

# ERS Certifier Guide

1 Go to the ERS page on the CGA website. <https://controller.berkeley.edu/cga/effort-reporting>

2 Login to ERS using your CalNet ID and password.

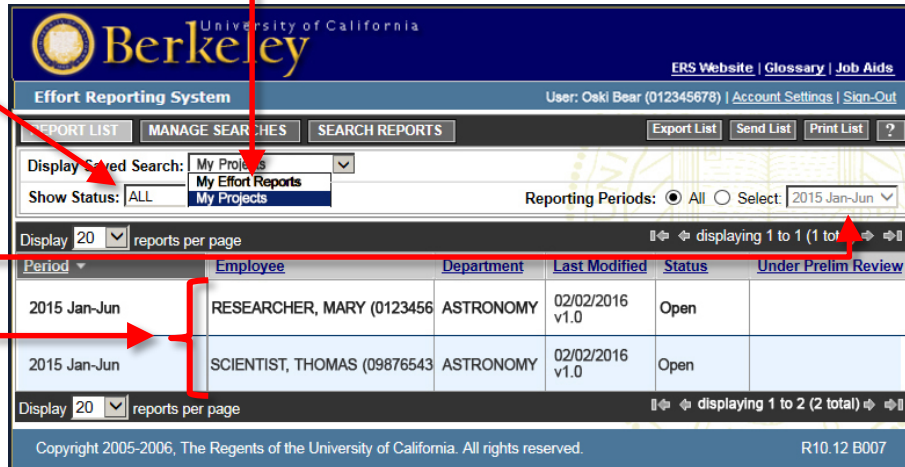


3 To certify your own report, click **My Effort Reports**; To certify your staff's Effort Reports, select **My Projects**.

4 Select desired **Status**.

5 Select desired **Reporting Period**.

6 Select an Effort Report to Review and Certify.

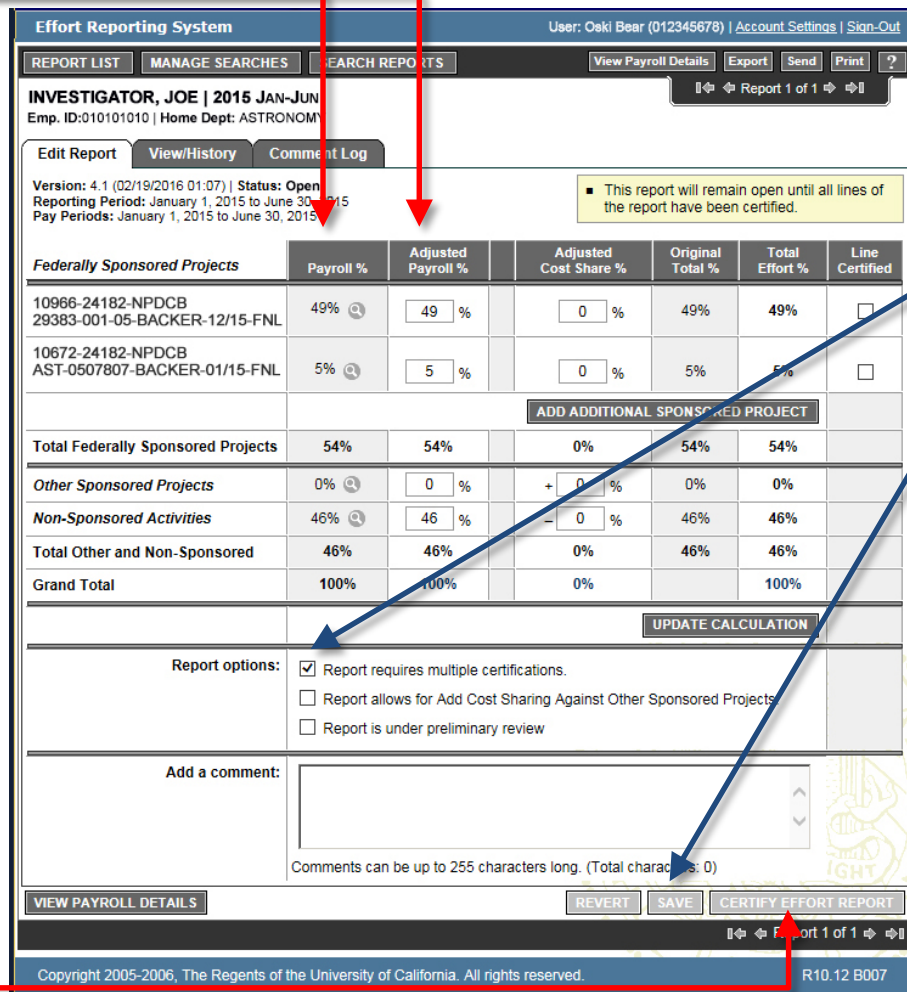


7 Stop here if you have any questions about the values in these columns. Contact your **Reviewer** for corrections.

*Does this report require multiple certifications?  
If YES, go to Step 8.  
(see right panel)  
If NO, go to Step 9.*

9 If you have first-hand knowledge of work performed for this period, please confirm effort reported reflects actual effort prior to certifying report. If you have questions or changes, contact your Reviewer.

Click on the **Certify Effort Report** button when the above information is confirmed. You will be prompted to "confirm first-hand knowledge" before you finalize certification.



8 If your report requires multiple certifications, check this box.

Then, click **SAVE**.

And finally, click the **SAVE** button again to save your certification.