A department can print a hard copy of their on-line certifications. There are four defined reports that can be viewed on-line or printed at the department's leisure.

1 - The Department Status Report will show all the activity entered by the preparer for each employee, and will display the preparer and certifier of each record.

2 - The History Report is like the Department Status Report except that it displays the activity for prior pay period or a range of pay periods, and it can also be formatted to produce a report for individual employees.

The other two reports will display a summary identifying employee records in a selected department or group of departments which have not been either prepared or certified. The listing will also identify those employees who have had their certification record prepared, but not certified or approved. You may either enter a full or partial department ID for the criteria in these reports. If you enter a partial department ID, you must enter at least the first 3 numbers of the department ID.

The GEMS Web-based Certifications System presents a listing of all records approved by a certifier at the time the 'Approve All' button is clicked. A department can print or view on-line the employees that have been certified and the ID that certified the certification record.

The CERTS System will be the source that will store the department's certification records. Please note that any adjustments made to the certifications via paper adjustment forms will NOT be captured by the CERTS audit reports.

Certifications Status (Codes & Highlights)

NOTE: This information is also captured in the CERTS Tutorial available online via the following link:
http://usfweb2.usf.edu/human-resources/Talent-Management/computer-and-business-systems/certify-payroll.asp

The NAME field displayed on the online certification screen is highlighted in different colors to bring attention to the various statuses. The various codes and highlights for the CERTS STATUS are:

Color	**Code**	**Meaning of Cert Status Code and Highlight**
None	D	**D**efault. These are the hours that are established when the CERTS are created. A record in this status can be changed by a preparer.
Yellow	C	**C**hanged by the Preparer. This record has been changed by a preparer. Records in this status can be changed multiple times by a preparer.
Pink	S	**S**ubmitted by a preparer for approval by a certifier. Records in this status cannot be changed by a preparer.

Blue	T	Represents a record that has been changed by a preparer and has been submitted to the certifier for approval. Records in this status cannot be changed by a preparer.
Orange	R	**R**eturned by a certifier. Represents a record that has been returned to preparer for further action. Records in this status can be changed by a preparer.
Tan	F	**F**ixed by a preparer after being returned by a certifier. Records in this status can be changed by a preparer.
Green	X	Re-submitted by preparer for approval by a certifier after being fixed. Records in this status cannot be changed by a preparer.
Black	M	**M**ini-Certs. This color coding appears with a black background and white lettering. This code represents items that have been added to the online certifications after their creation. Records in this status can be changed by a preparer.
Purple	A	**A**pproved. Approved for payroll by a certifier. Records in this status cannot be changed by a preparer.

A preparer may not update the value of CERTS STATUS. When a preparer takes certain actions, the value is automatically set depending upon the previous value of CERTS STATUS and the preparer's action. A certifier may change the CERTS STATUS to 'A' for approved or 'R' for returned by certifier.