

Time & Effort Certification Process

For clients with Time & Effort Certification

This guide reviews the end-to-end process for managing time and effort, from Staff users completing timesheets through Supervisor approval and certification.

Adding Time


Below are the steps necessary for staff to enter time on their timesheets.

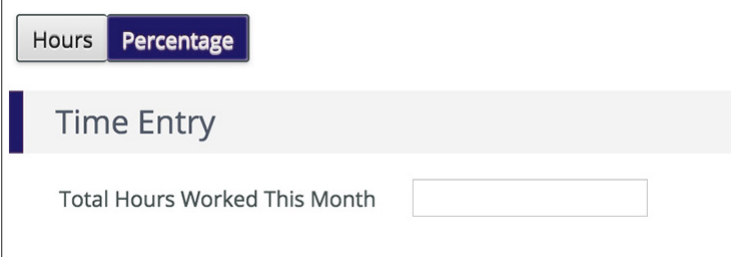
How To Create a Timesheet

Before you can add your time, you must create a timesheet for the period.

1. Open **Activity>Timesheets>Active**.
2. Click the **+** (**Create icon**) in the *Icon Bar*.
3. In the pop-up window, select a **Timesheet Interval**.
4. Click **Create**.

How To Add Time

1. Open **Activity>Timesheets>Active**.
2. Click the  (**Edit icon**) next to a timesheet name.
3. Select to add your time in **Hours** or **Percentage**.
 - a. If *Percentage*, add **Total Hours Worked** for the time period in the *Time Entry* section.



The screenshot shows a form with two tabs: 'Hours' and 'Percentage'. The 'Percentage' tab is selected and highlighted in blue. Below the tabs is a section titled 'Time Entry' with a light gray background. Underneath, there is a label 'Total Hours Worked This Month' followed by a white text input field.

4. Add your **time** in hours or percentage (in decimal format). If your salary is being paid by multiple grants, you will see multiple grants in the *Funded* section. Add any **unallocated time** in the *Unfunded* section, including any time not spent working on grants.



Hours	Total
<input type="text" value="0.00"/>	0.00
0.00	

5. Add **Notes** for each line or for the timesheet (optional).

Notes

6. Click **Select files...** to add any attachments.
7. Click **Save** to save your progress, or click **Submit** to submit your timesheet to your supervisor. If timesheet is rejected, you must resubmit it before your supervisor can certify your time.

Supervisors and Certifiers

Below are the steps necessary for supervisors and certifiers to review, approve or reject, and certify staff timesheets.

How To Review a Timesheet

Once an Organizational Administrator has captured actual salary amounts on a Staff record, a supervisor can approve submitted timesheets. The supervisor will receive notification emails when Staff users submit their timesheets for approval, .

1. Open **Activity>Timesheet Approvals>Active**.
2. Click a **timesheet name**.
3. Click **Submit** to approve the timesheet. Click **Reject** to send the timesheet back to the Staff user for editing and resubmission.

How To Certify a Timesheet

Once the timesheet has been approved, you may certify the staff person's time. This will create a PDF certificate and save the time in AmpliFund.

1. Open **Activity>Timesheet Approvals>Active**.
2. Click an **approved timesheet name**.
3. Click **Certify** to certify the timesheet and save the time in AmpliFund.
4. In the pop-up window, add your **name** in the *Signature* field.
5. Add the **Certified Date**.
6. Click **Save and Export to PDF**.