Quick Start Instructions for Summer Salary Effort Certification

1. Log on to the RF’s website. If you have forgotten your User ID and/or Password, please contact either Tatyana_Gun@rfcuny.org or Lisa_DeStefano@rfcuny.org.

2. Select Summer Salary from the Electronic Tools options on the RF website, or use the link provided in the introductory email.

3. Click Effort Certification.

4. Type employee last name in Search Employee field and click Select.

5. Click on an employee name to verify Project #, Effort %, Salary Amount paid and PI name.

6. If the Project #, Effort %, Salary Amount looks incorrect contact your Grants Office.

7. 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.

8. Repeat the process for any open items or simply log off.