



JOB AID



ERS Tips for the Principal Investigator

This Job Aid provides useful information on ERS functionality to help PIs better manage the Effort Report review and certification process in ERS.

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Effort Report List Page

When you first sign in to ERS, you are taken to your **My Projects** list on the **Effort Report List** page. This is the starting point to review all of the individual Effort Reports on funds where you are the primary PI. On this page you can view a list of the individuals with effort on your projects, the reporting periods, and the certification status of each of the reports.

The screenshot shows the 'Effort Reporting System' interface for a user named 'Oski Bear (012345678)'. The 'REPORT LIST' tab is active. A search filter 'Display Saved Search: My Projects INVESTIGATOR, JOE' is highlighted with a red box. Below it, 'Show Status: ALL' is selected. The 'Reporting Periods' are set to 'All'. The table below shows two reports for the period '2015 Jan-Jun'.

Period	Employee	Department	Last Modified	Status	Under Prelim Review
2015 Jan-Jun	RESEARCHER, MARY (0123456)	ASTRONOMY	02/02/2016 v1.0	Open	
2015 Jan-Jun	SCIENTIST, THOMAS (09876543)	ASTRONOMY	02/02/2016 v1.0	Open	

This page is divided into two sections: **top section** and **body section**.

TIP: To review your own Effort Report, it may be faster to open your **My Effort Reports** saved search instead of sorting through a long list of reports on your **My Projects** list.

Top Section

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | Export List | Send List | Print List | ?

Display Saved Search: My Projects INVESTIGATOR, JOE (1)

Show Status: ALL (2)

Reporting Periods: All Select: 2015 Jan-Jun (3)

Export List (4) | Send List (5) | Print List (6) | ?

- 1. Display Saved Search** - gives you the option to select either your **My Projects** list or **My Effort Reports** list.
- 2. Show Status** - allows you to refine your list to display only those reports for a specific status. Below are the various selections and the results displayed for each:

Status	Results displayed for selected Reporting Periods
ALL	Displays every report. <i>This is the best view to ensure everything is reviewed.</i>
ALL-Open	Displays Effort Reports with the following Status: <ul style="list-style-type: none"> • Open • Open-Reopened • Partially Certified • Exception • Certified/AdjustReqd • Open-Reissued
ALL-Certified	Displays Effort Reports with the following Status: <ul style="list-style-type: none"> • Certified • Certified/AdjustReqd
ALL-Overdue	Displays all Effort Reports that are past the due date for the Reporting Period AND DO NOT have a status of Certified or Not Required .
Open	Displays reports that require certification.
Certified	Displays reports that have been certified and no further action is required.
Open-Reopened	Displays reports that were previously certified and have been re-opened by the PI, and require recertification.
Partially Certified	Displays reports requiring multiple certifications, and require additional certification.
Required	Displays all Effort Reports EXCEPT those with a status of Not Required .
Not Required	Displays reports that DO NOT require certification.
Exception	Displays reports with a status of Exception , which may indicate a calculation issue that causes them to be out of balance when created.
Certified/AdjustReqd	Displays reports that have been modified by either the Reviewer or PI, and certified by the PI. The report requires a Payroll Expense Transfer.
Open-Reissued	Displays previously certified reports that have been reissued by ERS after a payroll expense transfer has caused an imbalance between the Original Payroll and the Adjusted Payroll. These reports require modification and certification.

- 3. Reporting Period** - lets you refine your list to include only those reports for a specific period.

Semiannual Reporting Period	Adjustment Period	ERS Availability	ERS Certification Deadline
1st Semiannual Period (January 1 – June 30)	July – August	September 1	October 28
2nd Semiannual Period (July 1 – December 31)	January – February	March 1	April 30

- 4. Export** the list to an Excel file.
- 5. Send** the list via email.
- 6. Print** the list.

TIP: Always check the **Show Status** and **Reporting Period** filters to make sure you are viewing your list of reports in the way you expect to see it. ERS saves the last filter you applied, and displays your list with that same filter until you change the filter settings. For example, if you set the **Status** to “Open-Reopened”, the next time you sign in to ERS, only the “Open-Reopened” Effort Reports will be displayed.

Body Section

The body section displays the list of Effort Reports, either your **My Projects** list or **My Effort Reports** list. This list can tell you a lot about an Effort Report without actually showing you the report. Below is a sample **My Projects** list:

Click anywhere on a row to select an Effort Report.

Period	Employee	Department	Last Modified	Status	Under Prelim Review
15 Jan-Jun	RESEARCHER, MARY (0123456)	ASTRONOMY	02/02/2016 v1.0	Open	
2015 Jan-Jun	SCIENTIST, THOMAS (09876543)	ASTRONOMY	02/02/2016 v1.0	Open	

- Display X reports per page** lets you list 10, 20, 30, 50 or 100 reports at one time.
- Displaying X to X (X total)**. The arrows enable you to quickly page through your list; each page shows the number of reports per page you selected in item 1, above. This is very helpful during the review and certification process.

The column headers listed below can be selected to sort the list according to the selection. In the example above, **Period** is selected and the reports are sorted accordingly.

- Period** shows the Reporting Period of the report, and from which you can ascertain Academics and Non-Academics.
- Employee** lists the individual's name and Employee ID.
- Department** lists the name of the employee's home department.
- Last Modified** lists the last modified date and version number of the report. See Version Number details below.
- Status** states the status of the report (see chart on previous page).
- Report Under Preliminary Review** indicates that the effort report is still being reviewed by when this box is checked.

Version Numbers

ERS tracks each iteration of the Effort Report and assigns a new version number each time it changes. The Version Number is listed on the **Effort Report List** page and on the Effort Report itself.

- The first Effort Report for the reporting period is identified as **Version 1.0**.
- After any changes are saved, ERS assigns the report a new version number by decimal increments; e.g., **1.1, 1.2, 1.3**, etc. (thus, 1.4 denotes the fourth iterative change to the effort report prior to certification)
- Once the report is certified, ERS assigns the **next whole number**; e.g., **2.0, 3.0**, etc.
- If a certified report is re-opened, ERS assigns the next decimal number; e.g., **2.1, 3.1**, etc.

Viewing Effort Report Versions

To view earlier versions of an Effort Report, go to the **View/History** page and click on the drop down list under **Report Version**. This will show all previous versions of the Effort Report. You can scroll through the different versions by clicking on the left and right arrows to the left and right of the drop down list.

The screenshot shows the 'View/History' tab selected. The 'Report Version' dropdown menu is open, showing two options: '2.0 (02/12/2016) Certified' and '1.0 (08/29/2015) Open'. The current version is '2.0 (02/12/2016) Certified'.

Report Information:
 Version: 2.0 (02/12/2016 02:10) | Status: Certified
 Reporting Period: January 1, 2015 to June 30, 2015
 Pay Periods: January 1, 2015 to June 30, 2015

Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
98765-12345-ABCEF Doe-013579-Smith,Jo-07/15	20%	20%	0%	20%	20%
Total Federally Sponsored Projects	20%	20%	0%	20%	20%
<i>Other Sponsored Projects</i>	51%	51%	+ 0%	51%	51%
<i>Non-Sponsored Activities</i>	29%	29%	- 0%	29%	29%
Total Other and Non-Sponsored	80%	80%	0%	80%	80%
Grand Total	100%	100%	0%		100%

Report options:

- Report requires multiple certifications.
- Report allows for Add Cost Sharing Against Other Sponsored Projects.
- Report is under preliminary review

Comment for v2.0:

- 02/12/16 2:10 PM by Oski Bear test
- 02/12/16 2:10 PM by Oski Bear Report Certified by Oski Bear (998877) on Feb 12, 2016

Buttons: VIEW PAYROLL DETAILS, REOPEN EFFORT REPORT

Page Info: Report 1 of 1