

NC State University TEARS System

Instructions to Certify your Effort Report

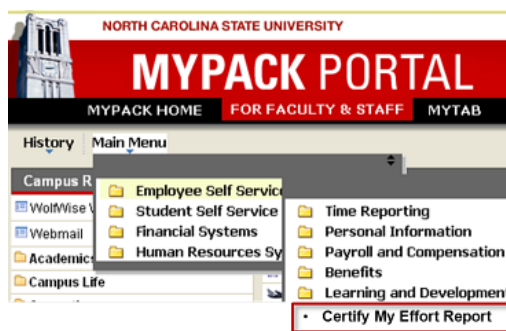
Overview

Your Effort Report is the required documentation of how you spent your time during the survey period just ended. It is the official documentation of your effort on sponsored research agreements, and as such, it is critical that the report be accurate. The applicable effort percentage must be shown in either Section A or Section B for any sponsored project that you worked on during the survey period. Please review closely to ensure that your effort is accurately reflected for all projects that you worked on.

Logging On

The TEARS system can be accessed via the MyPACK Portal at the following web address: <http://mypack.ncsu.edu/>.

1. You will need to use your Unity 'User Name' and 'Password' to login to the MyPACK Portal. Enter the appropriate information and click on 'Sign In.' Every employee at NCSU has a Unity user name. If you do not know your password, please the NC State Help Desk at 515-HELP (4357).
2. Once you have properly signed in you will be taken directly to the 'MyPACK Home Page.' On the left side of the page you should see a link labeled 'Employee Self Service.'
3. Click on the link and you will see another link labeled 'Certify My Effort Report.'
4. Click on this link to display and certify your effort report.



You may also access your effort report by clicking on 'TEARS' under the 'Human Resources Systems' menu.

Printing

Once signed on you do not need to print the effort report, however, if you would like to print a copy for yourself you may print within the TEARS System the same as printing any other web page. You can print any page by clicking on the 'Print' icon on your browser's toolbar, or by Selecting 'File', then 'Print'.

Reviewing and Certifying

The process to review and certify is:

1. Closely review the 'Projected %' column, for each category.
2. If the percentages approximate actual effort expended during the survey period, then the effort report can be certified. To do this click inside the box to the right of the word 'Certified' at the bottom of the screen, then click on the 'Save' radial button located on the bottom left of the screen. If you do not wish to certify the effort report at this time, click 'SIGN OUT' to exit the MyPACK Portal, or simply move your cursor to another location within the MyPACK Portal. You will be able to come back at a later time to continue the certification process.
3. If the percentages are not accurate you will also need to click 'SIGN OUT' to exit the MyPACK Portal or simply move your cursor to another location within the MyPACK Portal. Additionally, you must notify your TEARS Coordinator of the inaccuracy. The TEARS Coordinator will work with you to correct the effort report for your subsequent certification. A listing of TEARS Coordinators can be found on the Contracts and Grants website: http://www.ncsu.edu/cng/tears/TEARS_coordinators.php

When an effort report is certified the system records the user name id and full name of the person performing the certification, as well as the date the certification took place. Please note that the due date for certification is printed at the top of the Effort Report. It is 90 days after the end of the survey period. (For Fiscal Year Effort Reports, the due date for certification is September 30th and for Summer Effort Reports, the due date is December 31st.) Note: for further information concerning certification of effort reports refer to the University Administrative Procedures Manual, Section D, Statement 13.6 and Statement 13.7.

Logging Off

Once you have completed the certification process, you will need to click 'SIGN OUT' to exit the MyPACK Portal or simply move your cursor to another location within the MyPACK Portal. Please note that you should always lock your computer or sign out of the MyPACK Portal if you will be away from your desk. If you leave your desk unattended while signed in to the MyPACK Portal it is possible for anyone that sits at your desk to access personal information that is accessible via the 'Employee Self Service' menu option.

For further information on instructions for completing the Effort reports, and definitions of terms on the effort reports refer to the menu items labeled 'Effort Report Instructions' and 'Effort Report Definitions' located on the Contracts and Grants website: <http://www.ncsu.edu/cng/tears/index.php>.