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.
   b. Click the **Certify** 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.

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”

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

d. Click Go

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

f. Click Certify button if no changes are needed. If changes are needed submit the online Labor Redistribution Form to spa@astate.edu.