“How To” Instructions

Part 1

How to access report, send to employee for certification and certify report – Department administrator/Delegate

1. After logging into SC, click on Finance and then Time and Effort

2. Click on the desired Year and Department.

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![Image 1](image1.png)

![Image 2](image2.png)

![Image 3](image3.png)
3. Click on the icon next to desired employee name to view their report.

4. Once the report opens up click on “Send To Employee” to forward report to employee. Click “Recall” to recall the report from the employee’s approval queue. Recall will not work if the employee has already certified the report.

5. After the employee certifies the report, the administrator/delegate can then certify. To certify the report, open the employee’s report (see #3 above), check the checkbox and then click the Submit button.
Reports for terminated employees will need certification only by the administrator/delegate/PI; the employee’s certification is overridden.