

LSUNO Online Attendance Certification Employee

Version Date: November 18, 2019

Table of Contents

LSUNO_Online_Attendance_Certification_Employee	.1
Online Attendance Certification - Employee	1

LSUNO_Online_Attendance_Certification_Employee

Online Attendance Certification - Employee

Procedure

In this topic you will learn the **Online Attendance Certification - Employee** process.

Step	Action
1.	Beginning December 1, 2016 through February 1, 2017, LSUNO will implement the use of an online time certification process for all salaried employees. Departments will be notified of their scheduled rollout date. The online process will replace the current paper/email process for certifying attendance.Outlook will be used as the means of notifying employees that certification is
	required via email. The employee will certify his/her attendance within PeopleSoft Self-Service.
	NOTE: Attendance Certification must be completed by the 10th of each month.
2.	 The Email notification life cycle is defined as follows: 5th of each month - an email notification will be sent to employees requesting that they electronically sign their attendance certification statement. 9th of each month – email reminder sent to those that have not yet certified. 11th of each month - Supervisors will receive an email notification to certify attendance for each of their direct reports. The email will provide the status of each direct report's certification.
	NOTE: Supervisor Overrides: In the event that an employee is on absence leave and unable to certify, Supervisors can still complete their required certification by providing an override reason (transfer, termination, extended absence, FMLA) and comments explaining the need for the override. When the employee returns s/he can certify for previous months.
	• 14th of each month - Supervisors failing to certify for one or more employees will receive a reminder.
	NOTE: If the employee and/or supervisor have not certified by the 15th, overdue notices will be sent.
	 15th of each month - Employees failing to certify receive an Overdue Notice. Their supervisor is also notified that the employee's certification is overdue. 20th of each month – Supervisors failing to certify for their direct reports receive an Overdue Notice. Their immediate supervisor also receives a notice. 25th of each month – HR is notified of all employees and supervisors who have not certified.

8 50	5 🔨 -	↓ =				Time Ce	rtificat	tion Stat	ement	for the	mont	h of O	tober 20	19 - N	/lessa	ge (HT	ML)			7	D	Ŧ	1	-	٥	_/>	<
File M	lessage	© Te	l me what	t you v	want to	do						(Г) °										1				
Delete	Reply R	Reply Fo All Respor	orward 📷			ox m Email Ily & Del	lete	✓ Do	Manag ne eate Ne	- -	4 × 1	Mov	e 💭 - 10ve	Ma Unr		Catego Tags	rize	Follow Up +		anslat Edit	3	*	Zoon	n Se On	nd to eNote		~
	ime Cert		- Directo n State								o-rep	ly>		10.18												Tue 11	1/5
Your mont Please use Certificatio On o	one of th ons. campus:	ne link	s below	to ce ttps:// mploy z_cert_ lick o	rtify c /prd.psl /ee/hrm _empl.g r tap to	r log ir ne.lsuhsc us/c/zz_s bl follow l	nto Pe c.edu/j elf_ser link.	eopleS psp/hrpi wice.	oft En	nploy	ee Se	lf-Se	vice d	irectly	y an						2			rice >			
Off	Certifi	into <u>re</u> cations	mote.lsu					-						gin ar	nd n	aviga	e to	Mair	n Me	enu >	> Sel	f Se	rvice	>			
This messa	age has b	een au	thorized	l by I	LSU H	ealth S	Scient	ces Cer	nter ao	dmini	strati	on fo	comp	liance	e wi	th Un	ivers	ity p	olic	y for	time	e cer	tifica	tion.			
9 (9 0		a		0	C		7	U	4	w											••	(† 1	. 40		2 AM 5/2019	

Step	Action
3.	On the 5th of each month, you will receive the email displayed here.
	Click the Employee Certification link. <u>Employee Certification</u>

😑 🛞 🧭 https://rcba.pshe.lsuhsc.edu/psp/hrtm/EMPLOYEE/HRMS/?cmd 🔎 🖛 🔒 🖒 🖉 LSU Health Remote Access Po 🦉 Oracle P	PeopleSoft Sign-in 📉 🖒 🛣 🔅
LSU Health	
PeopleSoft HRSA - PS9HRTRN 1	
User ID	
Password	
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.	
Sign In	
🖻 🥝 🔯 💵 📜 📜 📳	▲ IPP iii 12/1/2016

Step	Action
4.	Enter the desired information into the User ID field. Enter "LSUTIGER1".

		te 🔀
🗲 💮 🧭 https://rcba.pshe.lsuhsc.edu/psp/hrtm/EMPLOYEE/HRMS/?cmd 🔎 🖛 🖨 🖒 🧭 LSU Health Remote Access Po 🦉 Oracle	e PeopleSoft Sign-in	× 命 ☆ 戀
LSU Health		
PeopleSoft HRSA - PS9HRTRN 1		
User ID		
LSUTIGERS		
Password		
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft . To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.		
Sign In		
 Image: Second second	- P 8	10:00 PM 12/1/2016

Step	Action
5.	Enter the desired information into the Password field. Enter "GeauxTigers".
6.	Review the Leave Reported data for accuracy.

							- F <mark>-</mark>
←)⊚[https://rcba	a.pshe. lsuhsc.e	du/psp/hrtrn/EMPLO	(EE/HRMS/c/ZZ_ 🔎 👻 🔒 🤅	💈 🙆 Certifications	×	☆ 🔅
avorites 🔻	Main Men	u 🔻 > 🗉	Self Service 🔻 > 🛛 🤇	Certifications			🏫 Home
	DN						
PS9HRT WEBRCB2							
							New Window Help Personalize Page 📰
Employee	Certification	ı					
John Doe	A and in case of the			mpl ID:			
Job Title:			E	mpl Rcd: 0			
10/31/2016	has not been	certified.					
By pressing s	ubmit, I certif	y that all leave	I have taken of any ty	pe during the monthly perio	d is		
				us paid holidays, equals the			
required num	ber of hours o	commensurate	with the conditions of	my appointment.			
Cortificati	ons History	Find	View All 💷 🔜	First 🕚 1 of 1 🕑 L	act		
		End Date	Date/Time Employee Certified	Supervisor Name	ast		
Submit	10/01/2016	10/31/2016		John Doe			
Leave Rep	oorted	Find Vie	ew 100 💷 🔣	First ④ 1-10 of 286 ④	Last		
Start Date	End Date	Description		Hours Status			
09/23/2016	09/23/2016	MONTHLY	ANNUAL LEAVE	8.00 Approved			
09/09/2016	09/09/2016	MONTHLY	ANNUAL LEAVE	8.00 Approved			
08/26/2016	08/26/2016	MONTHLY	ANNUAL LEAVE	2.00 Approved			
08/25/2016	08/25/2016	MONTHLY	SICK LEAVE	2.00 Approved			
08/16/2016	08/16/2016	LEAVE SPE	ECIAL MONTHLY	8.00 Approved			
08/15/2016	08/15/2016	LEAVE SPE	ECIAL MONTHLY	8.00 Approved			
08/12/2016	08/12/2016	LEAVE SPE	ECIAL MONTHLY	8.00 Approved			
08/10/2016	08/10/2016	MONTHLY-	SICK LEAVE	2.00 Approved			
👩 🚺	9		XI 🤶	P3			▲ P I I I I I I A I A I A I A I A I A I A

	Step
cation History section. By nation provided is correct.	
•	

							,			
orites 🔻	Main Men		edu/psp/hrtrn/EMPLO			Certifications	,			<u>ଜ</u> ହ
onies -	Wall Well	u * >	Self Service + >	Centrication	s					^
9HR	TRN									
BRCB										
								New	Window Help	Personalize Page
nployee	Certification	ı								
ohn Doe				Empl ID:						
ob Title:			E	Empl Rcd:	0					
0/31/201	6 has not beer	certified.								
ore colore	aubmit Leastif	that all leave	I have taken of any h	une during the	e mentaly period in					
			e I have taken of any ty							
orted, an	nd that leave tin	ne, together w	ith my hours worked p	lus paid holi	days, equals the					
orted, an	nd that leave tin	ne, together w	ith my hours worked p with the conditions of	lus paid holi 1 my appoint	days, equals the ment.					
orted, an uired nur	nd that leave tir	ne, together w	ith my hours worked p	lus paid holi 1 my appoint	days, equals the					
iorted, an juired nur	nd that leave tir mber of hours of	ne, together w	ith my hours worked p with the conditions of	lus paid holi 1 my appoint	days, equals the ment.					
oorted, an quired nur Certificar Certify	nd that leave tir mber of hours of tions History	ne, together w commensurate	ith my hours worked p e with the conditions of d View All 2 III Date/Time Employee	ilus paid holi my appoint First	days, equals the ment. 1 of 1 (2) Last r Name					
orted, an uired nur Certifica Certify	nd that leave tir mber of hours of tions History Begin Date	ne, together w commensurate / Find End Date	ith my hours worked p e with the conditions of d View All 2 III Date/Time Employee	ilus paid holi f my appoint First (Superviso	days, equals the ment. 1 of 1 (2) Last r Name					
orted, an uired nur ertifica Certify Bubmit	nd that leave tir mber of hours of tions History Begin Date 10/01/2016	ne, together w commensurate / Find End Date 10/31/2016	ith my hours worked p e with the conditions of d View All [2] [] Date/Time Employee Certified	lus paid holi f my appoint First (Superviso John Doe	days, equals the ment.	n Statement fe				
orted, an uired nur ertifica Certify Submit	nd that leave tir mber of hours of tions History Begin Date 10/01/2016	ne, together w commensurate / Find End Date 10/31/2016	Ith my hours worked p e with the conditions of d View All (2) (2) Date/Time Employee Certified ew 100 (2) (2)	lus paid holi f my appoint First (Superviso John Doe	days, equals the ment. 1 of 1 (2) Last r Name	n Statement fr Ry sign your m				
ertifica Certifica Certify Submit eave Re art Date	tions History Begin Date 10/01/2016 End Date End Date	ne, together w commensurate r Find End Date 10/31/2016 Find Vi Description	Ith my hours worked p e with the conditions of d View All (2) (2) Date/Time Employee Certified ew 100 (2) (2)	Ius paid holi my appoint First John Doe First Hours	days, equals the ment. 1 of 1 Last Name 1-10 of 286 Las	n Statement fo fly sign your m				
ertifica Certifica Certify Submit eave Re art Date /23/2016	tions History Begin Date 10/01/2016 End Date 09/23/2016	e, together w commensurate Find Date 10/31/2016 Find Vi Description MONTHLY	Ith my hours worked p a with the conditions of d View All (2) (2) Date/Time Employee Certified ew 100 (2) (2)	Ius paid holi rmy appoint First John Doe First Hours 8.00	days, equals the ment. 1 of 1 Last r Name 1-10 of 286 Las Status	n Statement fr				
ertificat Certify Submit eave Re art Date /23/2016 /09/2016	tions History Begin Date 10/01/2016 End Date 09/23/2016 09/09/2016	e, together w commensurate End Date 10/31/2016 Find Vi Description MONTHLY MONTHLY	Ith my hours worked p with the conditions of d View All 2 Date/Time Employee Certified 	Ius paid holi I my appoint First Superviso John Doe First Hours 8.00 8.00	days, equals the ment. 1 of 1 & Last r Name 1-10 of 286 & Las Status Approved	n Statement f				
certificat Certificat Certify Submit Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certificat Certificat	tions History Begin Date 10/01/2016 End Date 09/23/2016 09/09/2016	e, together w commensurate End Date 10/31/2016 Find Vi Description MONTHLY MONTHLY	Ith my hours worked p with the conditions of the value of the second second second paterTime Employee Certified ew 100 3 100 - ANNUAL LEAVE - ANNUAL LEAVE	Ius paid holl I'my appoint First John Doe First Hours 8.00 8.00 2.00	days, equals the ment.	n Statement fo By sign your m				
certifica Certifica Certify Submit Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certifica Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify Submit Certify	Image: matrix of the second	Find Viewscommensurate Find Date 10/31/2016 Find Viewscommensurate MONTHLY MONTHLY MONTHLY	Ith my hours worked p with the conditions of bit View All [2] [] Date/Time Employee Certified ew 100 [2] [] ANNUAL LEAVE -ANNUAL LEAVE -ANNUAL LEAVE	Ius paid holl my appoint First (John Doe First (Hours 8.00 2.00 2.00 8.00 8.00	days, equals the ment. 1 of 1 (2) Last r Name 1-10 of 286 (2) Las Status Approved Approved Approved Approved Approved	n Statement fo				
eave Reart Date V23/2016 V26/2016	nd that leave tim mber of hours of tions History Begin Date 10/01/2016 End Date 09/23/2016 09/23/2016 09/25/2016 08/25/2016 08/15/2016	e, together w commensurate Ind Date 10/31/2016 Find Vi Description MONTHLY MONTHLY MONTHLY LEAVE SP	Ith my hours worked p with the conditions of a View All [2]] Date/Time Employee Certified 	First 4 Hours 8.00 2.00 8.00 8.00 2.00 8.00 8.00 2.00 8.00 8	days, equals the ment. 1 of 1 Last r Name 1-10 of 286 Last Status Approved Appro	n Stattement fo				
ported, an quired nur	nd that leave tim mber of hours of tions History Begin Date 10/01/2016 End Date 09/23/2016 09/23/2016 09/25/2016 08/25/2016 08/15/2016	e, together w commensurate f Find 10/31/2016 Find Vi Description MONTHLY MONTHLY MONTHLY LEAVE SP LEAVE SP	Ith my hours worked p with the conditions of by View All 2 1 Date Time Employee Certified who have been been been been annual LEAVE ANNUAL LEAVE ANNUAL LEAVE ANNUAL LEAVE ECIAL MONTHLY	First First	days, equals the ment. 1 of 1 (2) Last r Name 1-10 of 286 (2) Las Status Approved Approved Approved Approved Approved	n Stattement fo				

Step	Action
8.	Click the Submit button to certify your time.
	NOTE: If the information provided is not correct, do not click the Submit button and notify your Supervisor of any discrepancies.
	Submit

vorites 🔻	Main Menu	▼ > Self Service ▼ >	Certification	ıs			🔶 Ho
S9HRT							
							New Window Help Personalize Page
mployee (Certification						
laba Daal			Empl ID:				
John Doe							
lob Title:			Empl Rcd:	0			
pressing s	ubmit, I certify	that all leave I have taken of any	type during			1	
		e, together with my hours worked		Message			
quired num	ber of hours co	ommensurate with the conditions	of my appoi				
				You have certified th	e following period:		
Certificati	ons History	Find View All 💷 📗	First	rou nave ceruiieu u	le following period.		
Begin Date	End Da	te Date/Time Employee	Supervi	End Date Supe	ervisor Name		
Begin Date		Certified		End Date Supe 10/31/2016 Joh			
-	End Da 10/31/2	Certified	Supervi John D	10/31/2016 Joh			
-		Certified 016 11/17/2016 2:34PM					
0/01/2016	10/31/2	Certified		10/31/2016 Joh	n Doe		
.eave Rep	10/31/2	Certified 016 11/17/2016 2:34PM	John D	10/31/2016 Joh	n Doe		
D/01/2016	10/31/2	e Certified 016 11/17/2016 2:34PM Find View 100 [7] [1]	John D First I Hours	10/31/2016 John	n Doe		
D/01/2016 _eave Rep tart Date 9/23/2016	10/31/2 ported End Date	Certified 016 11/17/2016 2:34PM Find View 100 [7] [1] [2] [3] Description [3] [3]	John D First Hours 8.00	10/31/2016 Joh OK 1-10 01 280 Las Status	n Doe]	
0/01/2016 Leave Rep tart Date 9/23/2016 9/09/2016	007ted End Date 09/23/2016	Certified 016 11/17/2016 2:34PM Find View 100 [2] [2] Description MONTHLY-ANNUAL LEAVE	John D First Hours 8.00 8.00	10/31/2016 John	n Doe]	
Begin Date 0/01/2016 Leave Rep start Date 19/23/2016 19/09/2016 18/26/2016 18/25/2016	09/23/2016	Certified 016 11/17/2016 2:34PM Find View 100 [3] []] Description MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE	John D First Hours 8.00 8.00 2.00	10/31/2016 John	n Doe		
0/01/2016 Leave Rep tart Date 9/23/2016 9/09/2016 8/26/2016 8/25/2016	End Date 09/23/2016 09/09/2016 08/26/2016	Certified 016 11/17/2016 2:34PM Find View 100 [2] [2] Description MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE	John D First Hours 8.00 8.00 2.00 2.00	10/31/2016 John OK T-10 01 280 C Las Status Approved Approved Approved	n Doe		
D/01/2016 Leave Rep tart Date 9/23/2016 9/09/2016 8/26/2016 8/25/2016 8/16/2016	007ted End Date 09/23/2016 09/09/2016 08/26/2016 08/25/2016	Certified 016 11/17/2016 2.34PM Find View 100 [2] [2] Description MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE	John D First Hours 8.00 8.00 2.00 2.00 8.00	10/31/2016 John OK T-TU 0/280 C Las Status Approved Approved Approved	n Doe)	
D/01/2016 Leave Rep tart Date 9/23/2016 9/09/2016 8/26/2016 8/25/2016 8/16/2016 8/15/2016	Dorted End Date 09/23/2016 09/09/2016 08/26/2016 08/25/2016 08/16/2016	Certified 016 11/17/2016 2:34PM Find View 100 [3] [3] [3] Description MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE LEAVE SPECIAL MONTHLY LEAVE SPECIAL MONTHLY	John D First Hours 8.00 2.00 2.00 2.00 8.00 8.00	10/31/2016 John OK L-10 07 280 C Las Status Approved Approved Approved Approved	n Doe]	
0/01/2016 Leave Rep tart Date 9/23/2016 9/09/2016 8/26/2016 8/25/2016 8/16/2016 8/15/2016 8/12/2016	Corted End Date 09/23/2016 09/09/2016 08/26/2016 08/25/2016 08/16/2016	End View 100 (20) (20) (20) (20) (20) (20) (20) (2	John D First Hours 8.00 2.00 2.00 2.00 8.00 8.00 8.00 8.00	10/31/2016 John OK T-10 01 286 Class Approved Approved Approved Approved Approved	n Doe]	
0/01/2016 Leave Rep Start Date 19/23/2016 19/09/2016 18/26/2016	09/23/2016 09/23/2016 09/23/2016 08/26/2016 08/26/2016 08/25/2016 08/15/2016 08/12/2016	Certified 016 11/17/2016 2.34PM Find View 100 3 4 Description MONTHLY-ANNUAL LEAVE MONTHLY-ANNUAL LEAVE MONTHLY-SICK LEAVE LEAVE SPECIAL MONTHLY LEAVE SPECIAL MONTHLY LEAVE SPECIAL MONTHLY	First 4 Hours 8.00 2.00 2.00 8.00 8.00 8.00 8.00 8.00	10/31/2016 John OK I-TO 07290 & Las Status Approved Approved Approved Approved Approved Approved	n Doe	ļ	

Step	Action
9.	A confirmation message displays.
	Click the OK button.
10.	Click the Home link.
	A Home



Step	Action
11.	Click the Sign out link.
	Sign out
12.	Additional Email Notifications

5 =					?	困 – ₽ ×	
ELE HOME SEND / RECEIVE	Inbox FOLDER VIEW	(-	- Outlook		7		
New New Email Items - New New Email Items - New Delete	Reply Reply Forward I More + All Respond	Move to: ? To Manager Team Email Quick Steps	Move *	 ☐ Unread/ Read ☐ Categorize ▼ Follow Up ▼ Tags 	Search People	~	
4		Quick steps	1a Move				
▲ Favorites	All Unread			Search Current Ma		Current Mailbox 👻	
Inbox 1	! [슈] [D] [I] FROM SU PeopleSoft LSUHSC Tes	BJECT	ime Certification States		EIVED T11/17/2016 2:47 PM	P -	
Sent Items Deleted Items	This is a reminder that yo					▶	
4						*	
▷ Inbox 1							
Drafts Sent Items	🖓 Reply 🔞 Reply All 🔤 Forwa	ard					
Deleted Items							
> Archive LSUHSC	PeopleSoft LSUHSC <no-reply> 2:47 PM</no-reply>						
Conversation History	Test HRTRN: Reminder - Time Certification Statement for the month of October 2016						
Conversation History							
Junk E-mail [1]	This is a reminder that your monthly certification statement is due by the 10th of the month.						
McAfee	-	-		-			
Outbox	Please click the link below t	o electronically sig	n your monthly tim	ne worked certific	ation statement.		
quarantine	Employee Certification						
RSS Feeds	Employee Certification						
Search Folders							
🚬 📰 🖧 💭 ••••	Inable to log in to: SharePoint.						
ITEMS: 816 UNREAD: 1		R IS UP TO DATE. CO	NNECTED TO: MICROS	DFTEXCHANGE] 💷	+ 100%	
	X 🛛 🧱 🎴				- P C 1	2:52 PM 11/17/2016	

Step	Action
13.	On the 9th of each month , employees will receive the email displayed here as a reminder to certify their attendance.
	NOTE: Complete steps 3 - 10 to certify attendance.

<u>≥</u> 5 °	↑ 🕹 👻 Test HRTRN: S	upervisor Time Cert	ification Statement	for the month	of October 2016 - Me	essage (HTML)	?	T -	a x
FILE MESSAG	FILE MESSAGE								
ि Ignore X SJunk ▼ Delete	Reply Reply Forward More +	Move to: ? To Manager Team Email		💼 Rules 🕶 🥵 Rules 🕶 💭 OneNote	Mark Unread	Translate	Zoom		
Delete	Respond	Quick Step	s Fa	Move	Tags G		Zoom		~
Test HR To If there are proble Supervisors can	ISOFT LSUHSC <no-reply> TRN: Supervisor Time Certification Si ms with how this message is displaye now complete the October 200</no-reply>	ed, click here to view 16 attestation pro	it in a web browse	r.	e certified. Shoul	d one of your direct :	reports not	t have the	
ability to certify Emplid	by the 15th, please attest and	provide a reason mployee Certified							
		es							
	John Doe Y	es							
Please click the Supervisor Certi	link below by the 15th of the <u>r</u>	nonth to electron	ically sign you	department'	s monthly certific	ation statement.			
1 Unable to log in to: Share	ePoint.								^
👩 👩						~	P 🖗 🐿	(b) 3:11 11/17	PM /2016

Step	Action
14.	On the 11th of each month , Supervisors will receive the email displayed here showing each direct report's attendance certification status.

📴 📰 🍤 🕫	Inbox	Outle	ook		?	⊡ – ⊡ ×	
FILE HOME SEND / RECEIVE	FOLDER VIEW						
📑 📑 🕞 Ignore 🗙	Meeting	Move to: ?	Move *	🖸 Unread/ Read	Search People		
New New Delete		🕞 To Manager 🛛 👻	🖶 Rules 🕶	🖬 Categorize 🕶	Address Book		
Email Items - SJunk -	Reply Reply Forward I More - All	🖃 Team Email 🛛 🔻	💯 OneNote	🕨 Follow Up 🔻	🝸 Filter Email -		
New Delete	Respond	Quick Steps 🕞	Move	Tags	Find	^	
✓ Favorites	All Unread			Search Current Ma	ilbox (Ctrl+E)	Current Mailbox 🔻	
Inbox 5		BJECT			EIVED 👻	17	
Sent Items		t HRTRN: Past due - Time Cert statement is past due. The du				•	
Deleted Items	Four montally certaination	r statement is past due. The de	ie date for the e	contraction statement	is the roth of every		
4						-	
▷ Inbox 5						·	
Drafts							
Sent Items	😋 Reply 🛱 Reply All 🔤 Forwa	rd					
Deleted Items	PeopleSoft LSUHSC <no-reply> 3:03 PM</no-reply>						
Archive LSUHSC	Test HRTRN: Past due - Time Certification Statement for the month of October 2016						
Conversation History						~	
Conversation History Junk E-mail [1]							
Junk E-mail [1] McAfee	Your monthly certification st month.	tatement is past due . Th	e due date fo	or the certification	statement is the 1	.0th of every	
Outbox	month.						
quarantine	Please click the link below to	electronically sign your	monthly tim	e worked certific	ation statement.		
RSS Feeds							
Search Folders	Employee Certification						
4							
A LOL HAL							
≥ ⊵	A Unable to log in to: SharePoint.						
ITEMS: 819 UNREAD: 5	THIS FOLDE	R IS UP TO DATE. CONNECT	ED TO: MICROSC	OFT EXCHANGE] 💵	+ 100%	
📀 🙆 🔯 🖤	XII 🤗 📔				- P 🕅 🖬	3:08 PM	

Step	Action
15.	On the 15th of each month , employees who have failed to certify will receive the Overdue Notice displayed here. The employee's Supervisor will also be notified that the employee's certification is overdue.
	NOTE: Complete steps 3 - 10 to certify time.



Step	Action
16.	On the 25th of each month , Human Resource Management (HRM) is notified of all employees who have <u><i>not</i></u> certified their attendance for the indicated month.
17.	This completes <i>Online Time Certification - Employee</i> . End of Procedure.