

NC State University TEARS System

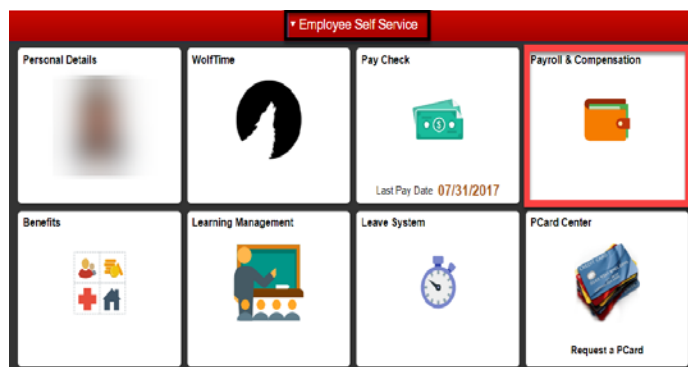
Instructions to Certify your Summer Effort Report

Overview

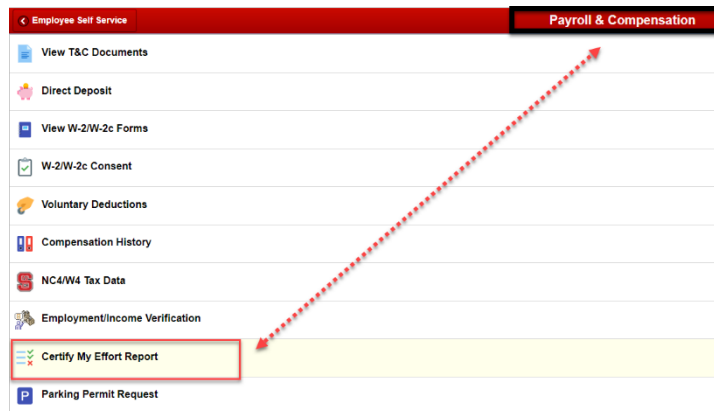
Your Summer Effort Report is the required documentation of how you spent your time during the **summer survey period (05/16 – 08/15)** just ended. It is the official documentation of your effort on sponsored research agreements, and as such, it is critical that the report be accurate. The applicable effort percentage must be shown in Section A for any sponsored project that you worked on during the summer survey period. Section C reflects the percentage of effort spent on other duties such as administration or teaching a class during the summer. Please review closely to ensure that your effort is accurately reflected for all projects that you worked on. Also keep in mind that for the summer survey period the due date for certification is **December 31**.

Logging On

The TEARS system can be accessed via the MyPACK Portal at the following web address: <http://mypack.ncsu.edu/>. You will need to use your Unity ID and Password to login to the MyPACK Portal. Enter the appropriate information and click on ‘Sign In.’ Once you have properly signed in you will be taken directly to the your ‘MyPACK Home Page.’ If the page that appears is not the ‘Employee Self Service’ page, click on the middle of the red bar at the top and select Employee Self Service.



From the Employee Self Service page click the tile labeled ‘Payroll & Compensation’. On the left hand side you should see a link labeled ‘Certify My Effort Report’. Click on this link to display and certify your effort report.



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 by clicking on ‘Print’ at the top of the effort report.

Section A of the effort report includes all salary charged directly to a sponsored research project. **Section C** includes salary paid for other duties such as teaching a class during the summer. **Section B**, which is the section that reflects effort cost shared on sponsored research projects, is omitted from the TEARS Summer Effort Report because 9 month faculty are not under contract during the summer survey period so there can be no cost sharing.

The process to review and certify is:

1. Closely review the 'Funded Effort %' 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. **Once you click inside the box your name, user ID, and the date will appear. This serves as indication that the effort report has been certified.** 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://go.ncsu.edu/tears-coordinators>

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 this survey period the due date for certification is December 31). 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: <https://cng.ncsu.edu/tears/>.

Last Update: 11-03-17