



January 24, 2017

TO: Texas A&M AgriLife Business Administrators

SUBJECT: Fall Time and Effort Certifications

We are receiving reports that there are several concerns with the fall time and effort certifications. Texas A&M AgriLife Administrative Services is working closely with system partners to resolve. The two issues being reported are:

1. When a user tries to certify, they get the message "The network path not found".

Solution: Proceed as usual. If the information is correct in the document proceed with certifying. In most circumstances the system is still allowing the certification to be completed as usual.

2. Title discrepancies referenced on the documents. The titles are correct when you look at the user in T&E however in the document the titles are different.

Solution: We believe this may be related to the title change conversion in December, we are working to confirm this. We recognize that some have already certified. That is not a problem. We are documenting agency wide the issue of title for audit purposes.

For those that have not certified, you will notice two titles referenced on the documents. If everything else on the documents are correct you may continue with certification. We will document agency wide the title code discrepancy for the month of December.

We recognize the concern this causes and will work with you towards getting certifications completed for this time period. However, **please do not reject the documents**. This will send the documents back through the cycle and further compound the certification process.

Should you have any questions, please contact Tammy Bage 979-845-0601 or Penny Scott at 979-458-0101.

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