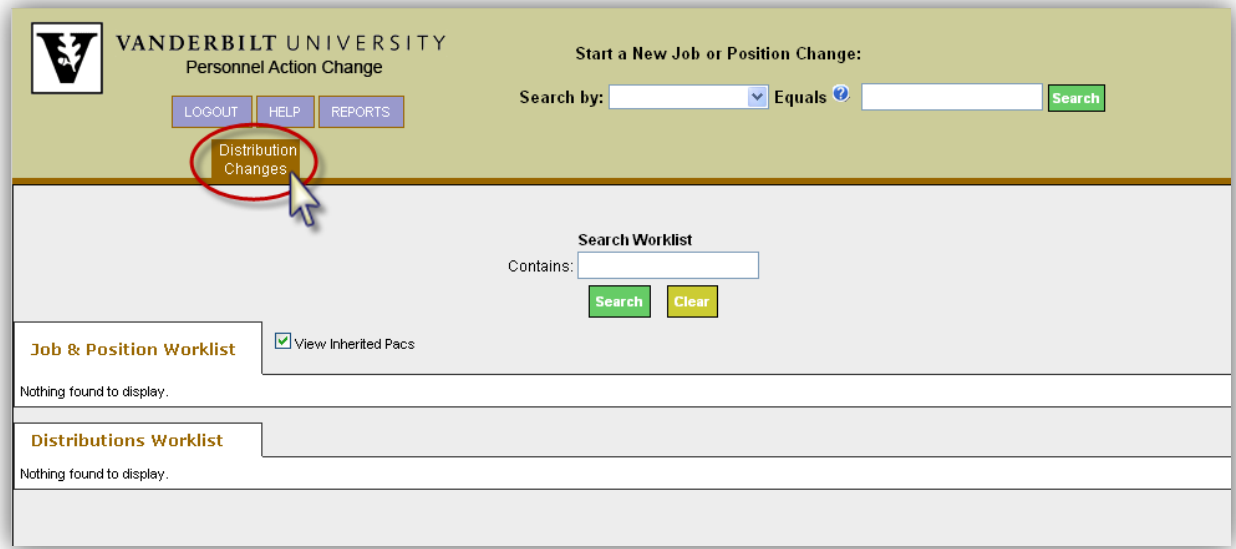
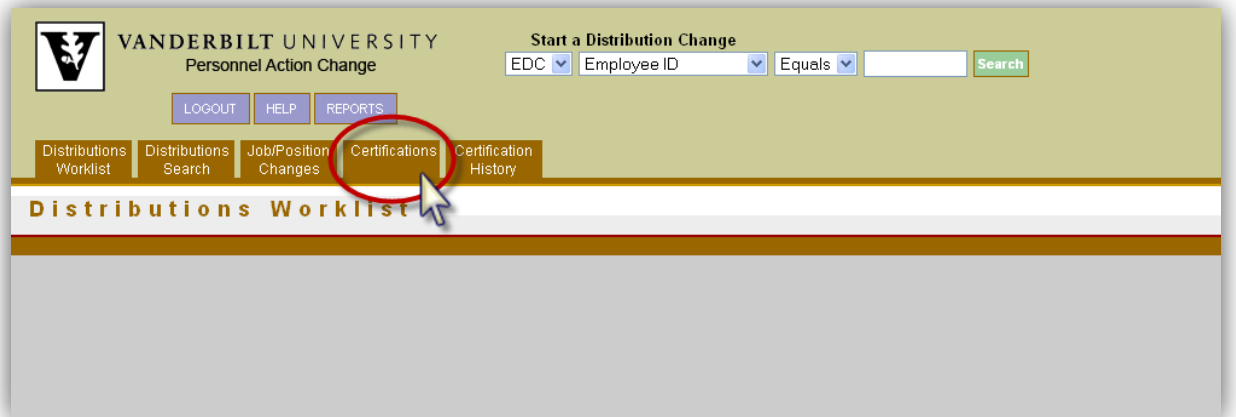


1) Please visit <https://webapp.mis.vanderbilt.edu/epac2>. Use your VUNET ID and password to login to ePAC.

2) Once you log in, please click on the **Distribution Changes** tab.



3) The next screen should appear as shown in the screenshot. Please click on the **Certifications** tab.



- 4) Your current certifications will be waiting for your review. Please review the list of periods awaiting certification for accuracy. If all periods are accurate, please click **Continue** at the bottom of the page. See the example. If the distribution of effort appears incorrect, please contact your administrator.

### Effort Certification Summary

Name: \_\_\_\_\_ Comp Rate: \_\_\_\_\_  
 ID: \_\_\_\_\_ Comp Freq: **M - Monthly**  
 Record #: **0** Pay Group: **MM1 - Medical Monthly 1**  
 Home Dept: \_\_\_\_\_ Job Code: **2050 - Assoc Prof**  
 PAC Status: **A**

Following is a summary of the existing distribution of your earnings within the payroll system for the period(s) listed below to be certified. This distribution was computed based upon your planned/budgeted effort as previously submitted. In order to confirm that your actual work activities were consistent with the planned activities, please review the Effort Report below in relation to your actual work activities and indicate your agreement or disagreement with these distributions.

#### Effort Report

Pay End Date: **02/28/2007**

Earning Period: **02/01/2007 - 02/28/2007**

Center Description	Center End Date	Center Resp Person	Certification Reason	Center	Center Distribution	Agree	Disagree
MODULATION OF HIV INFECTION BY THE HELICOBACTER PYLORI VACA	08/31/2005		EDC	104	2.00%	<input type="radio"/>	<input type="radio"/>
DK53623-06A1/07/08 H PYLORI FACTORS ASSOCIATED WITH PEPTIC	04/30/2007		EDC	404	49.00%	<input type="radio"/>	<input type="radio"/>
AI39657-06-10 STRUCTURE FUNCTION ANALYSIS H. PYLORI VACA	05/31/2007		EDC	404	49.00%	<input type="radio"/>	<input type="radio"/>
<b>Total:</b>					<b>100.00%</b>	<input checked="" type="radio"/>	<input type="radio"/>

Pay End Date: **03/31/2007**

Earning Period: **03/01/2007 - 03/31/2007**

Center Description	Center End Date	Center Resp Person	Certification Reason	Center	Center Distribution	Agree	Disagree
MODULATION OF HIV INFECTION BY THE HELICOBACTER PYLORI VACA	08/31/2005		EDC	104	2.00%	<input type="radio"/>	<input type="radio"/>
DK53623-06A1/07/08 H PYLORI FACTORS ASSOCIATED WITH PEPTIC	04/30/2007		EDC	404	49.00%	<input type="radio"/>	<input type="radio"/>
AI39657-06-10 STRUCTURE FUNCTION ANALYSIS H. PYLORI VACA	05/31/2007		EDC	404	49.00%	<input type="radio"/>	<input type="radio"/>
<b>Total:</b>					<b>100.00%</b>	<input checked="" type="radio"/>	<input type="radio"/>

5) Once you hit **Continue**, the certification screen will appear in which you will certify the effort distribution that was listed on the previous screen. As a reminder, the distribution will be listed again. Click the green button labeled **“Certify”** to certify your effort for the periods listed.

### Effort Certification Confirmation

Name:	Comp Rate:
ID:	Comp Freq: <b>M - Monthly</b>
Record #: <b>0</b>	Pay Group: <b>MM1 - Medical Monthly 1</b>
Home Dept:	Job Code: <b>2050 - Assoc Prof</b>
	PAC Status: <b>A</b>

In order to finalize your effort certification for the period(s) listed below, please click the Certify button below to confirm that your actual work activities were consistent with the distribution(s) listed below or click Exit to return to Effort Certification Summary screen.

I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed.

#### Effort Report

Pay End Date: **02/28/2007**

Earning Period: **02/01/2007 - 02/28/2007**

Center Description	Center End Date	Center Resp Person	Certification Reason	Center	Center Distribution	Agree	Disagree
MODULATION OF HIV INFECTION BY THE HELICOBACTER PYLORI VACA	08/31/2005		EDC	104	2.00%		
DK53623-06A1/07/08 H PYLORI FACTORS ASSOCIATED WITH PEPTIC	04/30/2007		EDC	404	49.00%		
A139657-06-10 STRUCTURE FUNCTION ANALYSIS H. PYLORI VACA	05/31/2007		EDC	404	49.00%		
<b>Total:</b>					<b>100.00%</b>	<b>AGREE</b>	

Pay End Date: **03/31/2007**

Earning Period: **03/01/2007 - 03/31/2007**

Center Description	Center End Date	Center Resp Person	Certification Reason	Center	Center Distribution	Agree	Disagree
MODULATION OF HIV INFECTION BY THE HELICOBACTER PYLORI VACA	08/31/2005		EDC	104	2.00%		
DK53623-06A1/07/08 H PYLORI FACTORS ASSOCIATED WITH PEPTIC	04/30/2007		EDC	404	49.00%		
A139657-06-10 STRUCTURE FUNCTION ANALYSIS H. PYLORI VACA	05/31/2007		EDC	404	49.00%		
<b>Total:</b>					<b>100.00%</b>	<b>AGREE</b>	

Exit
Certify

6) Please click on the **Certifications** tab again (as shown in Step 3) to ensure no outstanding pay periods remain. If no other pay periods remain, please log off.