In Banner direct access at screen name: **FGR2CRT**

- Enter BANNER printer name in Printer field
  - DATABASE will auto fill – type over this
- Special print box will auto fill (do not enter here)
- Enter: **evi_fgr2crt** in template fill
- Control page down

Must enter one or multiple criteria

- Year = actual calendar year for the semester
  - Fall Semester 2013 = 2013
  - Spring Semester 2014 = 2014
  - Summer Semester 2014 = 2014
- Certification Period = FALL, SPRING, SUMMER (must be entered in all CAPS)
- TKL: cannot enter a range of TKLs
  - The T is required (e.g. T980, T945)
  - Additional lines can be added to run more than one TKL at a time
    - Choose Record from Banner Screen Header
    - Insert Row
- Employee ID = 3 number
  - Additional lines can be added to run more than one TKL at a time
    - Choose Record from Banner Screen Header
    - Insert Row

After criteria is entered, control page down

- Save parameter
- F10 to complete job submission and print

The print submission will print one-sided and in alphabetical order. If you have entered multiple TKL’s it does not sort by TKL, the total run will be alphabetical.

**Current Year Certification Periods**

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>August 25, 2013 through January 11, 2014</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>January 12, 2014 through May 17, 2014</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>May 18, 2014 through August 23, 2014</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>August 24, 2014 through January 10, 2015</td>
</tr>
</tbody>
</table>
Banner Screen should look like this:

Printed, templated, certification form:
Certification Statement Mock-Up

The date the statement is due.

The name we want you to use.

Where changes are written.

Use whole percentages.

Certification Statement Mock-Up

University of Alaska—Effort Certification Statement

DUE BY: March 15, 2013

Jenifer Researcher 301334356

DOCUMENT NAME: GE-45013346—Fall2012


Instructions:

If the "Recorded % of Effort Distribution" column is not by a %, the percent effort expended on a grant, enter the correct percentage in the "Actual % of Effort Distribution" column. Example: If the effort recorded is 100%, let the actual effort be between 75% - 100%, then no change is needed. Round up the actual effort to nearest percent: 27.3% = 28%

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Grant Number</th>
<th>Grant Start Date</th>
<th>Grant End Date</th>
<th>Recorded % of Effort Distribution</th>
<th>Actual % of Effort Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

I UNDERSTAND THAT NO FURTHER CHANGES SHOULD OCCUR AFTER THIS STATEMENT IS SIGNED AND SUBMITTED.

I certify that I have first hand knowledge of 100% of all of the activities shown above and that this report represents an accurate and reasonable account of work performed during the period reported.

Signature: __________________________ Date: __________________________

MockUp #4A