CERTIFYING YOUR EMPLOYEES' EFFORT REPORTS

1.) Sign on to Pipeline
2.) Select Employee Tab
3.) Click on Effort Certification

4.) Click on “Review or Certify Reports”

5.) Click on down arrow on “Select Attribute”

6.) Select “Chart of Accounts” from the menu and enter a capital “W”
7.) Click on second “Select Attribute” down arrow to generate the menu. Scroll to the bottom and select “Status”.

8.) Select “Awaiting Certification”. Click “Go”.

9.) This will generate a list of your employees. Double-click on each employee’s name whose status is “awaiting certification” and certify or request changes.