

## Quick Start Instructions for Summer Salary Effort Certification

1. Select **Summer Salary** from the E-Services options on the RF website, or use the link provided in the introductory email.
2. Click **Effort Certification**.
3. Type employee last name in **Search Employee** field and click **Select**.
4. Click on an employee name to verify Project #, Effort %, Salary Amount paid and PI name.
5. If the Project #, Effort %, Salary Amount looks incorrect contact your Grants Office.
6. Click on **Process** at the right side of the screen. Confirm your choice in the pop up window by clicking on either **Agree** or **Decline**.
7. Repeat the process for any open items or simply log off.