

## Certifying Effort Online for Fall and/or Spring Semesters

### Quick Start Instructions

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](mailto:Tatyana_Gun@rfcuny.org) or [Varsha\\_Joshi@rfcuny.org](mailto:Varsha_Joshi@rfcuny.org)
2. Select **Effort Reporting** from the Electronic Tools options on the RF website, or use the link provided in the introductory email.
3. Select **Certification**.
4. Click **Select** to choose the semester to certify.
5. **Click** on employee name.
6. Click on **Agree** next to the effort percentages if they are correct. Effort percentages come directly from Staff Effort Notices. (Click on **Disagree** if the number looks incorrect and notify your Grants Office).
7. Instruction is the default option for the remainder of faculty effort on your PAR. However, you make take any adjustments necessary for accurate reporting of Instruction, Department Administration, Other Institutional Activity, and University Research categories of effort.
8. Click on **Process** at the bottom of the screen. Confirm your choice in the pop-up window.
9. Click on **Back** at the bottom of the screen to ensure that no further certifications remain outstanding. Repeat the process for any open items or simply log off.