






# PERT Quick Reference Guide (DR)

## → Sign In

1. Access USF Single-Sign On portal
2. Type your User ID and Password
3. Click 
4. Click Business Systems
5. Click GEMS


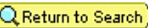

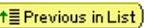
## → Viewing FAST Project Information

1. Navigate: [Main Menu>Effort Report System>Certify>FAST Project Information](#)
2. Type Search criteria
3. Click 
4. Click on row from Search Results to view details for a particular row
5. Use    to view additional projects





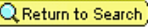
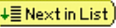
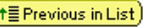
Sample FAST Project Information:

Project /Grant	Descr	Start Date	End Date	Spnsr Type	Sponsor ID	Reports To Sponsor	Proj Type	Team	Name	Proj Role	Descr 2
1234567800	Moon Walk	7/22/2008	7/21/2015	FED	9470	9470	OR	99999	Aldren, Buzz	PI	NIH
1234567800	Moon Walk	7/22/2008	7/21/2015	FED	9470	9470	OR	99999	Griff, Andy	CPI	NIH









## → Retrieve and Review Effort Reporting Data

1. Navigate: [Main Menu>Effort Report System>Use>Admin Effort Review](#)
2. Type search criteria
3. Click 
4. Click on row from Search Results to view details for a particular row
5. Use    to view additional data

## → Changing Effort Reporting Data


1. Navigate: [Main Menu>Effort Report System>Use>Admin Effort Review](#)
2. Type search criteria
3. Click 
4. Click on row from Search Results to view details for a particular row
5. Click  (below Employee Level blue bar)
6. Make changes in Account Details area
7. If report is **Lock Status:** ; unlock by clicking 
8. Click 
9. Notify Certifier.
10. Use    to view additional data

## → Correcting a Rejected Employee Effort Reporting Data





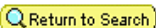
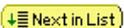
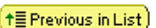
1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Use](#)>[Admin Effort Review](#)
2. Type search criteria (search criteria must include a Y in the “Reject” field)
3. Click 
4. Click  (below Employee Level blue bar)
5. Make changes in Account Details area
6. Change Review Status to 
7. Click  (option only available for non OPS employees)
8. Click 
9. Use    to view additional data

# PERT Quick Reference Guide (Certifier)





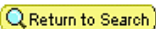
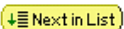
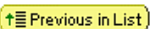
## → Sign In

1. Access USF Single-Sign On portal
2. Type your User ID and Password
3. Click 
4. Click Business Systems
5. Click GEMS SELF-SERVICE




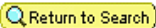
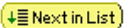
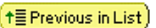
## → Certify My Effort Report

1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Certify](#)>[Effort Certification](#)
2. Type GEMS Emplid and an N in the Effort Certification field to retrieve only uncertified report(s)
3. Click 
4. Click on row to certify
5. View Data
6. If correct click 
7. If incorrect: 
8. Click in Comment box and type reason
9. Click 
10. Use    to view additional data

## → Certify an OPS or Terminated Employee's Effort Report (Supervisors or Chairs Only)

1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Certify](#)>[Effort Certification](#)
2. Type search criteria
3. Click 
4. Click on row to certify
5. View Data
6. If correct click 
7. If incorrect: 
8. Click in Comment box and type reason
9. Click 
10. Use    to view additional data

## → Locating all OPS Employees Effort Reports (PIs and CO-PIs only)

1. Navigate: [Main Menu](#)>[Effort Report System](#)>[Certify](#)>[PI/Co-PI Certification for OPS](#)
2. In the Empl ID: field enter the employee's ID number
3. Click on the row to be certified
4. View Data
5. If correct click 
6. If incorrect: 
7. Click in Comment box and type reason
8. Click 
9. Use    to view additional data