**Certifying a T&E Report**

The named employee in any T&E report is the final approver of his/her report. It is of the utmost

importance that the employee evaluates the effort report and make sure that it reflects the actual effort

spent on each activity. To certify effort, the employee should follow the following:

1. Log-In to the portal. Your username is your upr.edu email address and the password is the same

you use to access your email account

2. Once in the portal interface navigate to Employees ->Time & Effort

3. Once the user reaches the application, he/she will see a list of the available time and effort

reports, select the report corresponding to the period you are certifying and click View…. Now

the T&E report will be presented.

4. The employee must review carefully the T&E report.

5. If the user agrees with how the T&E report is presented, click the attestation checkbox and click

Approve. Now the T&E is accepted and no further action is required.

6. If a certified copy is required by the employee, once it is approved click the Download PDF

button.

7. If changes to the T&E report are required, please state the reasons and specific changes needed

in the Remarks textbox and click Reject. This will return the report to the reviewers for the

corresponding corrections. Once the T&E report is corrected, the employee will receive another

email notifying that the T&E report is ready and the user should repeat this procedure.