ec.astate.edu/EmployeeSelfService>  
If you are off campus, you must log in to the AState VPN in order to access SSB 9.
2. Click “Effort Certification” under the My Activities box.



3. Options:
  - a. **Certify My Effort** – use to certify your own effort
  - b. **Review or Certify Report** – used to certify effort for part-time and student employees. Principal investigators should certify effort for any part time or student employees paid from their awards.

#### 4. **Certify My Effort** –

- a. Double click on the record for the current time period certifying. Review for accuracy.

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
J	2020SUM	Summer Term 2020	EMPLOYEE NAME	EMPLOYEE ID	09/01/2020	10/04/2020	Awaiting Certification	Unlocked	

- b. Click the  button if no changes are needed.

- c. If changes are needed, do not use the buttons in the effort module.



If changes are needed, submit the online [Labor Redistribution Form](#) to [spa@astate.edu](mailto:spa@astate.edu).

**5. Review or Certify Report**

- a. Click **Advanced Search**
- b. Click the drop down box under Chart of Accounts, type “J” and click “J, Arkansas State University-Jonesboro”

Chart of Account Code

Select COA code

J, Arkansas State University-Jonesboro

- c. Click the drop down box under Effort Period Code, type the year certifying and click the appropriate term.

Effort Period Code

Select Period Code

2020

2020SPR, Spring Term 2020

2020SUM, Summer Term 2020

- d. Click **Go**

- e. Double click on the names that have “Awaiting Certification” under the status column.

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
J	2020SUM	Summer Term 2020	EMPLOYEE NAME	EMPLOYEE ID	09/01/2020	10/04/2020	Awaiting Certification	Unlocked	

- f. Click **Certify** button if no changes are needed. If changes are needed submit the online [Labor Redistribution Form](#) to [spa@astate.edu](mailto:spa@astate.edu).