Go to the website – http://pers.gsu.edu

(Not available until Certifier receives email notification)
Click on the employee name on the list (each person on your list will need an effort report certified by you)
Review the Certified Effort. If the Certified Effort is correct, click Proceed. If the effort is incorrect, change the effort by editing the value in the box. If the Actual Effort was less than the Certified Effort listed, notify your Pre-reviewer to change the Personnel Effort Report.
When certifying effort on sponsored projects, you will be prompted with the following reminder. If you have taken the above items into consideration when certifying, then click Close Window.
This portion of the form is for any effort charged to a non-sponsored account (i.e. Department Account). The form will show how much effort was allocated to this account. Enter the effort distribution as appropriate. The click Proceed.
The certification statement will now appear (outlined above in red). If you agree with the statement, click Certify.
A tab will now appear (outlined above in red). Showing that the certification has been completed. Click Exit to leave the form.