

1. Go to Pulse site

University Home | Hospital Home | Kimmel Cancer Center | **Pulse** | Employment | Contact Us

THOMAS JEFFERSON UNIVERSITY

MEDICAL COLLEGE | GRADUATE STUDIES | HEALTH PROFESSIONS | NURSING | PHARMACY | POPULATION HEALTH

>Welcome to
Thomas Jefferson University

Thomas Jefferson University and Thomas Jefferson University Hospitals are partners in providing excellent clinical and compassionate care for our patients in the Philadelphia region, educating the health professionals of tomorrow in a variety of disciplines and discovering new knowledge that will define the future of clinical medicine.

Thomas Jefferson University is dedicated to health sciences education and research.

Jefferson College of Graduate Studies
Biomedical Science PhD and MS (including Professional Science Masters) degree programs; Graduate Certificate programs; Postdoctoral Affairs.

Jefferson Medical College
Founded in 1824, JMC offers undergrad medical education programs and innovative joint degree programs to more than 1,000 students each year.

Jefferson School of Health Professions
Bioscience Technologies, Couple and Family Therapy, Occupational Therapy, Physical Therapy, Radiologic Sciences and General Studies.

Search Jefferson...
University [dropdown] GO

find a Jefferson University doctor >>>

Application Deadlines

H1N1 Information

In the News
CARAH research on Nonpharmacologic, Bio-behavioral Home-based Intervention for Patients with Dementia and their Caregivers is Published in JAMA

Jefferson Awarded Multi-Million Dollar NIH Grant to Create a Center of Excellence in Alzheimer's Disease and Aging

2. Log on to Pulse using your campus key and password

Jefferson. Home Help Login

Pulse Organizations JeffMail Library/JEFFLINE Index News

Pulse

Login Here with your Campus Key

Have an account? Enter login information here and click the Login button below.

Username:

Password:

Discover Blackboard Mobile Learn

Login

Academic Updates & Alerts
Tuesday, October 26, 2010

- Northeast ELearning Symposium and Blackboard Usergroup Meeting

: Log in to reveal all content offerings : roll over titles for a quick description :

see what's inside
mouse over titles

- Pulse
- Organizations
- JeffMail
- JEFFLINE
- Campus News
- Index

Other Jefferson Resources & Websites

- Thomas Jefferson University
- Thomas Jefferson University Hospital
- Kimmel Cancer Center
- Scott Memorial Library
- Bookstore
- Dining Services
- Directions/Maps
- Contact Us

Weather Emergency Hot Line: 800.858-8806

The Weather Channel weather.com
Enter city or US Zip go

empower
empower@jefferson.edu

Jefferson. Home Help Logout

My Pulse Courses Organizations JeffMail Library/DEFFLINE JeffShare **PeopleSoft** Campus News Index

Welcome, **Diana** Modify Content | Modify Layout

Tuesday, October 26, 2010

Pulse Tools

- Announcements
- Blackboard Sync
- Calendar
- Search Pulse
- Search TJU
- Send Email
- Tasks

Academic Updates

- Northeast ELearning Symposium and Blackboard Usergroup Meeting
- Supply Chain Management Aims to Transform Processes with Project ASCENT
- TJU/JUP HealthStream Courses for 2011 Annual Compliance Now Available
- Gerald B. Grunwald, PhD, Named Dean, Jefferson College of Graduate Studies
- Learning and Development Center Fall 2010 Resource Guide Now Online
- Get Help with Planning Your Next Event at Jefferson

My Announcements

- My Calendar
- JEFFLINE News & Announcements
- My Courses
- Weather Emergency Hot Line: 800-958-8806

Broadcast Notices

Staff Links

- Activities Office
- AHA Heart Walk (Jefferson sponsored event)
- Art at Jefferson
 - The Fekins Gallery
 - Art Policies & Procedures
- Banner Web
- Bookstore
 - ID Badge Info for Timekeepers
- Campus Construction
- Charge Code Validation
- Commuter Services
- Dining Services
- Financial Resources
- HealthStream Health Education System
- Human Resources
 - Applicants: Renewing Online Application
 - Fall Resource Guide

Links

Jeff IT Home
IT Systems Status
Test Your Browser

Change Password
Service Request
Check Request Status
Computing/IT Support
Student IT Support

Email Broadcasts
Email Directory
Faculty Directory
HealthStream
Room Reservations
Student Directory

3. Click Peoplesoft Tab

4. Log onto Peoplesoft using same username & password

Jefferson. Oracle/PeopleSoft - HRMS/Payroll

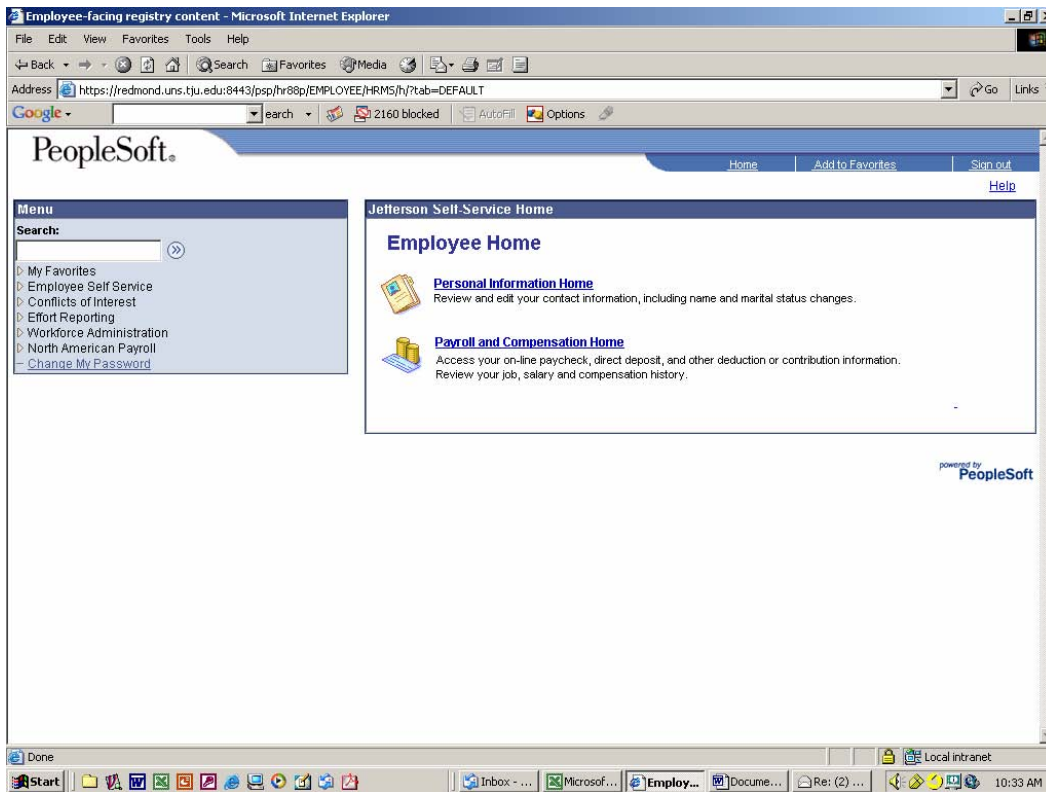
User ID:

Password:

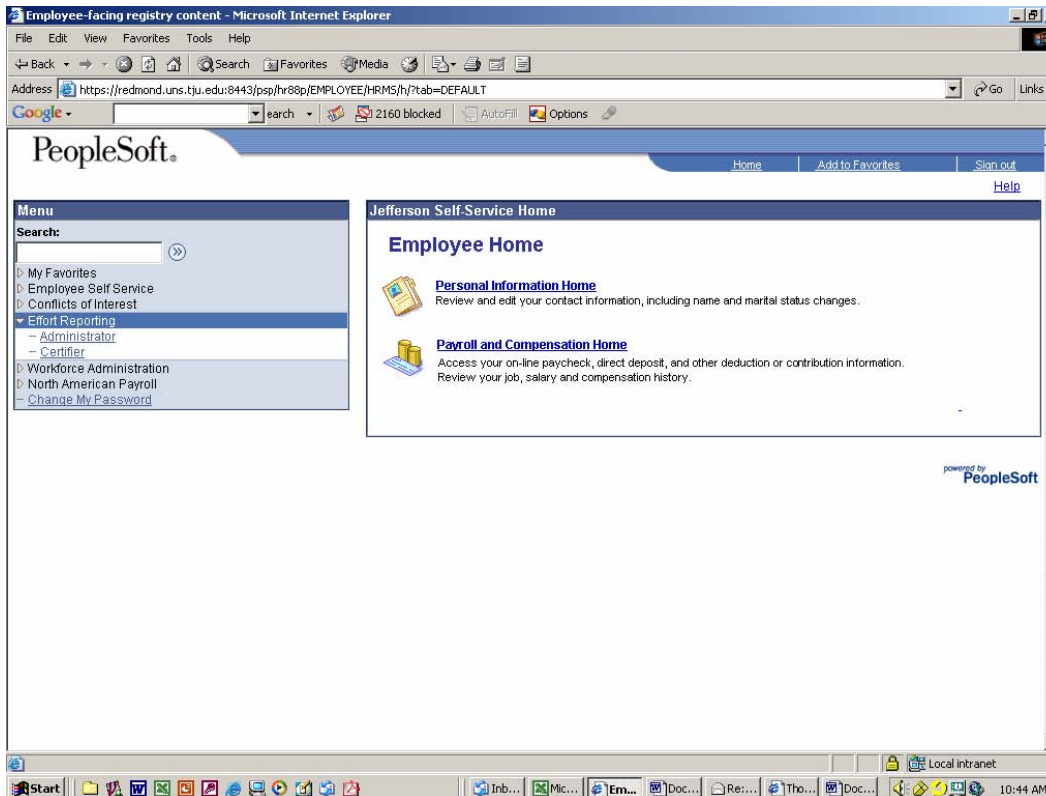
Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Maayar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية



4. Click Effort Reporting



5. Click Certifier

6. A list of the employees that you are designated to certify will appear. If I have filled in the

The screenshot shows the PeopleSoft interface for the Certifier Summary page. The page title is "Certifier Summary". Below the title, there is explanatory text about the certification process and the roles of the Administrator, Certifier, and Employee. A table lists employees with their approval status. The table has columns for EmplID, Name, Payment End Date, Due Date, and Approval Status. Each row also has a "View" button next to the Approval Status.

EmplID	Name	Payment End Date	Due Date	Approval Status	
000011438	Faulkner, Jennifer K	08/04/2006	10/09/2006	Not Submitted	View
000011766	Zincarelli, Carmela	08/04/2006	10/09/2006	Not Submitted	View
000972008	Pleger, Wiebke	08/04/2006	10/09/2006	Not Submitted	View
000972963	Soltys, Stephen M	08/04/2006	10/09/2006	Not Submitted	View
00097282	Shapiro, Maggie H	08/04/2006	10/09/2006	Submitted	View

appropriate accounts, Approval Status will say To Be Certified. Otherwise, it is not yet ready for your certification. If this says, To Be Certified, click view.

7. Review the Effort

Certifier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://recmond.uns.tju.edu:8443/psp/hr88p/EMPLOYEE/HRMS/c/TJ_EFFORT_RPT.TJ_SS_EFF_PI.GBL?FolderPath=PORTAL_ROOT_OBJECT.EFFORT_REPORTING.TJ_SS_J

Google search 216: blocked AutoFill Options

PeopleSoft Home Sign out

Menu Search: Employee Self Service Conflicts of Interest Effort Reporting Certifier

Effort Reporting Certifier Confirmation

[Frequently Asked Questions](#)

Employee Job Information

Employee	000974282	Shapiro, Maggie H	Status	Active	Hire Date	01/03/2005
Department	10018007	Center for Translational Medic				
Job Title	003134	Resch Asst C				
Pay Period	Start Date	07/08/2006	End Date	08/04/2006		

- Review the effort that was entered by the administrator. You are certifying effort, not salary, salary transactions may be required to match certified effort.
- If you approve:
 - For exempt employees, go to the "Non-grant Effort" section of the report. Enter the amount of your effort appropriate to each line. The total effort in this section must equal the amount displayed above the Non-Grant Effort box.
 - Once you certify a report, no further changes may be made.
- If you do not approve:
 - Click Reject to route the report back to the administrator.
 - Enter a descriptive comment if needed. The comment will not be a part of the permanent report. Only the administrator will see your comment.

TJU Account	Acct Description	PI	Percent Salary Charged	Actual Effort
1 08018007 F72301	W.W. SMITH CHARI		25	25
2 08018007 R70902	5R01HL61690-08		25	25
3 08018007 R72101	5R01HL069847-03		50	50

Administrator Comments

1254 message(s), 0 unread Working Online Local intranet 7:06 AM

Certifier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://recmond.uns.tju.edu:8443/psp/hr88p/EMPLOYEE/HRMS/c/TJ_EFFORT_RPT.TJ_SS_EFF_PI.GBL?FolderPath=PORTAL_ROOT_OBJECT.EFFORT_REPORTING.TJ_SS_J

Google search 216: blocked AutoFill Options

PeopleSoft Home Sign out

Menu Search: Employee Self Service Conflicts of Interest Effort Reporting Certifier

Effort Reporting Certifier Confirmation

[Frequently Asked Questions](#)

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Administrator Comments

1254 message(s), 0 unread Working Online Local intranet 7:06 AM

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3	08018007 R72101	5R01HL069847-03		50	50

Administrator Comments

Certifier Comments

Reject

Once effort is certified, changes cannot be made. Transactions will be required to remove salary in excess of certified effort.

I certify that the allocations indicated in the Actual Effort column reasonably reflect my/this person's total effort expended on activities for the time period indicated above.

Certify Save Return

8. If correct, Click Certify. If incorrect, click Reject.

Are you sure you wish to mark these entries as Certified? (21000,80)

This action cannot be undone.

OK Cancel

9. It will ask you if you are sure and if you are, click OK.

You are done until the next effort cycle.