Logging In
1) Open your Internet Browser
2) Enter the following in your address bar:
   http://www.princeton.edu/salaryCertification

3) Login to the system with your:
   • Netid
   • LDAP password.
4) Then click LOGIN.

The following instructions cover the basic steps required to produce a list of all projects for which you are assigned as the Lead PI, how to select a particular project to review, and how to certify the percentage monthly effort for one or more selected individuals. To be fully certified, all individuals charged to each of your projects must be certified up through the month indicated.

Additional documentation which describes all of the Web based functionality, is available, including a complete, detailed Salary Certification User Guide.

Selecting a Project to Certify
After you log onto the system, the Salary Certification Browse screen will be displayed with a list of all your projects. In the upper left hand corner, a date will indicate when effort needs to be currently certified through.

To select a project to review and certify, click on the project’s name.

Certifying That The Effort Reported for Your Project Is Correct
Remember: You are certifying how you and your project staff spent their time, not how you were paid (although these two elements are usually related).

To certify monthly effort:
1) Select the individual(s) whose effort you want to certify by checking the box next to their name(s).
2) You may also review the actual salaries charged by pressing the Dollars button, which displays the dollar version screen.
3) Review and change if necessary, the from and to dates. This is the period you will be certifying for the selected individuals.
4) When all individuals are selected and the certification dates are set, press the CERTIFY button.
5) A certification agreement will be displayed, to which you either click “I Agree” or “No, cancel”. By agreeing, you are certifying that what you see on the screens is correct, requiring no further changes.

Certified data appears in Black.
All individuals charged to the project are displayed with their Name, Emplid, Job#, Staff class, and Dept. Monthly percentage effort (and amounts charged in the Dollar screen version) are displayed for each person for a twelve month period, three terms. Changes to this data can be made by departmental staff authorized Labor Accounting users in order to adjust to the actual effort benefiting the project.

Date that is fully certified is displayed in Black.
Data displayed in Blue has not been reviewed or certified.
Data displayed in Green has been reviewed but not certified.
Data displayed in Red was certified at one time, but changes now required a recertification.

Comments button displays comments from other users and allows you to add your own comment.

Date of last comment indicated.

Dollars button displays a similar detail screen but replaces monthly percentage effort with monthly dollar charges to the project.

Back and Forward buttons shift display to periods before or after the terms currently displayed.

A line marks the month effort must be certified through.

Click on individual’s name to display and edit that person’s Labor Accounting record (Available only to authorized LA users).

Click on individual’s emplid to display a report showing all projects the person is charged to.

The Check All and Clear All buttons select and deselect groups of individuals.

The Review or Certify (PI’s version) button changes status of selected individual(s)-month(s) combinations.

The SC Browse button returns the display to the list of projects.

The Next button displays the next project in the list. Prev button displays the previous.

Drop down the begin and end months to select the period to be reviewed or certified.

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