

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.

12/21/20