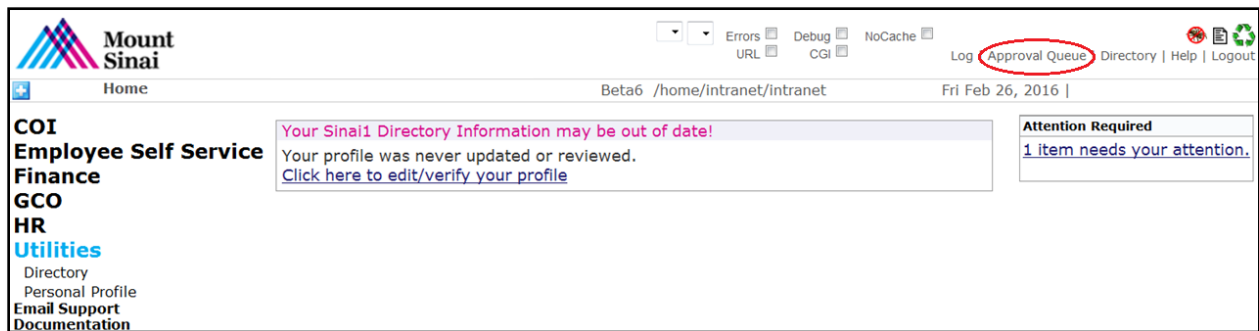


Part 5

How a PI approves report for employee who worked on his/her project.

1. After logging into SC, click Approval Queue and then Time and Effort.

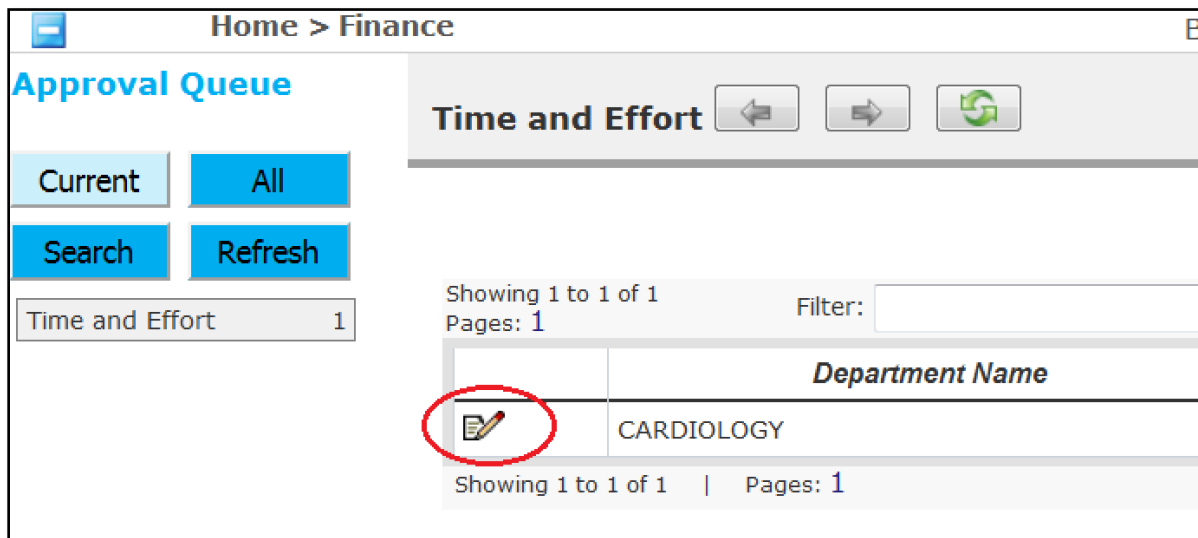


The screenshot shows the Mount Sinai intranet home page. The top navigation bar includes the Mount Sinai logo, a search bar, and links for Errors, Debug, NoCache, URL, CGI, Log, Approval Queue (circled in red), Directory, Help, and Logout. The main content area features a navigation menu on the left with links for COI, Employee Self Service, Finance, GCO, HR, and Utilities. A central message box states: "Your Sinai1 Directory Information may be out of date! Your profile was never updated or reviewed. Click here to edit/verify your profile". On the right, an "Attention Required" box indicates "1 item needs your attention."



The screenshot shows the "Approval Queue" page under the "Finance" section. The page title is "Home > Finance Approval Queue". There are navigation buttons for "Current", "All", "Search", and "Refresh". A "Time and Effort" tab is highlighted with a red circle and has a count of "1". The page also includes a "Select a tab" section with left, right, and refresh arrows, and a footer that reads "Developed and Maintained by Copy".

2. Click on the  icon to view the report.



The screenshot shows the "Time and Effort" report page. The page title is "Home > Finance Approval Queue Time and Effort". The "Time and Effort" tab is selected and highlighted with a red circle. The report displays "Showing 1 to 1 of 1 Pages: 1" and a "Filter:" input field. The report table has a header "Department Name" and one row with a pencil icon (circled in red) and the text "CARDIOLOGY". The footer of the report shows "Showing 1 to 1 of 1 | Pages: 1".

3. Once the report is displayed, check the checkbox and then click the Submit button.

Period From / To	Account	% of Effort	Allocation of Effort				Correction of Effort	
			Research	Instruction	Clinical Trials	Clinical Activities	Other	Account
11/02 - 12/31	01581006	1.000					1.000	
	Total	1.000					1.000	

VERIFICATION

This is to certify that the percentage of effort charged to research, instruction, clinical trials, clinical activities, and other activities as indicated above is reasonable in relation to work performed by the employee.

Employee: _____ Supervisor with first hand knowledge of employee's activities: _____

Certified by on 01/19/2016 ➔