ACKNOWLEDGMENTS AND CERTIFICATIONS

How to Acknowledge and Certify Required Documents

From time to time you will receive emails from the RF asking you to certify that you have reviewed important documents, such as the RF's Code of Conduct. Instructions should be provided in those emails. You may also acknowledge and certify documents by following the steps below.

GO TO: Employee Self Service Home >
Main Menu > Employee Self Service >
Acknowledgments and Certifications

1. A list will appear below the folder. Click the notification that applies to you; the email notification you received will indicate which document you need to review and acknowledge.

    Continues next page >>

SUNY RF
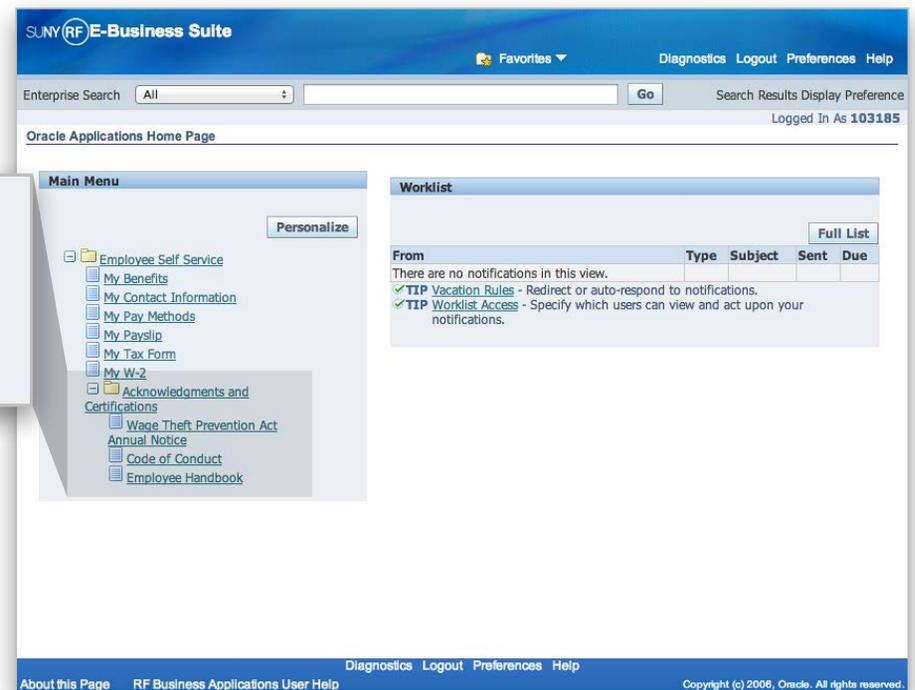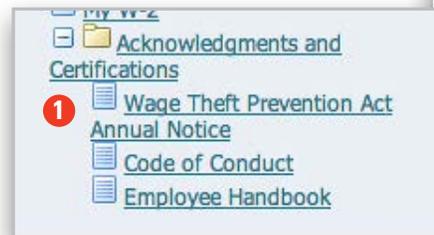
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2. A new screen will open with a description of the document you need to read. Read it and then follow the instructions.

3. Click the link to open the document.

4. After you have read it, return to the previous page and click the button next to Select Object.

5. On the pop-up screen, click **Yes** to acknowledge that you have read the document.

   Tip! Before submitting your certifications, double check to make sure that you have certified the **current year's** *form. The notices are often provided annually, so if the wrong year is indicated, you will be asked to certify the current year's notice again.*

6. Click **Next**, then you must click **Submit** to finalize your acknowledgment for the notices that require it. Otherwise, the Employee Self Service system will not record your action and you will be prompted to revisit the site to take appropriate action.

Tip! In the future, when you receive email notifications about acknowledging documents, click the link within the email to go straight to Employee Self Service, and follow the steps above after logging in.