Introduction

This manual is compiled of descriptions for each unique functional page within the Effort Reporting System (ERS). The manual consists of eight different sections to assist the user with the Effort Reporting System. Each section of the manual is then divided into smaller sub-categories that serve as a guide to the effort form. The user will learn about the operation of the Effort Reporting System, which will include an explanation of the buttons and hyperlinks.

Within each section, the user is introduced to the different processes through the logic flow of the system. The screens pertaining to each process are sequentially presented along with the various options (link, button, and input field) on the screen.

NOTE, The system allows each institution to configure the system that best meets its needs. Thus, certain options may not be available as they are described in this manual. Please contact your Central Administrator to obtain more details.

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1. Getting Started

This section is an overview of the general features of the Effort Reporting System.

1.0 Effort Reporting System Process Flow Diagram: Depicts the flow diagram of the system.

1.1 ERS Log In: Illustrates the login process.

1.2 ERS Introduction (Home) Page: Illustrates the contents of the introduction page.

1.3 ERS Menu Options: Illustrates the contents and functionality of menu options available to the user.

1.4 User Profile: Illustrates the options related to the user profile.
1.0 Effort Reporting System Process Flow Diagram
1.1 ERS Log In

**Screen Description:**
To access the Effort Reporting System, the user will be directed to enter an assigned User ID and Password into the designated input fields. The system administrator will provide the initial password. After the initial login, the user will be prompted to change their password through the User Profile screen, further referenced in section 1.4. The User ID and Password can be an alpha and/or numeric sequence, and should not be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**

Questions or issues relating to system access should be addressed to the system administrator. A help desk phone number should be listed on the screen. **NOTE: This screen may not be displayed for users who use their university wide sign on and password (LDAP or WEBSAC)**

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**Input Field Descriptions:**

**User ID:** Enter the assigned User ID provided by the system administrator. The User ID can be an alphanumeric sequence, and does not have to be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**

**Password:** Enter the assigned password provided by the system administrator. The user will be prompted to change the password after the initial login. The password can be an alphanumeric sequence, and does not have to be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**
1.2 ERS Introduction (Home) Page

Screen Description:
Once the user successfully logs into the Effort Reporting System, the specified user will be identified on the Introduction Page (also known as Home Page). The user’s name and system specific role (for example, Departmental Coordinator, Certifier, etc.) will be displayed at the top of the screen. According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. The dark blue band above the user’s name contains links that will return the user to the Home Page, view or update their profile, help topics and information about ERS and log off. Using links in the page, the user can access their system profile, departments in their domain (role specific) or an online glossary of terms related to the Effort Reporting System.

The user will be presented with a **Status/My To Do List.** This gives the user a running status bar as to the Completion Status for the current effort reporting period. The **Status/My To Do** box allows the user to see the current status of Pre Reviewed, Certified, and Post Reviewed Effort Forms that are specifically assigned to the user.

By using the Status Box hyperlinks, the user can reach an individual’s effort form in as few as two clicks!

![Status/My To Do List](image)

Link Descriptions:

**Profile:** The user will be directed to their system profile where they can change their e-mail address, password, and other system related attributes.

**Departments:** This link is role-specific and only appears on the Departmental Coordinator’s Home page. The user will be directed to a list of all sub departments in their domain.

**Glossary:** An online glossary of terms and descriptions relating to the Effort Reporting System will be presented to the user.
1.3 ERS Menu Options

Screen Description:
According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. Presented on this page is a comprehensive listing of the ERS Menu Options.

Menu Options:

Assignment: The user can change assignments of Pre Reviewer, Post Reviewer, or Sub Department Coordinator and rights for the entire Sub Department; or to assign Pre Reviewer, Certifier, and Post Reviewer for an individual or assign an individual to another Sub Department.

Notification: Allows the user to select a pre-existing e-mail to notify users via email of an action to be taken.

Pre Review: Allows the user to enter the Pre Review All mode to review the Effort Forms for any employee in the department or sub department, to enter Pre Review mode to review only those Effort Forms for which the user is assigned as Pre Reviewer, or to enter the View Read Only Effort Forms mode to review only Effort Forms for which an individual is assigned to another department or sub department, but whose charges occur to accounts in the user’s department.

Certify: This option allows the user to access his/her Effort Form for certification and/or to certify for any employee for whom the user has been assigned as Certifier.

Post Review: Allows the user to enter the Post Review All mode to review the Effort Forms for any employee in the department or sub department or to enter Post Review mode to review only Effort Forms for which the user is assigned as Post Reviewer.

Reporting: This section offers Completion, Effort Results and Administrative Reports.

Home: The user will be directed to their home introduction page.

My Profile: The user will be directed to their system profile where they can change their e-mail address, password, and other system related attributes (if applicable).

Help Topics: FAQ’s, Tutorials, Manuals, and a Glossary to assist the user in the Effort Reporting Process.

About ERS: This information includes an introduction to Effort Reporting at Universities and Web-based Effort Reporting.

Log Off: This option allows the user to exit the Effort Reporting System. The user is returned to the Log In screen.
1.4 User Profile

Screen Description:
The user is presented with their ERS User Profile in an abbreviated (“Short Version”) format. The specified user will be identified by their various system related attributes. From this abbreviated User Profile screen, the user can select to change their ERS Password and e-mail address. Upon selection, the user will be redirected to a new screen where the new designated Password or e-mail address can be entered into the system. Questions or issues relating to system access or User Profile should be addressed to the system administrator. A help desk phone number should be listed on the login screen for the user’s convenience.

A more comprehensive User Profile is available to the user, and can be accessed with the selection of the “Full Version” link. **NOTE: The User Profile screens may not be applicable to users who use their university wide sign on and password (LDAP or WEBSAC).**

Link Descriptions:

**Change:**
The user will be redirected to the appropriate screen to designate a new Password or e-mail address. For security reasons, the Password is masked with asterisks.

**Full Version:**
The user will be directed to the more comprehensive User Profile screen. Changing the e-mail address requires using the Full Version screen.
1.4 User Profile (cont)

Screen Description:
This is the comprehensive ("Full Version") User Profile for the specified user. From this comprehensive User Profile screen, the user can select to change their ERS Password and e-mail address. If the user is still utilizing a temporary password assigned by the system administrator, the ‘Y’ designation will be assigned next to the "Is Temporary Password?” information line. Upon selection, the user will be redirected to a new screen where the new designated Password or e-mail address can be entered into the system. Questions or issues relating to system access or User Profile should be addressed to the system administrator. A help desk phone number should be listed on the login screen for the user’s convenience.

To return to the abbreviated User Profile screen, the user must select the “Short Version” link. NOTE: This Screen may not be applicable to Users who use their university wide sign on and password (LDAP or WEBSAC).

Link Descriptions:

Change: The user will be redirected to the appropriate screen to designate a new Password or e-mail address. For security reasons, the Password is masked with asterisks.

Short Version: The user will be directed back to the abbreviated User Profile Screen.
2. Assignments

This section will introduce the process of Assignments through the logic flow of the ERS system. After the user selects the Assignments menu option, various options will be presented on the screen. Below is a breakout of the Assignments section, which is cataloged by the respective functional screen descriptions of the Assignments process. **NOTE: When assignment changes are made, an e-mail will be sent to the user, to notify him/her of the assignment change.**

2.1 Change Sub Department Assignments: The user is electing to change Sub DC/Update Sub DC Rights, or change Sub Department Pre Reviewer/Post Reviewer.

   2.1.A Change Sub DC/Update Sub DC Rights  
   2.1.B Change Sub Department Pre Reviewer  
   2.1.C Change Sub Department Post Reviewer

2.2 Change Individual Assignments: Allows the user to change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department.

   2.2.A Change Pre Reviewer  
   2.2.B Change Certifier  
   2.2.C Change Post Reviewer  
   2.2.D Assign to a Different Sub Department

2.3 Search for an Employee: Allows the user to search for a specific individual outside of the user’s domain.
2.1 Change Sub Department Assignments

Screen Description:
Once the user selects the “Assignments” menu option, the user will be directed to select from two options, “Change Assignments for Department or Sub Departments” or “Change Assignments for Individuals”. By selecting “Change Assignments for Department or Sub Departments”, the user is electing to change Sub DC/Update Sub DC Rights, or change Sub Department Pre Reviewer/Post Reviewer. To change Sub Department Assignments, the user should select the “Change Sub Department Assignments” option to proceed with the Assignments process.

Link Descriptions:
- Change Assignments for Department or Sub Departments: The user can change Sub DC/Update Sub DC Rights, or change Sub Department Pre or Post Reviewer.
- Change Assignments for Individuals: The user can change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department.
- Return to Home: The user will be redirected to the home page of the Effort Reporting System.
2.1 Change Sub Department Assignments (cont)

Screen Description:
Once the user selects the “Change Assignments for Department or Sub Departments” option, the user will be directed to select a Sub Department. The user will only be presented with Sub Department(s) assigned to the user. The respective Sub DC, Pre Reviewer, and Post Reviewer for that Sub Department will be displayed next to the department name. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the ‘Y’ or ‘N’ designation. To select a Sub Department, select the radio button next to the listed Sub Department name or number. Hit “Proceed” to continue.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select a sub department in order to proceed.
2.1 Change Sub Department Assignments (cont)

**Screen Description:**
Once the user selects the Sub Department, the user will be presented with relevant information for the selected Sub Department. The respective Sub DC, Pre Reviewer, and Post Reviewer for that Sub Department will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the ‘Y’ or ‘N’ designation. The user will have three options to choose from: “Change Sub DC/Update Sub DC Rights”, “Change Sub Department Pre Reviewer”, and “Change Sub Department Post Reviewer”.

![Change Sub Department Assignments](image)

**Button Functions:**

**Back:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Proceed:** The user can proceed with the Assignments process. The user must select an option in order to proceed.
2.1. A Change Sub DC/Update Sub DC Rights

Screen Description:
Once the user selects the “Change Sub DC/Update Sub DC Rights” option, the user will be directed to select an individual to designate as the Sub DC. The user must reconfirm the Sub DC status for the individual already designated as the Sub DC. If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen.

![Dynamic Alpha Grouping]

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Sub DC designation. See 2.3 for further instructions.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens, limited to 20 names per screen. The starting and ending alpha sequence is presented at the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.
2.1.A Change Sub DC/Update Sub DC Rights (cont)

Link Descriptions/Button Functions (cont):

**Back:**
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Proceed:**
The user can proceed with the Assignments process. The user must select a name in order to proceed.
Screen Description:
Once the user designates an individual to be the Sub DC, they will be directed to set the Sub DC Rights for the selected individual. The specific Sub DC Rights are listed with radio buttons, enabling or disabling specific Sub DC Rights. The options will allow or disallow the Sub DC to assign no Pre Reviewer to specific individuals, or change the individual’s Pre Reviewer, Certifier, and Post Reviewer. Upon completion, the user will be directed to a confirmation screen affirming the Sub DC designation. By selecting “Yes”, the user permits the named individual to further delegate specific actions. By selecting “No”, the user prevents the named individual from further delegating specific actions.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.
2.1.A Change Sub DC/Update Sub DC Rights (cont)

**Screen Description:**
Once the user designates the Sub DC for a specific Sub Department along with the Sub DC Rights, the user will be directed to reconfirm the Sub DC designation. If an individual has been replaced as the Sub DC, this reconfirmation will notify the user that the individual was released of their Sub DC designation and provide their new ERS role. If the individual was reconfirmed as the Sub DC, that action will also be displayed on the screen.

![Screen Example](image)

**Button Function:**

**Apply:** The update or modification will be applied to the system.
2.1.A Change Sub DC/Update Sub DC Rights (cont)

Screen Description:
Summary of the Sub DC assignment along with the updated Sub DC Rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the ‘Y’ or ‘N’ designation.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.
2.1.B Change Sub Department Pre Reviewer

Screen Description:
Once the user selects the “Change Sub Department Pre Reviewer” option, the user will be directed to select an individual to designate as the Pre Reviewer. The user must reconfirm the Pre Reviewer status for the individual already designated as the Pre Reviewer. If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen.
### Link Descriptions/Button Functions:

<table>
<thead>
<tr>
<th><strong>Assign No Pre Reviewer:</strong></th>
<th>The user has the option of not assigning a Pre Reviewer for the selected Sub Department. If selected, the Certifiers in that Sub Department will be able to certify their Effort Forms without the Pre Review process.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assign somebody not in your domain:</strong></td>
<td>To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon locating the individual, the user can make the Sub DC designation. See 2.3 for further instructions.</td>
</tr>
<tr>
<td><strong>Dynamic alpha grouping:</strong></td>
<td>The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.</td>
</tr>
<tr>
<td><strong>Back:</strong></td>
<td>The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.</td>
</tr>
<tr>
<td><strong>Proceed:</strong></td>
<td>The user can proceed with the Assignments process. The user must select an option in order to proceed.</td>
</tr>
</tbody>
</table>
2.1.B Change Sub Department Pre Reviewer (cont)

Screen Description:
Once the user designates an individual to be the Sub Department Pre Reviewer, they will be directed to confirm the Pre Reviewer’s department assignment and new ERS role for the selected individual. Upon completion, the user will be directed to a confirmation screen reaffirming the Pre Reviewer designation.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.
2.1.B Change Sub Department Pre Reviewer (cont)

Screen Description:
Once the user designates the Pre Reviewer for a specific Sub Department, the user will be directed to reconfirm the Pre Reviewer designation. If an individual has been replaced as the Pre Reviewer, this reconfirmation will notify the user that the individual was released of their Pre Reviewer designation and provide their new ERS role. If the individual was reconfirmed as the Pre Reviewer, that action will also be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.
2.1.B Change Sub Department Pre Reviewer (cont)

Screen Description:
Summary of the Pre Reviewer assignment along with the updated Pre Reviewer rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the ‘Y’ or ‘N’ designation.

![Change Sub Department Assignments](image)

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.
2.1.C Change Sub Department Post Reviewer

**Screen Description:**
Once the user selects the “Change Sub Department Post Reviewer” option, the user will be directed to select an individual to designate as the Post Reviewer. **The user must reconfirm the Post Reviewer status for the individual already designated as the Post Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen.
## 2.1.C Change Sub Department Post Reviewer (cont)

### Link Descriptions/Button Functions:

| **Assign somebody not in your domain:** | To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Sub DC designation. See 2.3 for further instructions. |
| **Dynamic alpha grouping:** | The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link. |
| **Back:** | The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process. |
| **Proceed:** | The user can proceed with the Assignments process. The user must select an option in order to proceed. |
2.1.C Change Sub Department Post Reviewer (cont)

**Screen Description:**
Once the user designates an individual to be the Sub Department Post Reviewer, they will be directed to confirm the Post Reviewer’s department assignment and new ERS role for the selected individual. Upon completion, the user will be directed to a confirmation screen reaffirming the Post Reviewer designation.

![Screen Image]

**Button Functions:**

**Back:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Apply:** The update or modification will be applied to the system.
2.1.C Change Sub Department Post Reviewer (cont)

**Screen Description:**
Once the user designates the Post Reviewer for a specific Sub Department, the user will be directed to reconfirm the Post Reviewer designation. If an individual has been replaced as the Post Reviewer, this reconfirmation will notify the user that the individual was released of their Post Reviewer designation and provide their new ERS role. If the individual was reconfirmed as the Post Reviewer, that action will also be displayed on the screen.

**Button Function:**

- **Apply:** The update or modification will be applied to the system.
2.1.C Change Sub Department Post Reviewer (cont)

**Screen Description:**
Summary of the Post Reviewer assignment along with the updated Post Reviewer rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the ‘Y’ or ‘N’ designation.

![Image of the screen](image.png)

**Button Functions:**

**Exit:** The current activity will be terminated.

**Return:** The user will be directed to work on assignments for another Sub Department.

**Proceed:** To continue to work on other assignment options within the same Sub Department.
### 2.2 Change Individual Assignments

**Screen Description:**
Once the user selects the “Assignments” menu option, the user will be directed to select from the two options, “Change Assignments for Departments or Sub Departments” or “Change Assignments for Individuals”. The “Change Assignments for Individuals” option allows the user to change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department. To change Individual Assignments, the user should select the “Change Assignments for Individuals” option to proceed with the Assignments process.

![Assignments Screen](image)

**Link Descriptions:**

<table>
<thead>
<tr>
<th>Change Department or Sub Department Assignments:</th>
<th>The user can change Sub DC/Update Sub DC Rights, or change Department or Sub Department Pre or Post Reviewer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Assignments for Individuals:</td>
<td>The user can change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Department or Sub Department.</td>
</tr>
<tr>
<td>Return to Home:</td>
<td>The user will be redirected to the home page of the Effort Reporting System.</td>
</tr>
</tbody>
</table>
2.2 Change Individual Assignments (cont)

Screen Description:
Once the user selects the “Change Individual Assignments” option, the user will be directed to select a Sub Department for the individual(s) whose assignment is to be changed. The user has the option of selecting more than one Sub Department. If more than one Sub Department is selected, a single pool of individuals will be generated.

Button Functions:

Check All: The check boxes of the listed Sub Departments will be populated.

Clear All: The check boxes of the listed Sub Departments will be deselected.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. The user must select an option in order to proceed.
2.2 Change Individual Assignments (cont)

Screen Description:
Once the user selects the Sub Department(s), the user will be directed to select the individuals from a list drawn from the selected Sub Department(s). This list consists only of those individuals in the Sub DC’s domain who are required to report effort. The user has the option of selecting more than one individual. When more than one individual is selected, a single assignment will apply to all of the selected individuals.

Button Functions:
Check All: The check boxes of the listed Sub Departments will be populated.
Clear All: The check boxes of the listed Sub Departments will be deselected.
Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.
Proceed: The user can proceed with the Assignments process.
2.2 Change Individual Assignments (cont)

Screen Description:
Once the user selects the individual(s), the user will be presented with the available assignment options. For each selected individual, the respective Sub Department, Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will be displayed. In addition, the user will have the four following options to choose from: “Change Pre Reviewer”, “Change Certifier”, “Change Post Reviewer”, and “Assign to a different Sub Department”. The user may want to assign an individual to another Sub Department if that individual’s only sponsored activity is for a Sub Department other then their home domain.

![Change Individual Assignments](image)

Button Functions:

**Back:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Proceed:** The user can proceed with the Assignments process.
2.2.A Change Pre Reviewer

Screen Description:
Once the user selects the “Change Pre Reviewer” option, the user will be directed to select an individual to designate as the Pre Reviewer. **The user must reconfirm the Pre Reviewer status for the individual already designated as the Pre Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen. Also, the user has the option of not assigning a Pre Reviewer for the selected individual(s). If selected, the Certifiers will be able to certify their Effort Forms without going through the Pre Review process. By choosing this option, although the Pre Review process is eliminated, Post Review is now required.

Link Descriptions/Button Functions:

Assign No Pre Reviewer: The user has the option of not assigning a Pre Reviewer for the selected individual(s). If selected, the Certifiers will be able to certify their Effort Forms without going through the Pre Review process but will require the Post Review process.

Assign somebody not in your domain: To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Pre Reviewer designation. See 2.3 for further instructions.
2.2.A Change Pre Reviewer (cont)

Link Descriptions/Button Functions (cont):

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: Once the Pre Reviewer has been selected, the user can proceed with the Assignments process.
2.2.A Change Pre Reviewer (cont)

**Screen Description:**
Summary of the Pre Reviewer designation and the updated Pre Reviewer Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Pre Reviewer Assignments, the current and the intended role for the selected Pre Reviewer will be listed before the assignment is confirmed.

![Image of the Change Individual Assignments screen]

**Button Functions:**

**Back:**
The current activity will be terminated. The information populated within this screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Apply:**
The update or modification will be applied to the system.
2.2.A Change Pre Reviewer (cont)

Screen Description:
Once the user designates a Pre Reviewer for the specified individual(s), the user will be directed to reconfirm the Pre Reviewer designation. If an individual has been replaced as the Pre Reviewer, this reconfirmation will notify the user that the previous individual was released of their Pre Reviewer designation and will provide their new ERS role. If the same individual was reconfirmed as the Pre Reviewer, that action will also be displayed on the screen.

Button Function:
Apply: The update or modification will be applied to the system.
2.2.A Change Pre Reviewer (cont)

**Screen Description:**
Summary of the Pre Reviewer Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Pre Reviewer, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.

**Button Functions:**

**Exit:** The current activity will be terminated.

**Return:** To work on other assignment options for a different group of Sub Departments.

**Proceed:** To continue to work on other assignment options for the same group of individuals.
2.2.B Change Certifier

Screen Description:
Once the user selects the “Change Certifier” option, the user will be directed to select an individual to designate as the Certifier. **The user must reconfirm the Certifier status for the individual already designated as the Certifier.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen.
2.2.B Change Certifier (cont)

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Certifier designation. See 2.3 for further instructions.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: After selecting the designated certifier, the user can proceed with the Assignments process.
2.2.B Change Certifier (cont)

Screen Description:
Summary of the Certifier designation and the updated Certifier Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Certifier Assignments, the current and the intended role for the selected Certifier will be listed before the assignment is confirmed.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.
2.2.B Change Certifier (cont)

**Screen Description:**
Once the user designates a Certifier for the specified individual(s), the user will be directed to reconfirm the Certifier designation. If an individual has been replaced as the Certifier, this reconfirmation will notify the user that the previous individual was released of their Certifier designation and will provide their new ERS role. If the same individual was reconfirmed as the Certifier, that action will be displayed on the screen.

![Screen Image](image_url)

**Button Function:**

**Apply:** The update or modification will be applied to the system.
2.2.B Change Certifier (cont)

Screen Description:
Summary of the Certifier Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Certifier, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options for the same individual(s).
2.2.C Change Post Reviewer

**Screen Description:**
Once the user selects the “Change Post Reviewer” option, the user will be directed to select an individual to designate as the Post Reviewer. **The user must reconfirm the Post Reviewer status for the individual already designated as the Post Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen.
2.2.C Change Post Reviewer (cont)

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user’s domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Post Reviewer designation. See 2.3 for further instructions.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process.
2.2.C Change Post Reviewer (cont)

Screen Description:
Summary of the Post Reviewer designation and the updated Post Reviewer Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Post Reviewer Assignments, the current and the intended role for the selected Post Reviewer will be listed before the assignment is confirmed.

![Screen Displaying Change Individual Assignments]

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.
2.2.C Change Post Reviewer (cont)

Screen Description:
Once the user designates a Post Reviewer for the specified individual(s), the user will be directed to reconfirm the Post Reviewer designation. If an individual has been replaced as the Post Reviewer, this reconfirmation will notify the user that the previous individual was released of their Post Reviewer designation and will provide their new ERS role. If the same individual was reconfirmed as the Post Reviewer, that action will also be displayed on the screen.

![Image of Change Individuals Assignments screen]

Button Function:

Apply: The update or modification will be applied to the system.
2.2.C Change Post Reviewer (cont)

Screen Description:
Summary of the Post Reviewer Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Post Reviewer, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on Assignments for another Sub Department.

Proceed: To continue to work on other assignment options for the same individual(s).
### 2.2.D Assign to a Different Sub Department

**Screen Description:**
Once the user selects the “Assign to a different Sub Department” option, the user will be directed to select the specific Sub Department they wish to assign selected individual(s). The user will have to initially select the group list in which the specific Sub Department resides. After the menu selection for the selected group department is expanded, the user can select the desired Sub Department.

![Screen Description Image]

**Button Function:**

**Back:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

**Expanded View:**

![Expanded View Image]
2.2.D Assign to a Different Sub Department (cont)

Screen Description:
Summary of the Sub Department reassignment is presented to the user with the opportunity to review the information before proceeding with the assignment process. The reassignment will change the Pre Reviewer and Post Reviewer for the selected individuals. The default Pre Reviewer and Post Reviewer of the newly assigned Sub Department will be designated as the new Pre Reviewer and Post Reviewer. The certifier will be the individual’s current certifier.

Button Functions:
Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.
2.2.D Assign to a Different Sub Department (cont)

**Screen Description:**
Once the user applies the Sub Department assignment, the user will be directed to reconfirm the new Sub Department designation. If the selected individual has been reassigned another system role due to the Sub Department reassignment, this reconfirmation will notify the user that the individual was released of their previous ERS role and assigned a new ERS role. If the same individual was reassigned with the identical role, the reconfirmation will be displayed on the screen.

![Screen Description Image]

**Button Function:**

**Apply:** The update or modification will be applied to the system.
2.2.D Assign to a Different Sub Department (cont)

Screen Description:
Summary of the Sub Department reassignment is presented to the user with the opportunity to review the information before proceeding to another assignment. For each individual reassigned, the respective individual and their specific ERS related information is displayed. The individual’s Sub Department, Pre Reviewer, Certifier, Post Reviewer, and newly assigned Sub Department (Alternate Sub Dept) will also be displayed on screen.

Button Functions:

Exit:       The current activity will be terminated.

Return:    The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options with the same individual(s).
2.3 Search for an Employee

**Screen Description:**
When assigning an individual outside of the user’s domain, the system will display a search screen. This option is engaged when the user selects the “Assign somebody not in your domain” link. Through this screen, the user will be directed to set search parameters for the specific query by Employee ID, Name, and/or Sub Department - using any combination of the three options. The entered values do not have to be case specific and can consist of either complete or partial information. Upon completion of this form, the matching results will be listed on another screen.

**Input Field Descriptions:**

**Employee ID:**
The user should populate this field with values that are applicable to the Employee ID of the intended individual. If the user does not enter an Employee ID in its entirety, the Effort Reporting System will display individuals whose Employee ID's contain the value segment entered into the field.

**Name:**
The user should populate this field with values that are applicable to the name of the intended individual. If the user does not enter a name in its entirety, the Effort Reporting System will display individuals whose names contain the value segment entered into the field.

**Sub Department:**
The user should populate this field with values that are applicable to the Sub Department of the intended individual. If the user does not enter a Sub Department in its entirety, the Effort Reporting System will display individuals whose Sub Departments contain the value segment entered into the field.

**Button Functions:**

**Back:**
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Assignments process.

**Search:**
The user will be presented with a list of individuals that meet the criteria entered through this screen. From there, the user can select the specific individual.
2.3 Search for an Employee (cont)

Screen Description:
The user will be presented with a list of individuals that meet the criteria determined through the previous screen. The screen below shows results by entering ‘tom’ in the Name input box. From here, the user can select the desired individual and designate a specific ERS role or assignment. The list will be presented in alphabetical order, and the search result has a limit of 100 returns. If the requested individual is not present, please narrow the search query.

Button Functions:

Back: Returns the user to the search screen.

Proceed: The user can select the desired individual and designate a specific ERS role or assignment.
3. Notification

This section will introduce the process of Notification through the logic flow of the Effort Reporting System. After the user selects the Notification menu option, various options will be sequentially presented on the screen. Below is the breakout of the Notification section, which is cataloged by the respective functional screen descriptions of the Notification process.

3.1 E-mail Options

3.2 Initial E-mail: Allows the user to send an e-mail to Pre Reviewers and Certifiers with no pre review to start effort review.

3.3 Reminding E-mail: Allows the user to send e-mail concerning the Certify process of the Effort Reporting System.

3.4 General E-mail: Allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers or Department Coordinators within the Effort Reporting System.
3.1 E-Mail Options

Screen Description:
Once the user selects the “Notification” menu option, the user will be directed to select from one of the three general categories, “Initial E-mail”, “Reminding E-mail”, or “General E-mail”. The “Initial E-mail” option allows the user to send e-mails notifying Pre Reviewers and Certifiers with no pre review to start effort reviews. The “Reminding E-mail” option allows the user to send e-mail concerning the Certify process of the Effort Reporting System for either the current, prior or both current and prior Reporting Periods. The “General E-mail” option allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers, or other Department Coordinators within the Effort Reporting System.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.
3.2 Initial E-mail

Screen Description:
Once the user selects the “Notification” menu option, the user will be directed to select from one of the three general categories, “Initial E-mail”, “Reminding E-mail”, or “General E-mail”.

The “Initial E-mail” option allows the user to send e-mails notifying Pre Reviewers and Certifiers with no pre review to start effort reviews. “Initial E-mail” is used at the start of a current reporting period.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.
3.2 Initial E-mail (cont)

Screen Description:
Once the user selects from the "Initial E-mail" category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselectiong the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the "Check the box to send a copy to me" option on the template.

Button Functions:

Cancel: The current activity will be terminated. The e-mail notification will not be sent and the user will be directed to the previous screen or phase in the Notification process.

Send E-mail: The Effort Reporting System will send the e-mail as populated by the user, and will present a confirmation screen after the action is executed.

Check All: The check boxes of the listed individuals will be populated.

Clear All: The check boxes of the listed individuals will be deselected.
3.2 Initial E-mail (cont)

Screen Description:
Once the user selects the “Send E-mail” option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.

Link Description:
Here: The user will be redirected to the Notification homepage.
3.3 Reminding E-mail

**Screen Description:**
Once the user selects the “Notification” menu option, the user will be directed to select from one of the three general categories, “Initial E-mail”, “Reminding E-mail”, or “General E-mail”.

The “Reminding E-mail” option allows the user to send e-mail concerning the various processes of the Effort Reporting System. Current Reminding E-mail can be used to notify the Pre Reviewer, Certifier or Post Reviewer that their Effort Forms for the current reporting period are ready to be processed, whereas Prior Reminding E-mail can be used to notify these same groups of delinquent Effort Forms from other reporting periods. Both can be achieved through the selection of Current & Prior Reminding E-mail. Notification to Division Heads who monitor Effort Reporting may be done from this screen as well.

**Link Descriptions:**

**E-mail Link:** The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

**Return to Home:** The user will be redirected to the home page of the Effort Reporting System.
3.3 Reminding E-mail (cont)

**Screen Description:**
Once the user selects from the “Reminding E-mail” category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the “Check the box to send a copy to me” option on the template.

![Screen Description Image]

**Current Report Period Example:**

**Button & Link Functions:**

- **Cancel:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Notification process.

- **Send E-mail:** The Effort Reporting System will send the e-mail as populated by the user, and will be presented with a confirmation screen after the action is executed.

- **Check All:** The check boxes of the listed individuals will be populated.

- **Clear All:** The check boxes of the listed individuals will be deselected.
3.3 Reminding E-mail (cont)

**Screen Description:**
If the user selects from the “Reminding E-mail” category “Prior” or “Current & Prior” reporting periods, the user will be presented with a screen to select the report period(s) which require notification. Once the user selects the desired report period(s), the listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the “Check the box to send a copy to me” option on the template.

Prior Report Period Example:

![Image of screen showing options for sending reminding emails]

**Link Functions:**

**All:** The system will search and find individuals with uncompleted Effort Forms for all reporting periods listed below. The listserv will be populated with all names and their individual e-mail addresses.

**Dates:** The system allows the user to select specific prior reporting periods for sending notification. The listserv will be populated with all names and their individual e-mail addresses with uncompleted Effort Forms for this reporting period only.
3.3 Reminding E-mail (cont)

Screen Description:
Once the user selects the “Send E-mail” option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.

Link Description:

Here: The user will be redirected to the Notification homepage.
3.4 General E-mail

Screen Description:
Once the user selects the “Notification” menu option, the user will be directed to select from one of the three general categories, “Initial E-mail”, “Reminding E-mail”, or “General E-mail”.

The “General E-mail” option allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers, Post Reviewers or Other Department Coordinators within the system.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.
3.4 General E-mail (cont)

Screen Description:
Once the user selects from the "General E-mail" category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the "Check the box to send a copy to me" option on the template.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Notification process.

Send E-mail: The Effort Reporting System will send the e-mail as populated by the user, and will be presented with a confirmation screen after the action is executed.

Check All: The check boxes of the listed individuals will be populated.

Clear All: The check boxes of the listed individuals will be deselected.
3.4 General E-mail (cont)

**Screen Description:**
Once the user selects the “Send E-mail” option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.

![Confirmation Screen](image)

**Link Description:**

**Here:** The user will be redirected to the Notification homepage.
4. Pre Review

This section will introduce the process of Pre Reviewing an Effort Form through the logic flow of the ERS system. After the user selects the Pre Review menu option, various options will be sequentially presented on the screen. Below is a breakout of the Pre Review section, which is cataloged by the respective functional screen descriptions of the Pre Review process.

4.1 Pre Review Effort Form by Status/My To Do List: By selecting Pre Review from the Status/My To Do List the user is electing to view a list of Effort Forms to Pre Review from the user’s domain that is from the “Current” or “Delinquent” reporting period.

4.2 Pre Review Effort Form by Assignment: By selecting “Pre Review All”, the user is electing to Pre Review an Effort Form from a pool of the entire department(s) or sub department(s) in the Pre Reviewer’s domain. The “Pre Review” option only allows the user to Pre Review an Effort Form specifically assigned to the Pre Reviewer within the department or sub department. The “View Read Only Effort Forms” allows the user to review only Effort Forms for which the user is assigned to your department or sub department, but charges to accounts in another department.

4.3 Pre Review Effort Form by Reporting Period: By selecting a specific reporting period, the user is electing to Pre Review an Effort Form applicable to the respective start and end dates.

4.4 Pre Review Effort Form by Department: By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s).

4.5 Pre Review Effort Form by Employee: By selecting an employee, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual.

4.6 Pre Reviewing an Effort Form: The user will be provided with a functional explanation of the buttons respective to the Pre Review Effort Form, and instructed on how to properly populate the various input fields within the Form.

    4.6A Confirming a Single Transaction Cost Transfer: The user can populate the applicable dates for the Cost Transfer and upon completion, the user will be directed to a summary of the Pre Reviewed Effort Form.

    4.6B Confirming a Multiple Transaction Cost Transfer: The user can break down a Cost Transfer into numerous transactions, and populate each transfer with the applicable dates and transaction amounts.

4.7 Summary of the Pre Reviewed Effort Form: The user is presented with the opportunity to review the information populated to the Effort Form before proceeding to another Effort Form.

4.8 Pre Review Process - Adjustments
    4.8A Adding Accounts to the Effort Form
    4.8B Populating the Effort Form in Percentage Format
    4.8C Rounding
    4.8D Pre Review Effort Form – University Summary
4.1 Pre Review Effort Form by Status/My To Do List

This screen presents the user with a list of individuals that have not yet been Pre Reviewed. By selecting an individual, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee’s Effort Form can be selected at a time. On the screen the user is shown the individual’s Name, the Reporting Period that is pending Pre Review, the individual’s Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. **NOTE:** If accessing Effort Forms through the Status/My To Do List please proceed to section 4.6 for a continued sequence.

![Image](image_url)

**Link Description:**

**Dynamic alpha grouping:** The Effort Reporting System presents the listing of individuals in alphabetical order. The starting and ending alpha sequence is presented at the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.

**Name:** The user may click on an employee name to bring up the effort form of that employee.

**Retroactive Cost Transfer:** The user may notice a retroactive cost transfer has been applied to this Effort form. This only applies to Institutions using the Retroactive Cost Transfer module.

**Return to Home:** The user will be redirected to the home page of the Effort Reporting System.
4.2 Pre Review Effort Form by Assignment

Screen Description:
Once the user selects the “Pre Review” button from the menu options, the user will be directed to select from the three options, “Pre Review All”, “Pre Review”, or “View Read Only Effort Forms”. By selecting “Pre Review All”, the user is electing to Pre Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Pre Reviewer’s domain. The “Pre Review” option only allows the user to Pre Review an Effort Form specifically assigned to the Pre Reviewer within the department or sub department or outside of their department if they were selected as Pre Reviewer by another department coordinator. By selecting “View Read Only Effort Forms”, the user is electing to view the Effort Forms of individuals outside of their department who have committed effort on a sponsored account “owned” by their department.

Link Descriptions:

Pre Review All: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn from the entire department(s) or sub department(s) in the Pre Reviewer’s domain.

Pre Review: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn only from the Effort Forms assigned to the Pre Reviewer.

View Read Only Effort Forms: This option allows the user to view employees that charged an account(s) belonging to the user's sub department. However, the individual is outside of the user’s domain. Therefore, the user does not have the access rights to modify the form. If modifications to the account(s) are needed, there is an option to email the Pre Reviewer of the form to request that he/she modify it accordingly to reflect the effort performed.

Return to Home: The user will be redirected to their homepage.

Help: A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

FAQs: An online aide with frequently asked questions related to the Pre Review process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.3 Pre Review Effort Form by Reporting Period

Screen Description:
Once the user selects the “Pre Review All”, “Pre Review” or “View Read Only Effort Forms” button, the user will be directed to select an Effort Form to Pre Review by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to Pre Review an Effort Form applicable to the specified start and end dates. Note, the current period is identified with an arrowhead and “Current Period” designation and defaults to the top position on the list.

Link Description:

Reporting Period: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn from the specific Effort Reporting Period chosen. The standard format of the Reporting Period sequence is month/day/year unless other convention is used.
4.4 Pre Review Effort Form by Department

Screen Description:
Once the user selects the applicable Reporting Period for Pre Review, the user will be directed to select an Effort Form to Pre Review by departments or sub departments specifically assigned to the Pre Reviewer. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single pool of Effort Forms will be generated.

Link Descriptions/Button Functions:

Apply Filter: Using a drop-down menu, Effort Forms can be filtered by department on their Pre Review (Pre Review, Y or Not Pre Reviewed, N or N Saved) and Certify (Certify, Y or Not Certified, N or Saved) status.

Check All: The check boxes of the listed departments or sub departments will be populated.

Clear All: The check boxes of the listed departments or sub departments will be deselected.

Up/Down Arrow: The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.

Continue: Once the departments or sub departments are selected, the user must click on this button to proceed with the Pre Review process. The user will be presented with a list of Effort Forms, in which the user will select a specific Effort Form to Pre Review.

Help: A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.5 Pre Review Effort Form by Employee

**Screen Description:**
Once the user selects the departments or sub departments to Pre Review, the user will be directed to select an Effort Form to Pre Review by employee name. By selecting a name, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee’s Effort Form can be selected at a time.

![Pre Review Effort Form](image)

**Link Descriptions:**

- **Dynamic alpha grouping:** The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen and the user can navigate the list by selecting a specific alpha link.

- **Name:** The user may click on an employee name to bring up the effort report of that employee.

- **Retroactive Cost Transfer:** The user may notice on the Pre Review list. This indicates that a retroactive cost transfer has been applied to this Effort form. This only applies to Universities using the Retroactive Cost Transfer module.

- **Work on another Sub Dept group:** The user will be redirected to the previous screen in which the user will be directed to choose the departments or sub departments to Pre Review.

- **Work on another Reporting Period:** The user will be redirected to the screen to choose the appropriate Reporting Period to Pre Review. Once the Reporting Period is selected, the user will be directed to the department/sub department selection screen.

- **Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.6 Pre Reviewing an Effort Form

Screen Description:
After selecting the Effort Form to Pre Review, the user will be presented with information consistent with the selections made through the previous screens. Thus, the specific Reporting Period, department (or sub department), or other information previously selected will be reflected in the Effort Form. Appropriate input fields should be populated to Pre Review the Effort Form. The user can also add accounts and populate input fields in a percentage format. Upon completion, the Pre Reviewer can finish the Pre Review if Cost Transfers were not entered into the system. Otherwise, the Pre Reviewer will be directed to another screen to confirm and define the Cost Transfers entered into the Effort Reporting System.

For Effort Forms designated to complete the University Summary Form, please refer to section 4.8D, Pre Review Effort Form – University Summary, for detailed information.

### Input Field Descriptions:

#### Cost Transfer/Cost Sharing:
When in “Input as $” mode, the user should populate these fields with numeric values of no more than two decimal places. Negative values should be marked with the negative sign in front of the value. By entering Cost Transfers values, the user is amending the payroll amount. The sum of each column, if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a percentage format available to the user through the “Input as %” button. When in “Input as %” the user must use whole numbers. **Note,** the user must be in “Input as $” mode to proceed with the Pre Review process. The default presentation of the Effort Form is in the “Input as $” mode.

#### Notes:
The user can populate this field to enter necessary documentation relating to the Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
4.6 Pre Reviewing an Effort Form (cont)

Indicator Labels:

Salary Cap: The user may notice a Salary Cap message at the top of the page or see a CAP next to an account. Some agencies, such as the National Institutes of Health (NIH), provide a salary cap limit for certain awards. Employees that perform effort on grants, which are subject to the NIH Salary Cap rules, must make sure that they have accounted for the salary cap. The user can click on the CAP sign to obtain more information.

If the user clicked on the CAP or on the summary at the top of the form, the following information would be presented, if this option were enabled. The details pertaining to the Salary CAP is presented with the option for the user to download to Excel or PDF format.

<table>
<thead>
<tr>
<th>Account</th>
<th>Agency</th>
<th>Agency Name</th>
<th>Salary Cap Amount</th>
<th>Unsatisfied Salary</th>
<th>Maximum Allowed To Charge</th>
<th>Total Payroll Charged for this Reporting Period</th>
<th>Difference 1</th>
<th>Difference % 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NIH</td>
<td>NIH</td>
<td>$180,500.00</td>
<td>$201,879.50</td>
<td>$34,385.00</td>
<td>$36,459.72</td>
<td>30.00%</td>
<td>$3,594.72</td>
</tr>
</tbody>
</table>

* Maximum allowed to charge is calculated with assumption that the payroll has not been adjusted for the CAP. If payroll has already been adjusted for the CAP, this amount may not be applicable.

Companion Cost Share: The user may notice a CS next to an account. Cost sharing has been recorded in these accounts via payroll. Changes or adjustments to these accounts require a cost transfer to be made.

K Awards (not shown): The user may notice a K next to an account. This label indicates this account is a K Award (NIH Career Award). The sub-K label is used when accounts are identified to a K Award.

Department Cost Share Account (not shown): The user may notice a D next to an account. This label indicates this account has been designated as a department cost sharing account.

Control Salary/Suspense/Clearing Accounts (not shown): If an account is listed in this section, it needs to be distributed to other accounts via cost transfer such that the total amount left for this account is $0.00.
## 4.6 Pre Reviewing an Effort Form (cont)

### Button Functions:

**View Planned/View Awarded:** The Effort form defaults to the “View Awarded” screen. The Commitment column will be populated if the CEMAWARD table has been fully populated with commitment details. The “View Planned” version of the Effort form will pull information directly from the individual’s plan if the University utilizes the Committed Effort Management module (CEM).

**Add Account:** The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account. See 4.8A for further instruction.

**Input as %:** The user can populate the Cost Sharing or Cost Transfer information using percentage values instead of dollar amounts. **Note, the user must be in “Input as $” mode to proceed with the Pre Review process.** Also, if dollar amounts have been entered, the user can view their respective percentage values by shifting to the “Input as %” mode or by clicking on “Update Form”.

**Update Form:** The Effort Form will be recalculated with the appropriate subtotals and percentage values.

**Reset Form:** The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Pre Review the Effort Form.

**Exit Form:** The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Pre Review. The system will not save changes, and the user can return to Pre Review the Effort form at a later time.

**Save Form:** The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the “Save Form” option was selected.

**Proceed:** The user can proceed with the Pre Review process. **Note, the user must be in “Input as $” mode to proceed to the next screen.**

**Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

**Top/Previous/Next/Last Form:** The user can navigate within the Effort Reporting System to view additional Effort Forms to Pre Review. **Note, the user will only have access to Effort Forms specifically assigned to the individual to Pre Review.**
4.6 Pre Reviewing an Effort Form (cont)

Link Descriptions:

Payroll Amount Link:

The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. Please note that the column headings are configurable.

The default view is based on payroll transactions. However, the user will have the option of clicking on the Detail By Month button to see the payroll summary for each account by month.

The payroll details (by transaction or month) can be downloaded to Excel or PDF format.

By Transaction View

<table>
<thead>
<tr>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Entry Code</th>
<th>Sub Amount Code</th>
<th>Direct</th>
<th>Non Effort Direct</th>
<th>Effort Direct</th>
<th>Effort Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,010.00</td>
<td>10/1/2005</td>
<td>10/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,010.00</td>
<td>12</td>
<td>$2,010.00</td>
<td>$2,010.00</td>
</tr>
<tr>
<td>$2,271.10</td>
<td>07/1/2005</td>
<td>07/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>$2,271.10</td>
<td>08/1/2005</td>
<td>08/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>$2,271.10</td>
<td>09/1/2005</td>
<td>09/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>$2,271.10</td>
<td>10/1/2005</td>
<td>10/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>07/1/2005</td>
<td>07/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,400.00</td>
<td>12</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>08/1/2005</td>
<td>08/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,400.00</td>
<td>12</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>09/1/2005</td>
<td>09/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,400.00</td>
<td>12</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>10/1/2005</td>
<td>10/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,400.00</td>
<td>12</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>11/1/2005</td>
<td>11/15/2005</td>
<td>0150</td>
<td>1100</td>
<td>$2,400.00</td>
<td>12</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

Subtotal $113,929.00

By Transaction View

<table>
<thead>
<tr>
<th>Name: Customer Doyle</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubDept: 6/1300</td>
</tr>
<tr>
<td>Division: OD</td>
</tr>
<tr>
<td>Title: D4</td>
</tr>
<tr>
<td>Title Code: 02</td>
</tr>
</tbody>
</table>

Note: Transactions in Excluded Accounts are highlighted in gray.

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## By Month View

### Payroll Details By Month

**Reporting Period:** 11/2005 - 12/2005

<table>
<thead>
<tr>
<th>Account</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Account Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>21150-2522</td>
<td>$1,200.00</td>
<td>7.15%</td>
<td>$1,079.00</td>
<td>11.95%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$600.00</td>
</tr>
<tr>
<td>61300-56160</td>
<td>$8,000.00</td>
<td>26.60%</td>
<td>$4,000.00</td>
<td>28.12%</td>
<td>$7,600.00</td>
<td>48.80%</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>61300-62960</td>
<td>$2,271.10</td>
<td>13.52%</td>
<td>$4,542.20</td>
<td>32.42%</td>
<td>$6,542.20</td>
<td>28.17%</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>61900-53590</td>
<td>$6,000.00</td>
<td>26.60%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$3,952.72</td>
<td>62.31%</td>
<td>$0.00</td>
</tr>
<tr>
<td>62600-10381</td>
<td>$3,712.60</td>
<td>22.12%</td>
<td>$3,712.60</td>
<td>26.60%</td>
<td>$3,712.60</td>
<td>21.31%</td>
<td>$3,712.60</td>
</tr>
<tr>
<td><strong>Totals By Month</strong></td>
<td><strong>$16,783.80</strong></td>
<td><strong>100%</strong></td>
<td><strong>$11,011.67</strong></td>
<td><strong>100%</strong></td>
<td><strong>$16,123.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>$95,022.50</strong></td>
</tr>
</tbody>
</table>

### Excluded Non Service Payroll

<table>
<thead>
<tr>
<th>Account</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Account Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>600-4420</td>
<td>$700.00</td>
<td>100.00%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$1,300.00</td>
<td>100.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td>662-3550</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Totals By Month</strong></td>
<td><strong>$700.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>0.0%</strong></td>
<td><strong>$1,300.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>$500.00</strong></td>
</tr>
</tbody>
</table>

### Grand Total

| Payroll Total | $17,483.80 | $11,011.67 | $16,123.00 | $95,022.50 | $0.00 | $219,935.75 |

---

**Download**

**Close Window**
4.6 Pre Reviewing an Effort Form (cont)

Link Descriptions (cont):

**Account Numbers Link:** The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

![Account Drilldown from ERSCHARTACCTS Table](image)

**View Previously Certified Effort Statements:** The user has the ability to view past Effort Forms.

**% Indicated in Commitment Column:** Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award.

**% Indicated in Plan Column (not shown):** Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified.
4.6A Confirming a Single Transaction Cost Transfer

Screen Description:
If the user makes a Cost Transfer during the Pre Review process of the Effort Form, the user will be presented with the confirmation of the entered Cost Transfer. If the Cost Transfer consists of a single transaction, involving a single pay period, the user must enter dates relating to the Single Transaction Cost Transfer. If the Cost Transfer consists of multiple transactions, involving multiple pay periods, the user should engage the Manual Transactions option on the screen to enter transactions relating to the Cost Transfer.

Input Field Descriptions:

Begin/End Date: The format of the input field is Month/Day/Year and is pre-populated by default with the begin date and end date of the report period. The user has the ability to populate these fields with specific ranges of dates within the report period using numeric values with preceding zeroes, if applicable. Date values should be positive integers and the date related to the Cost Transfer must be within the Reporting Period. If the Effort Reporting System does not accept the values entered into the fields, the user will be directed to an error message page.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Proceed: The user is directed to a screen where the cost transfer can be divided by specific pay periods.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.6B Confirming a Multiple Transaction Cost Transfer

Screen Description:
If the Cost Transfer consists of multiple transactions, the user will be presented with the confirmed Cost Transfer and prompted to manually enter multiple transactions to define the Cost Transfer. The Cost Transfer can be broken down into multiple entries, with the respective payroll date and amount being populated for each entry. Upon completion, the user will have Pre Reviewed the specific Effort Form and will be directed to the summary of the Pre Reviewed Effort Form.

Input Field Descriptions:

Accounts/Sub Accounts: The applicable accounts and sub accounts can be selected using the drop down menu boxes. Please note that the Effort Reporting System is specific to which accounts should be selected for credit and debit transactions.

Amounts: The user should populate these fields with numeric values that do not exceed the second decimal place. Entries are made using positive values. The Defined/Undefined amounts will adjust as entries are made. The total amount per transaction should equal 0.

Reason: The user must populate this field with necessary documentation relating to the specific Cost Transfer. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
4.6B Confirming a Multiple Transaction Cost Transfer (cont)

**Button Functions:**

**Cancel:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.

**Reset:** The user may reset the Cost Transfer Defined page, removing any entries made.

**Proceed:** The user will be presented with the University Summary screen (if used) or to the Pre Review Summary screen.

**Back:** The user is directed to the previous screen.

**Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.7 Summary of the Pre Reviewed Effort Form

Screen Description:
Summary of the Pre Reviewed Effort Form is presented to the user with the opportunity to review information populated to the Effort Form before proceeding to another Effort Form. Information pertaining to the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. In addition to the information already presented in the Pre Review Summary, a detailed breakout of the University Summary is presented to the user for review. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary. Under the Cost Transfer Section, a detailed breakout of the Cost Transfer, consisting of single or multiple transactions, is also included with the status of the export of the Cost Transfer to the institution’s payroll system. Under the “Exported?” data field, a ‘Y’ or ‘N’ designation will be used to alert the user of the Cost Transfer status. Click on the Trans ID to see the complete details of the Cost Transfer. Confirmation that an email has been sent to the certifier indicating the form is ready to be certified.
4.7 Summary of the Pre Reviewed Effort Form (cont)

Button Functions:

Exit: The user will be directed to select another Effort Form to Pre Review within a selected reporting period and department/sub department.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Top/Previous/Next/Last Form: The user can navigate within the Effort Reporting System to view additional Effort Forms to Pre Review. Note, the user will only have access to Effort Forms specifically assigned to the individual to Pre Review.

Link Descriptions:

Payroll Amount Link: The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. (See page 77)

Account Numbers Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. Note, only Sponsored Accounts will have a detail link. (See page 78)

View Previously Certified Effort Statements: The user has the ability to view past Effort Forms.

% Indicated in Commitment Column: Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award.

% Indicated in Plan Column: Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified.

Trans ID: The user will be presented with detailed information regarding the Cost Transfer transaction.

The user has the ability to download the summary to a PDF file or print a hard copy of the Effort Form.
4.8 Pre Review Process – Adjustments to Forms

4.8A Adding Accounts to the Effort Form

Screen Description:
Each Effort Form consists of accounts that are specific to each individual. If an applicable account is not listed within the Effort Form, the Pre Reviewer has the option of adding accounts to the Effort Form. This option is engaged when the user selects the “Add Account” button on the Effort Form. Upon selection, the user will be directed to determine the parameters of the initial search by first selecting the type of account – sponsored or non-sponsored and then entering specific account attributes as applicable to the Institution.

Input Field Descriptions:

Sponsored/Non-Sponsored Account:
The user must determine if the desired account is sponsored or non-sponsored. The system defaults to the “Sponsored Account” category. A radio button must be selected in order to proceed with the process.

Account Search Criteria:
The user should populate these fields with values that are applicable to a certain categories. If the user does not enter a code in its entirety, the Effort Reporting System will display accounts that contain the code segment entered into the field. The search fields are configurable and will differ from one institution to the other.

Button Functions:

Cancel:
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.

Continue:
The user will be presented with a list of accounts that meet the criteria entered through this screen. From there, the user can select the specific account to add to the Effort Form.

Help:
A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.8A Adding Accounts to the Effort Form (cont)

Screen Description:
The user can further specify the pool of accounts to select from and then add to the Effort Form by account number, account description, or the account status. The Effort Reporting System will automatically adapt to display only the applicable accounts. For example, if the user selects “Active” from the Account Status drop-down box, the user will only be presented with accounts (by description and number) that are active.

Link Descriptions/Button Functions:

Account/Account Description/Account Status:
The user can select the account by using the drop down boxes categorized by account number, account description, or account status. Once a selection has been made, the other account attributes will automatically be adjusted to reflect the most recent category selection.

Here:
The current query will be terminated and the user will be directed to initiate a new search.

Add Account:
The new account will be respectively added to the sponsored or non-sponsored subsection of the Effort Form. The payroll amount for the new account will be zero; the user can make adjustments through the Cost Transfer or Cost Sharing column. Added accounts will have an icon next to each respective account description, and the user can click on the icon to remove the account from the Effort Form.

Cancel:
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.

Help:
A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.8B Populating the Effort Form in Percentage Format

Screen Description:
Instead of entering Cost Transfer and Cost Sharing information in dollar amounts, the user can enter Percentage values to record Cost Transfers and Cost Sharing. Please note, the Effort Form must be in “Input as $” mode to proceed with the Pre Review process, and the sum of the Cost Transfers and Cost Sharing must equal zero. The “Proceed” button is not offered as an option on this screen.

Input Field Descriptions:

Cost Transfer/Cost Sharing: The user must populate these fields with numeric data that reflect a percentage value. The user must use whole numbers only in “Input as %” mode. Negative values should be marked with the negative sign in front of the value. By adding Cost Transfers, the user is amending the payroll amount. By adding Cost Sharing entries, a dollar value is placed on the percentage of effort dedicated to this project but no funds are “moved”. The sum of each column (in percentage), if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a dollar format available to the user through the “Input as $” button. Note, the user must be in the “Input as $” mode to proceed with the Pre Review process.

Notes: The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
4.8B Populating the Effort Form in Percentage Format (cont)

**Button Functions:**

**Add Account:** The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account.

**Input as $:** The user can populate the Cost Sharing or Cost Transfer information using dollar amounts instead of percentage values. **Note, the user must be in “Input as $” mode to proceed with the Pre Review process.** Also, if percentage values have been entered, the user can view their respective dollar amounts by shifting to the “Input as $” mode or clicking on “Update Form”.

**Update Form:** The Effort Form will be refreshed with the appropriate subtotals and dollar amounts.

**Reset Form:** The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Pre Review the Effort Form.

**Exit Form:** The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Pre Review. The system will not save changes, and the user can return to the Effort Form to Pre Review the Effort Form at a later time.

**Save Form:** The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the “Save Form” option was selected.

**Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
4.8B Populating the Effort Form in Percentage Format (cont)

Link Descriptions:

Payroll Amount Link:
The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. (See page 77)

Account Numbers Link:
The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.** (See page 78)

View Previously Certified Effort Statements:
The user has the ability to view past Effort Forms.

% Indicated in Commitment Column:
Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award.

% Indicated in Plan Column:
Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified.
4.8C Rounding

ERS Rounding Steps:

1. ERS applies rounding logic to all %’s within the appropriate columns on the Effort Form by rounding up or down to the nearest whole number. For example, 5.4 = 5% or 5.5 = 6%.
2. ERS summarizes all %’s within the appropriate columns (rounded to the nearest whole number from Step 1 above) to see if they total 100%. If all %’s within the appropriate columns total 100%, the Effort Form passes and ERS takes no further rounding action. If the %’s within the appropriate columns does not total 100%, ERS proceeds to step 3.
3. ERS determines if the summed total %’s within each appropriate column are (A) greater than 100% or (B) less than 100%.

A. ERS Determines the Percentages are Greater than 100%.

ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded up per Step 1. If so, the Non-sponsored account is rounded down 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded up in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded up per Step 1. If so, the Sponsored account is rounded down 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded up in Step 1, “Added Accounts” are then selected to round down to arrive at a summed total of 100%. Payroll Clearing Accounts (Suspense Accounts) are not considered in Rounding. (See Chart 3A for example) NOTE: ERS will only round 1% from each account.

Chart 3A

The Non Sponsored 4 account was rounded up from 11.6% to 12% per Step 1. Step 2 summarized the percentages totaling 101%. Step 3A took the first Non-Sponsored account, #4 that was rounded up in Step 1 and further rounded the Non-Sponsored 4 account down 1% (from 12% to 11%) and summed the profile to arrive at 100%.

<table>
<thead>
<tr>
<th>Account</th>
<th>Actual % Before Rounding</th>
<th>Step 1 &amp; 2 ERS Rounding</th>
<th>Step 3A Final Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored 1</td>
<td>50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Sponsored 2</td>
<td>27.0%</td>
<td>27%</td>
<td>27%</td>
</tr>
<tr>
<td>Non Sponsored 3</td>
<td>12.3%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td>Non Sponsored 4</td>
<td>11.6%</td>
<td>12%</td>
<td>11%</td>
</tr>
<tr>
<td>Total</td>
<td>101%</td>
<td>101%</td>
<td>100%</td>
</tr>
</tbody>
</table>
4.C Rounding (continued)

ERS Determines the Percentages are Less than 100%.
ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded down per Step 1. If so, the Non-sponsored account is rounded up 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded down in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded down per Step 1. If so, the Sponsored account is rounded up 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded down in Step 1, “Added Accounts” are then selected to round up to arrive at a summed total of 100%. Payroll Clearing Accounts (Suspense Accounts) are not considered in rounding. (See Chart 3B for example) NOTE: ERS will only round 1% from each account.

Chart 3B
The Non Sponsored Account 4 was rounded up from 11.6 to 12% Step 1. In addition Non-Sponsored 3 was rounded down from 12.3 to 12%. Step 2 summarized the percentages to total 99%. Step 3a took the first Non-Sponsored account that was rounded down in Step 1 and rounded Non Sponsored 3 1% (from 12 to 13%) and summed the profile to arrive at 100%.

<table>
<thead>
<tr>
<th>Account</th>
<th>Actual % Before Rounding</th>
<th>Step 1 &amp; 2 ERS Rounding</th>
<th>Step 3A Final Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored 1</td>
<td>50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Sponsored 2</td>
<td>25.0%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Non Sponsored 3</strong></td>
<td><strong>12.3%</strong></td>
<td><strong>12%</strong></td>
<td><strong>13%</strong></td>
</tr>
<tr>
<td>Non Sponsored 4</td>
<td>11.6%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98.9%</strong></td>
<td><strong>99%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

It is important to remember that when rounding occurs, the end result could mean the adjustments are out of balance by $0.01. If this occurs, an error message will be displayed. To correct this error, a change of $0.01 will need to be made to one account.
4.8D Pre Review Effort Form – University Summary (optional)

Screen Description:
If an Effort Form has effort associated with non-sponsored funding, the form will be directed to the University Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity. NOTE: The Pre Reviewer does not have to populate the University Summary.

Input Field Descriptions:

Numeric Fields: The user should populate these fields with percentage values, itemizing effort associated with non-sponsored funding by non-sponsored, University activities. Values should be positive integers, no decimals. The sum of the entries should equal the sum of the effort associated with University Funded Accounts. ERS will not accept lesser or greater totals, and for a detailed definition of each activity, click on the activity link. By not populating the entry fields, the user has the option of not itemizing effort by activity.
4.8D Pre Review Effort Form – University Summary (cont)

Button Functions:

Cancel: The user will be redirected back to the effort form. The system will not save the changes made to the University Summary.

Proceed: The user can proceed with the Pre Review process. Note: If the University Summary was populated, the sum of the entered values must equal the total effort associated with non-sponsored funding.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5. Certify

This section will introduce the process of Certifying an Effort Form through the logic flow of the ERS system. After the user selects the Certify menu option, various options will be sequentially presented on the screen. Below is a breakout of the Certify section, which is cataloged by the respective functional screen descriptions of the Certify process.

5.1 Certify Effort Form by Status/My To Do List: By selecting to Certify by Status/My To Do List, the user is presented with a list of individuals that have not yet been certified for the current or prior period.

5.2 Certify Effort Form by Assignment: The “Certify” option only allows the user to Certify an Effort Form specifically assigned to the Certifier.

5.3 Certify Effort Form by Reporting Period: By selecting a specific reporting period, the user is electing to Certify an Effort Form applicable to the respective start and end dates.

5.4 Certify Effort Form by Employee: By selecting an employee, the individual will be presented with the appropriate Effort Form of the selected individual.

5.5 Certifying an Effort Form: The user will be provided with a functional explanation of the buttons respective to the Effort Form, and instructed on how to properly populate the various input fields within the Form.

5.5 Electronic Certification of the Effort Form: A summary of the Certified Effort Form is presented to the user with the opportunity to review the information populated to the Effort Form before electronically Certifying the Effort Form.

5.6 Summary of the Certified Effort Form: The user is presented with the opportunity to review the Certified Effort Form before proceeding to another Effort Form.

5.7 Certification Process – Adjustments
5.7A Adding Accounts to the Effort Form
5.7B Certify Effort Form – University Summary
5.1 Certify Effort Form by Status/My To Do List

Screen Description:
Upon notification that Effort Forms are now available for certification, the certifier will log in to ERS. Once the user successfully logs into the Effort Reporting System, the specified user will be identified on the Introduction Page (also known as Home Page). The user’s name and system specific role (for example, Departmental Coordinator, Certifier, etc.) will be displayed at the top of the screen. According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. The dark blue band above the user’s name contains links that will return the user to the Home Page, view or update their profile, help topics and information about ERS and log off. Using links in the page, the user can access their system profile, departments in their domain (role specific) or an online glossary of terms related to the Effort Reporting System.

The user will be presented with a Status/My To Do List. Status/My To Do displays the status of certification for the assigned user. The Certification box contains two lists – Pending and Pending Pre Review. Any number listed in the “Pending” box indicates that the forms are available for the user to certify. Any number listed in the “Pending Pre Review” box indicates that the forms have not been Pre Reviewed yet, and therefore, not available for Certification at this time.

By using the Status Box hyperlinks, the user can reach an individual’s effort form in as few as two clicks!

![Status/My To Do List screenshot]
5.1 Certify Effort Form by Status/My To Do List

Screen Description:
After choosing to Certify via Status/My To Do List, the user is presented with a list of individuals whose effort forms are available for certification. By selecting an individual, the certifier will be presented with the appropriate Effort Form of the selected individual. Only one employee’s Effort Form can be selected at a time. The screen shows the individual’s Name, the Reporting Period that is pending Certification, the individuals Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. NOTE: If accessing Effort Forms through the Status/My To Do List please proceed to section 5.5 for a continued sequence.

Link Description

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order.

Name: The user may click on an employee name to bring up the effort report of that employee.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.
5.2 Certify Effort Form by Assignment

Screen Description:
Once the user selects the “Certify” button from the menu options, the user will be electing to Certify an Effort Form. The “Certify” option only allows the user to Certify an Effort Form specifically assigned to the Certifier.

Link Descriptions:

Certify: The user will proceed with the Certify process. The pool of Effort Forms (from which the Certifier can choose to Certify) will be drawn only from the Effort Forms assigned to the Certifier.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

FAQs: An online aid with frequently asked questions related to the Certify process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5.3 Certify Effort Form by Reporting Period

Screen Description:
Once the user selects the “Certify” link, the user will be directed to select an Effort Form to Certify by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. Note, the current period is identified with an arrowhead and “Current Period” designation. By selecting a specific reporting period, the user is electing to Certify an Effort Form applicable to the specified start and end dates.

Link Description:
Reporting Period: The pool of Effort Forms (from which the Certifier can choose to Certify) will be based on the specific Effort Reporting Period chosen. The default format of the Reporting Period sequence is month/day/year.
5.4 Certify Effort Form by Employee

Screen Description:
Once the user selects the Department and the Reporting Period, the user will be directed to select an Effort Form to Certify by employee name. The Effort Forms available for Certification will be under the header, “Effort Forms Available to Certify”, and the status of each Effort Form will be designated with a ‘Y’ or ‘N' under the “Certified” header. By selecting an employee, the Certifier will be presented with the appropriate Effort Forms of the selected individual. Only one employee’s Effort Form can be selected at one time.

Link Descriptions/Button Functions:
- **Work on other Sub Dept(s):** The user will be redirected to the previous screen in which the user will be directed to choose the departments or sub departments to Certify.
- **Work on another Reporting Period:** The user will be redirected to the screen in which the user will have an option to choose the appropriate Reporting Period to Certify. Once the Reporting Period is selected, the user will be directed to the current selection screen.
- **Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5.5 Certifying an Effort Form

Screen Description:
After selecting the Effort Form to Certify, the user will be presented with information pertaining to the specific Effort Form. Appropriate input fields should be populated to Certify the Effort Form. Please note, if the Payroll % is designated with an asterisk – the value has been adjusted through the Pre Review process. The Total % values reflect the Payroll and Cost Sharing percentages. The user can also add accounts and view the Pre Review Details.

For Effort Forms designated to complete the University Summary Form, please refer to section 5.8C, Certify Effort Form – University Summary, for detailed information.

Input Field Descriptions:

Certified Effort %: Upon selecting the Effort Form, the Certified Effort % will either be populated with their respective percentages or left empty for the user to fill in. If the Certifier agrees with the Certified Effort %, the form can be Certified. Otherwise, the Certified Effort % column should be amended to reflect the appropriate % values.

Notes: The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
5.5 Certifying an Effort Form (cont)

**Button Functions:**

**View Planned/View Awarded:**
The Effort form defaults to the “View Awarded” screen. The Commitment column will be populated if the CEMAWARD table has been fully populated with commitment details. The “View Planned” version of the Effort form will pull information directly from the individual's plan if the University utilizes the Committed Effort Management module (CEM).

**View Pre Review Details:**
The user can view the pre review final screen. This provides the payroll detail including dollar amounts and any cost transfers or cost sharing posted in the pre review process.

**Add Account:**
The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account.

**Update Form:**
The Effort Form will be refreshed with appropriate subtotals and percentage values.

**Reset Form:**
The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to certify the Effort Form.

**Exit Form:**
The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Certify if available. The system will not save changes unless the “Save Form” option has been engaged, and the user can return to certify the Effort Form at a later time.

**Save Form:**
The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the “Save Form” option was selected.

**Proceed:**
The user can proceed with the Certify process.

**Notify:**
The user can notify your Pre Reviewer via e-mail within the Effort Reporting System.

**Help:**
A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5.5 Certifying an Effort Form (cont)

Link Descriptions:

Payroll % Amount Link: The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window.

View by Transaction

![Payroll Details By Transaction](Image)

View by Month

![Payroll Details By Month](Image)
5.5 Certifying an Effort Form (cont)

Link Descriptions (cont):

**Account Numbers Link:** The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

![Account Drilldown from ERSCHARTACCTS Table](image)

**View Previously Certified Effort Statements:** The user has the ability to view past Effort Forms.

**% Indicated in Commitment Column (not shown):** Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award. (see pages 73 & 78)

**% Indicated in Plan Column (not shown):** Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified. (see pages 73 & 78)
5.6 Electronic Certification of the Effort Form

Screen Description:
A summary of the Certified Effort Form is presented to the user with the opportunity to review the information entered to the Form before electronically certifying the Form. If the user does not agree with the information presented, the user will have the option of returning to the Effort Form to make necessary adjustments. The user may also notify their Effort Administrator by e-mail if questions on procedure or other issues prevent certification. In addition, a detailed breakout of the University Summary is presented to the user for review if this feature is enabled.

Link Descriptions/Button Functions:

Certify: This is an electronic Certification of the Effort Form and confirms the user’s effort percentages listed above.

Exit Form: The user will be directed to select another Effort Form to Certify from the available list. The current form will not be considered “Certified”.

Return: The user will be redirected to the Effort Form. The necessary amendments can be made before Certifying the Effort Form.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Notify: If the information on the Effort Form does not reflect devoted Effort, the user should not Certify the Effort Form and should Notify the Effort Administrator via this link.
5.7 Summary of the Certified Effort Form

Screen Description:
Summary of the Certified Effort Form is presented to the user with the opportunity to review the information pertaining to the Effort Form. The date of the Certification and the name of the Certifier are also included in the summary. In addition, a detailed breakout of the University Summary is presented to the user for review. Upon completion of the Certification, e-mail will be sent to the Post Reviewer and Certifier.

Link Descriptions:
- The user has the ability to download the certified Effort statement to a PDF file or print a hard copy.
- The user has the ability to view past Effort Forms.
- The user has the ability to make changes to this Effort Form. The form may be changed until archived or Post Reviewed.
### 5.7 Summary of the Certified Effort Form (cont)

**Button Functions:**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exit Form:</strong></td>
<td>The user will be directed to select another Effort Form to Certify from the available list.</td>
</tr>
<tr>
<td><strong>View Pre Review Details:</strong></td>
<td>The user can view the pre review final screen. This provides the payroll detail including dollar amounts and any cost transfers or cost sharing posted in the pre review process.</td>
</tr>
<tr>
<td><strong>Top/Previous/Next/Last Form:</strong></td>
<td>The user can navigate within the Effort Reporting System to view additional Effort Forms to Pre Review. Note, the user will only have access to Effort Forms specifically assigned to the individual to Pre Review.</td>
</tr>
</tbody>
</table>
5.8 Certification Process – Adjustments to Effort Forms

5.8A Adding Accounts to the Effort Form

Screen Description:
Each Effort Form consists of accounts that are specific to each individual. If an applicable account is not listed within the Effort Form, the Certifier has the option of adding accounts to the Effort Form. This option is engaged when the user selects the “Add Account” button on the Effort Form. Upon selection, the user will be directed to determine the parameters of the initial search by first selecting the type of account – sponsored or non-sponsored and then entering specific account attributes as applicable to the Institution.

Input Field Descriptions:

Sponsored/Non-Sponsored Account: The user must determine if the desired account is sponsored or non-sponsored. The system defaults to the “Sponsored Account” category. A radio button must be selected in order to proceed with the process.

Account Search Criteria: The user should populate these fields with values that are applicable to a certain categories. If the user does not enter a code in its entirety, the Effort Reporting System will display accounts that contain the code segment entered into the field.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Certify process.

Continue: The user will be presented with a list of accounts that meet the criteria entered through this screen. From there, the user can select the specific account to add to the Effort Form.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5.8A Adding Accounts to the Effort Form (cont)

Screen Description:
The user can further specify the pool of accounts to select from and then add to the Effort Form by account number, account description, or the account status. The Effort Reporting System will automatically adapt to display only the applicable accounts. For example, if the user selects “Active” from the Account Status drop-down box, the user will only be presented with accounts (by description and number) that are active.

![Add Account](image)

**Link Descriptions/Button Functions:**

**Account/Account Description/Account Status:**
The user can select the account by using the drop down boxes categorized by account number, account description, or account status. Once a selection has been made, the other account attributes will automatically be adjusted to reflect the most recent category selection.

**Here:**
The current query will be terminated and the user will be directed to initiate a new search.

**Add Account:**
The new account will be respectively added to the sponsored or non-sponsored subsection of the Effort Form. The payroll amount for the new account will be zero; the user can enter effort percentages related to this account. Added accounts will have an icon next to each respective account description, and the user can click on the icon to remove the account from the Effort Form.

**Cancel:**
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Certify process.

**Help:**
A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
5.8B Certify Effort Form – University Summary (optional)

Screen Description:
If an Effort Form has effort associated with non-sponsored funding – certain forms can be directed to the University Summary if this option is enabled at the Institution. Only forms specifically designated by the Central Administrator to utilize this feature will have access to the University Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity.

Input Field Descriptions:

Numeric Fields: The user should populate these fields with percentage values, itemizing effort associated with non-sponsored funding by non-sponsored, University activities. Values should be positive integers, no decimals. The sum of the entries must be equal to the sum of the effort associated with University Funded Accounts. ERS will not accept lesser or greater totals, and for a detailed definition of each activity, click on the activity link.
Link Descriptions/Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Certify process.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Proceed: The user can proceed with the Certify process. **Note, the sum of the entered values must be equal to the effort associated with non-sponsored funding.**

Reset Form: The University Summary Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the University Summary Form.
6. Post Review

This section will introduce the process of Post Reviewing an Effort Form through the logic flow of the ERS system. After the user selects the Post Review menu option, various options will be sequentially presented on the screen. Below is a breakout of the Post Review section, which is cataloged by the respective functional screen descriptions of the Post Review process.

6.1 Post Review Effort Form by Status/My To Do List: By selecting Post Review from the Status/My To Do List the user is electing to view a list of Effort Forms to Post Review from the user’s domain that is from the “Current” or “Delinquent” reporting period.

6.2 Post Review Effort Form by Assignment: By selecting “Post Review All”, the user is electing to Post Review an Effort Form from a pool of the entire department(s) or sub department(s) in the Post Reviewer’s domain. The “Post Review” option only allows the user to Post Review an Effort Form specifically assigned to the Post Reviewer within the department or sub department.

6.3 Post Review Effort Form by Reporting Period: By selecting a specific reporting period, the user is electing to Post Review an Effort Form applicable to the respective start and end dates.

6.4 Post Review Effort Form by Department: By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s).

6.5 Post Review Effort Form by Employee: By selecting an employee, the Post Reviewer will be presented with the appropriate Effort Form of the selected individual.

6.6 Post Reviewing an Effort Form: The user will be provided with a functional explanation of the buttons respective to the Post Review Effort Form, and instructed on how to properly populate the various input fields within the Form.

6.6.A Confirming a Single Transaction Cost Transfer: The user can populate the applicable dates for the Cost Transfer and upon completion, the user will be directed to a summary of the Post Reviewed Effort Form.

6.6.B Confirming a Multiple Transaction Cost Transfer: The user can break down a Cost Transfer into numerous transactions, and populate each transfer with the applicable dates and transaction amounts.

6.7 Summary of the Post Reviewed Effort Form: The user is presented with the opportunity to review the information populated to the Effort Form before proceeding to another Effort Form.

6.8 Post Review Process – Adjustments
6.8A Populating the Effort Form in Percentage Format
6.8B Rounding
6.8C Pre Review Details
6.8D Post Review Threshold
6.1 Post Review Effort Form by Status/My To Do List

Effort Certification requires a two-step process to assure payroll is in alignment with effort. If the final Pre Review form is not changed by the Certifier, payroll is in alignment with effort and no further process is required. If the Certifier makes changes to the Effort Form or if the Effort Form was not Pre Reviewed, the form requires a Post Review. During Post Review, the user may be presented with changes which require reconciliation.

Screen Description:
This screen presents the user with a list of individuals that have not yet been Post Reviewed. By selecting an individual, the Post Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee’s Effort Form can be selected at a time. On the screen the user is shown the individual’s Name, the Reporting Period that is pending Post Review, the individuals Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. **NOTE:** If accessing Effort Forms through the Status/My To Do List please proceed to section 6.6 for a continued sequence.

Link Descriptions:

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Name: The user may click on an employee name to bring up the effort report of that employee.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.
6.2 Post Review Effort Form by Assignment

Screen Description:
Once the user selects the “Post Review” button from the menu options, the user will be directed to select from the two options, “Post Review All” or “Post Review”. By selecting “Post Review All”, the user is electing to Post Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Post Reviewer’s domain. The “Post Review” option only allows the user to Post Review an Effort Form specifically assigned to the Post Reviewer within the department or sub department.

Link Descriptions:
Post Review All: The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn from the entire department(s) or sub department(s) in the Post Reviewer’s domain.

Post Review: The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn only from the Effort Forms assigned to the Post Reviewer.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

FAQs: An online aid where frequently asked questions related to the Post Review process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
6.3 Post Review Effort Form by Reporting Period

**Screen Description:**
Once the user selects the “Post Review All” or “Post Review” link, the user will be directed to select an Effort Form to Post Review by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to Post Review an Effort Form applicable to the specified start and end dates. Note, the Current Period is identified with an arrowhead and “Current Period” designation.

![Post Review Effort Form](image)

**Link Description:**

**Reporting Period:** The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn from the specific Effort Reporting Period chosen. The default format of the Reporting Period sequence is month/day/year.
6.4 Post Review Effort Form by Department

Screen Description:
Once the user selects the applicable Reporting Period for Post Review, the user will be directed to select an Effort Form to Post Review by departments or sub departments specifically assigned to the Post Reviewer. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single pool of Effort Forms will be generated.

Link Descriptions/Button Functions:

**Apply Filter:** Using a drop-down menu, Effort Forms can be filtered by department on their Certify and Post Review status.

**Check All:** The check boxes of the listed departments or sub departments will be populated.

**Clear All:** The check boxes of the listed departments or sub departments will be deselected.

**Up/Down Arrow:** The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.

**Continue:** Once the departments or sub departments are selected, the user must click on this button to proceed with the Post Review process. The user will be presented with a list of Effort Forms, in which the user will select a specific Effort Form to Post Review.

**Help:** A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the effort reporting screen is shown.
6.5 Post Review Effort Form by Employee

Screen Description:
Once the user selects the departments or sub departments to Post Review, the user will be directed to select an Effort Form to Post Review by employee name. By selecting an employee, the Post Reviewer will be presented with the appropriate Effort Form for the selected individual. Only one employee’s Effort Form can be selected at one time. Note, the status of each Effort Form is displayed with a “Y” or “N” under the “Certify” and “Post Review” columns. Only Effort Forms listed under “Post Review Required” section need to be Post Reviewed.

Link Descriptions/Button Functions:

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Name: The user may click on an employee name to bring up the effort report of that employee.

Work on another Sub Dept group: The user will be redirected to the previous screen in order to choose the departments or sub departments to Post Review.

Work on another Reporting Period: The user will be redirected to the screen to choose the appropriate Reporting Period to Post Review. Once the Reporting Period is selected, the user will be directed to the department/sub department selection screen.
6.6 Post Reviewing an Effort Form

Screen Description:
After selecting the Effort Form to Post Review, the user will be presented with information consistent with the selections made through the previous screens. Thus, the specific Reporting Period, department (or sub department), or other information previously selected will be reflected in the Effort Form. The far right column will indicate % Difference (the difference between the Certified % and the % from Pre Review) in red and must be reconciled.

<table>
<thead>
<tr>
<th>Commitment Account</th>
<th>% From Pre Review</th>
<th>% Certified</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>14%</td>
<td>14%</td>
<td>20%</td>
<td>6%</td>
</tr>
<tr>
<td>44%</td>
<td>43%</td>
<td>42%</td>
<td>2%</td>
</tr>
<tr>
<td>17%</td>
<td>17%</td>
<td>18%</td>
<td>0%</td>
</tr>
<tr>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Total Sponsored Accounts</td>
<td>75%</td>
<td>75%</td>
<td>0%</td>
</tr>
<tr>
<td>Non Sponsored Accounts</td>
<td>75%</td>
<td>75%</td>
<td>0%</td>
</tr>
<tr>
<td>21/15/2002</td>
<td>3%</td>
<td>3%</td>
<td>0%</td>
</tr>
<tr>
<td>613666/15690</td>
<td>5%</td>
<td>5%</td>
<td>0%</td>
</tr>
<tr>
<td>Total Non Sponsored Accounts:</td>
<td>27%</td>
<td>27%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>University Summary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>0%</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>Departmental Research</td>
<td>0%</td>
<td>19%</td>
<td>19%</td>
</tr>
<tr>
<td>Administration</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Institutional Activity</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>University-Related NIH/NIHMT Activity</td>
<td>0%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>University-Medical Facility Utilization Activity</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Industry-Sponsored Clinical Trials</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Button Functions:

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to the Effort Form to Post Review the form.

Proceed: The user can proceed with the Post Review process.
6.6 Post Reviewing an Effort Form (cont)

**Link Descriptions:**

- **Account Numbers Link:** The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

![Account Drilldown from ERSCHARTACCTS Table](image)

- **View Previously Certified Effort Statements:** The user has the ability to view past Effort Forms.

- **% Indicated in Commitment Column (not shown):** Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award. (see pages 73 & 78)

- **% Indicated in Plan Column (not shown):** Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified. (see pages 73 & 78)
6.6 Post Reviewing an Effort Form (cont)

Screen Description:
Appropriate input fields should be populated to Post Review the Effort Form. The user can also populate input fields in a percentage format. Upon completion, the Post Reviewer can finish the Post Review if Cost Transfers were not entered into the system. Otherwise, the Post Reviewer will be directed to another screen to define the Cost Transfers entered into the Effort Reporting System.

Input Field Descriptions:

Cost Transfer/ Cost Sharing:
When in “Input as $” mode, the user should populate these fields with numeric values of no more than two decimal places. Negative values should be marked with the negative sign in front of the value. By entering Cost Transfers values, the user is amending the payroll amount. The sum of each column, if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a percentage format available to the user through the “Input as %” button. When in “Input as %” the user must use whole numbers. Note, the user must be in “Input as $” mode to proceed with the Post Review process. The default presentation of the Effort Form is in the “Input as $” mode.

Notes:
The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
### 6.6 Post Reviewing an Effort Form (cont)

#### Link Descriptions (cont):

<table>
<thead>
<tr>
<th>Account Numbers</th>
<th>The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. <strong>Note, only Sponsored Accounts will have a detail link.</strong> (See page 117)</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Previously Certified Effort Statements: The user has the ability to view past Effort Forms.</td>
<td></td>
</tr>
<tr>
<td>% Indicated in Commitment Column: Universities fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award. (see pages 73 &amp; 78)</td>
<td></td>
</tr>
<tr>
<td>% Indicated in Plan Column: Universities utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s commitment plan. Clicking on this link reveals the commitment plan details on this award. (see pages 73 &amp; 78)</td>
<td></td>
</tr>
</tbody>
</table>
6.6 Post Reviewing an Effort Form (cont)

**Button Functions:**

**View Planned/View Awarded:** The Effort form defaults to the “View Awarded” screen. The Commitment column will be populated if the CEMAWARD table has been fully populated with commitment details. The “View Planned” version of the Effort form will pull information directly from the individual’s plan if the University utilizes the Committed Effort Management module (CEM).

**Pre Review Details:** Summary of the Pre Reviewed Effort Form is presented to the user. Any applicable Cost Transfers and Cost Sharing entered during the Pre Review will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

**Input as %:** The user can populate the Cost Sharing or Cost Transfer information using percentage values instead of dollar amounts. **Note, the user must be in “Input as $” mode to proceed with the Post Review process.** Also, if dollar amounts have been entered, the user can view their respective percentage values by shifting to “Input as %” mode or by clicking on “Update Form”.

**Update Form:** The Post Review Effort Form will be refreshed with the appropriate subtotals and percentage values.

**Reset Form:** The Post Review Effort Form will be reset, removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Post Review the Effort Form.

**Exit Form:** The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to Post Review the Effort Form at a later time.

**Back:** The user will be redirected to the previous screen.

**Save Form:** The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the “Save Form” option was selected.

**Proceed:** The user can proceed with the Post Review process. **Note, the user must be in “Input as $” mode to proceed to the next screen.**

**Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
6.6.A Confirming a Single Transaction Cost Transfer

Screen Description:
If the user makes a Cost Transfer during the Pre Review process of the Effort Form, the user will be presented with the confirmation of the entered Cost Transfer. If the Cost Transfer consists of a single transaction, involving a single pay period, the user must enter dates relating to the Single Transaction Cost Transfer. If the Cost Transfer consists of multiple transactions, involving multiple pay periods, the user should engage the Manual Transactions option on the screen to enter transactions relating to the Cost Transfer.

![Cost Transfer Screen](image)

Input Field Descriptions:

Begin/End Date: The format of the input field is Month/Day/Year and is pre-populated by default with the begin date and end date of the report period. The user has the ability to populate these fields with specific range of dates within the report period using numeric values with preceding zeroes, if applicable. Date values should be positive integers and the date related to the Cost Transfer must be within the Reporting Period. If the Effort Reporting System does not accept the values entered into the fields, the user will be directed to an error message page.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Proceed: The user is directed to a screen where the cost transfer can be divided by specific pay periods.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
6.6.B Confirming a Multiple Transaction Cost Transfer

**Screen Description:**
If the Cost Transfer consists of multiple transactions, the user will be presented with the confirmed Cost Transfer and prompted to manually enter multiple transactions to define the Cost Transfer. The Cost Transfer can be broken down into multiple entries, with the respective payroll date and amount being populated for each entry. Upon completion, the user will have Pre Reviewed the specific Effort Form and will be directed to the summary of the Pre Reviewed Effort Form.

![Image of screen capture]

**Input Field Descriptions:**

**Accounts/Sub Accounts:**
The applicable accounts and sub accounts can be selected using the drop down menu boxes. Please note that the Effort Reporting System is specific to which accounts should be selected for credit and debit transactions.

**Amounts:**
The user should populate these fields with numeric values that do not exceed the second decimal place. Entries are made using positive values. The Defined/Undefined amounts will adjust as entries are made. The total amount per transaction should equal 0.

**Reason:**
The user must populate this field with necessary documentation relating to the specific Cost Transfer. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
6.6.B Confirming a Multiple Transaction Cost Transfer (cont)

**Button Functions:**

**Cancel:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.

**Reset:** The user may reset the Cost Transfer Defined page, removing any entries made.

**Proceed:** The user will be presented with the University Summary screen (if used) or to the Pre Review Summary screen.

**Back:** The user is directed to the previous screen.

**Help:** A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
6.7 Summary of the Post Reviewed Effort Form

Screen Description:
Summary of the Post Reviewed Effort Form is presented to the user with the opportunity to review information populated to the Effort Form before proceeding to another Effort Form. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. In addition, a detailed breakout of the University Summary is presented to the user for review. The date of the Post Review and the name of the Post Reviewer are also included in the summary. Under the Cost Transfer Section, a detailed breakout of the Cost Transfer, consisting of single or multiple transactions, is also included with the status of the export of the Cost Transfer to the institution’s payroll system. Under the “Exported?” data field, a ‘Y’ or ‘N’ designation will be used to alert the user of the Cost Transfer status. Click on the Trans ID to see the complete details of the Cost Transfer.

---

This Effort Form has been successfully Post Reviewed. If you would like a hard copy of the effort form, you may hit the Print Form button below.
6.7 Summary of the Post Reviewed Effort Form (cont)

**Button Functions:**

**Exit Form:** The user will be directed to select another Effort Form to Post Review within a selected reporting period and department/sub department.

**Print Form:** The Effort Reporting System will print the summary of the Post Review Effort Form.

**Pre Review Details:** Summary of the Pre Reviewed Effort Form is presented to the user. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.
### 6.7 Summary of the Post Reviewed Effort Form (cont)

#### Link Descriptions:

<table>
<thead>
<tr>
<th>Link Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Numbers Link:</strong></td>
<td>The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. <strong>Note, only Sponsored Accounts will have a detail link.</strong> (See page 117)</td>
</tr>
<tr>
<td><strong>% Indicated in Commitment Column (not shown):</strong></td>
<td>Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award. (see pages 82 &amp; 83)</td>
</tr>
<tr>
<td><strong>% Indicated in Plan Column (not shown):</strong></td>
<td>Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified. (see pages 83 &amp; 84)</td>
</tr>
<tr>
<td><strong>Trans ID:</strong></td>
<td>The user will be presented with detailed information regarding the cost transfer transaction.</td>
</tr>
</tbody>
</table>
6.8 Post Review Process – Adjustments

6.8A Populating the Effort Form in Percentage Format

Screen Description:
Instead of entering Cost Transfer and Cost Sharing information in dollar amounts, the user can enter Percentage values to record Cost Transfers and Cost Sharing. Please note, the Effort Form must be in “Input as $” mode to proceed with the Post Review process, and the sum of the Cost Transfers and Cost Sharing must equal zero. The “Proceed” button is not offered as an option on this screen.

Input Field Descriptions:

Cost Transfer/Cost Sharing:
The user should populate these fields with numeric data that reflect a percentage value. The user must use whole numbers only in “Input as %” mode. Negative values should be marked with the negative sign in front of the value. By adding Cost Transfers, the user is amending the payroll amount. The sum of each column (in percentage), if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a dollar format available to the user through the “Input as $” button. Note, the user must be in the “Input as $” mode to proceed with the Post Review process.

Notes:
The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.
### 6.8A Populating the Effort Form in Percentage Format (cont)

**Link Descriptions:**

| Account Numbers Link: | The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.** (see page 117) |
| View Previously Certified Effort Statements: | The user has the ability to view past Effort Forms. |
| % Indicated in Commitment Column: | Institutions fully populating the CEMAWARD table will draw information regarding commitments made to specific projects. Clicking on this link reveals the commitment details on this award. (see pages 73 & 78) |
| % Indicated in Plan Column: | Institutions utilizing the Committed Effort Management module (CEM) will draw information regarding commitments made to specific projects from the individual’s effort plan. Clicking on this link reveals the plan details on this award and also highlights months applicable for the reporting period being certified. (see pages 73 & 78) |
6.8A Populating the Effort Form in Percentage Format (cont)

**Button Functions:**

**View Planned/View Awarded**

The Effort form defaults to the “View Awarded” screen. The Commitment column will be populated if the CEMAWARD table has been fully populated with commitment details. The “View Planned” version of the Effort form will pull information directly from the individual's plan if the University utilizes the Committed Effort Management module (CEM). (see pages 73 & 78)

**Pre Review Details:**

Summary of the Pre Reviewed Effort Form is presented to the user. Any applicable Cost Transfers and Cost Sharing entered during the Pre Review will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

**Input as %:**

The user can populate the Cost Sharing or Cost Transfer information using percentage values instead of dollar amounts. **Note, the user must be in “Input as $” mode to proceed with the Post Review process.** Also, if dollar amounts have been entered, the user can view their respective percentage values by shifting to “Input as %” mode or by clicking on “Update Form”.

**Update Form:**

The Post Review Effort Form will be refreshed with the appropriate subtotals and percentage values.

**Reset Form:**

The Post Review Effort Form will be reset, removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Post Review the Effort Form.

**Exit Form:**

The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to Post Review the Effort Form at a later time.

**Back:**

The user will be redirected to the previous screen.

**Save Form:**

The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the “Save Form” option was selected.

**Proceed:**

The user can proceed with the Post Review process. **Note, the user must be in "Input as $" mode to proceed to the next screen.**

**Help:**

A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.
6.8B Rounding

ERS Rounding Steps:

4. ERS applies rounding logic to all %’s within the appropriate columns on the Effort Form by rounding up or down to the nearest whole number. For example, 5.4 = 5% or 5.5 = 6%.

5. ERS summarizes all %’s within the appropriate columns (rounded to the nearest whole number from Step 1 above) to see if they total 100%. If all %’s within the appropriate columns total 100%, the Effort Form passes and ERS takes no further rounding action. If the %’s within the appropriate columns does not total 100%, ERS proceeds to step 3.

6. ERS determines if the summed total %’s within each appropriate column are (A) greater than 100% or (B) less than 100%.

A. ERS Determines the Percentages are Greater than 100%.

ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded up per Step 1. If so, the Non-sponsored account is rounded down 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded up in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded up per Step 1. If so, the Sponsored account is rounded down 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded up in Step 1, “Added Accounts” are then selected to round down to arrive at a summed total of 100%. Payroll Clearing Accounts and Suspense Accounts are not considered in Rounding. (See Chart 3A for example) NOTE: ERS will only round 1% from each account.

Chart 3A

The Non Sponsored 4 account was rounded up from 11.6% to 12% per Step 1. Step 2 summarized the percentages totaling 101%. Step 3A took the first Non-Sponsored account, #4 that was rounded up in Step 1 and further rounded the Non-Sponsored 4 account down 1% (from 12% to 11%) and summed the profile to arrive at 100%.

<table>
<thead>
<tr>
<th>Account</th>
<th>Actual % Before Rounding</th>
<th>Step 1 &amp; 2 ERS Rounding</th>
<th>Step 3A Final Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored 1</td>
<td>50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Sponsored 2</td>
<td>27.0%</td>
<td>27%</td>
<td>27%</td>
</tr>
<tr>
<td>Non Sponsored 3</td>
<td>12.3%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td>Non Sponsored 4</td>
<td>11.6%</td>
<td>12%</td>
<td>11%</td>
</tr>
<tr>
<td>Total</td>
<td>101%</td>
<td>101%</td>
<td>100%</td>
</tr>
</tbody>
</table>
6.8B Rounding (continued)

ERS Determines the Percentages are Less than 100%.
ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded down per Step 1. If so, the Non-sponsored account is rounded up 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded down in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded down per Step 1. If so, the Sponsored account is rounded up 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded down in Step 1, “Added Accounts” are then selected to round up to arrive at a summed total of 100%. Payroll Clearing Accounts and Suspense Accounts are not considered in rounding. (See Chart 3B for example) NOTE: ERS will only round 1% from each account.

Chart 3B

The Non Sponsored Account 4 was rounded up from 11.6 to 12% Step 1. In addition Non-Sponsored 3 was rounded down from 12.3 to 12%. Step 2 summarized the percentages to total 99%. Step 3a took the first Non-Sponsored account that was rounded down in Step 1 and rounded Non Sponsored 3 1% (from 12 to 13%) and summed the profile to arrive at 100%.

<table>
<thead>
<tr>
<th>Account</th>
<th>Actual % Before Rounding</th>
<th>Step 1 &amp; 2 ERS Rounding</th>
<th>Step 3A Final Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored 1</td>
<td>50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Sponsored 2</td>
<td>25.0%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Non Sponsored 3</td>
<td>12.3%</td>
<td>12%</td>
<td>13%</td>
</tr>
<tr>
<td>Non Sponsored 4</td>
<td>11.6%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98.9%</strong></td>
<td><strong>99%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

It is important to remember that when rounding occurs, the end result could mean the adjustments are out of balance by $0.01. If this occurs, an error message will be displayed. To correct this error, a change of $0.01 will need to be made to one account.
6.8C Pre Review Details

Screen Description:
Summary of the Pre Reviewed Effort Form is presented to the user with the opportunity to review the information populated to the Effort Form during the Pre Review process.

Button Function:

Return:  The user will be redirected to the summary of the Post Reviewed Effort Form.
6.8C Pre Review Details (cont)

Link Descriptions:

Payroll Amount Link: The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. Please note that the column headings are configurable. The default view is based on payroll transactions. However, the user will have the option of clicking on the Detail By Month button to see the payroll summary for each account by month. The payroll details (by transaction or month) can be downloaded to Excel or PDF format.

By Transaction View

<table>
<thead>
<tr>
<th>Account</th>
<th>Start Date</th>
<th>End Date</th>
<th>User Code</th>
<th>Sub Account Code</th>
<th>Pre Amount</th>
<th>AP/DT</th>
<th>Payroll</th>
<th>Non Effort Payroll</th>
<th>Effort Payroll</th>
<th>Effort Payroll %</th>
</tr>
</thead>
<tbody>
<tr>
<td>50350-10200</td>
<td>10/01/2005</td>
<td>10/15/2005</td>
<td>0250</td>
<td>1100</td>
<td>$2,010.00</td>
<td>12</td>
<td>$2,010.00</td>
<td>$0.00</td>
<td>$2,010.00</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>07/01/2005</td>
<td>07/15/2005</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>08/01/2005</td>
<td>08/15/2005</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>09/01/2005</td>
<td>09/15/2005</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>10/01/2005</td>
<td>10/15/2005</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>11/01/2005</td>
<td>11/15/2005</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>12/01/2005</td>
<td>12/15/2005</td>
<td>6190</td>
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<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>01/01/2006</td>
<td>01/15/2006</td>
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<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>02/01/2006</td>
<td>02/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>03/01/2006</td>
<td>03/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>04/01/2006</td>
<td>04/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>05/01/2006</td>
<td>05/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>06/01/2006</td>
<td>06/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
<tr>
<td>61390-03600</td>
<td>07/01/2006</td>
<td>07/15/2006</td>
<td>6190</td>
<td>1100</td>
<td>$2,271.10</td>
<td>12</td>
<td>$2,271.10</td>
<td>$0.00</td>
<td>$2,271.10</td>
<td>100%</td>
</tr>
</tbody>
</table>

Sub Total: $7,418.89 $0.00 $7,418.89 100%

Note: Transactions in Excluded Accounts are highlighted in gray.

Download Excel Close Window
### By Month View

#### Payroll Details By Month

<table>
<thead>
<tr>
<th>Account</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Account Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>21150-1232</td>
<td>$1,200.00</td>
<td>7.15%</td>
<td>$1,076.81</td>
<td>11.57%</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
</tr>
<tr>
<td>61300-10280</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
<td>$3,194.80</td>
</tr>
<tr>
<td>61300-56160</td>
<td>$4,000.00</td>
<td>26.69%</td>
<td>$4,000.00</td>
<td>29.12%</td>
<td>$2,867.30</td>
<td>48.8%</td>
<td>$1,760.46</td>
</tr>
<tr>
<td>61200-02600</td>
<td>$2,271.10</td>
<td>13.55%</td>
<td>$4,542.20</td>
<td>32.42%</td>
<td>$4,542.20</td>
<td>32.42%</td>
<td>$2,271.10</td>
</tr>
<tr>
<td>61920-03000</td>
<td>$4,000.00</td>
<td>26.69%</td>
<td>$4,000.00</td>
<td>26.69%</td>
<td>$3,194.80</td>
<td>7.74%</td>
<td>$0.00</td>
</tr>
<tr>
<td>61080-10280</td>
<td>$3,712.60</td>
<td>22.12%</td>
<td>$3,712.60</td>
<td>26.69%</td>
<td>$3,712.60</td>
<td>23.13%</td>
<td>$3,712.60</td>
</tr>
<tr>
<td><strong>Totals By Month</strong></td>
<td><strong>$16,783.60</strong></td>
<td><strong>100%</strong></td>
<td><strong>$11,011.67</strong></td>
<td><strong>100%</strong></td>
<td><strong>$16,121.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>$50,027.50</strong></td>
</tr>
</tbody>
</table>

#### Excluded Non-Service Payroll

<table>
<thead>
<tr>
<th>Account</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Account Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>61040-10280</td>
<td>$700.00</td>
<td>100.00%</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>61040-10280</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Totals By Month</strong></td>
<td><strong>700.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0%</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0%</strong></td>
<td><strong>$1,350.00</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$17,483.60</strong></td>
<td><strong>100%</strong></td>
<td><strong>$11,011.67</strong></td>
<td><strong>100%</strong></td>
<td><strong>$16,121.00</strong></td>
<td><strong>100%</strong></td>
<td><strong>$50,027.50</strong></td>
</tr>
</tbody>
</table>
6.8C Pre Review Details (cont)

Link Descriptions (cont):

Account Numbers

Link:

The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen from the ERSCHARTACCTS Table. The user may view the details from the CEMAWARD Table as well by selecting the option in the drop down box and click the “Go” button. To return to the Effort Form, the user can close the browser window. Note, only Sponsored Accounts will have a detail link.
6.8D Post Review Threshold

If the Certifier did not make any changes to their Effort Form, Post Review is not required. If changes were made to the Effort Form, the differences need to be defined in the Post Review. Post Review reconciles the difference between the Pre Reviewed and Certified effort in percentage form, but in addition, the difference may be defined in dollar amounts as well.

If the difference is defined in a dollar amount, its corresponding percentage value needs to be within 0.5% of the original percentage difference as listed under the “Differences” column.

If the corresponding percentage value falls outside of the threshold, 0.5%, ERS will display an error message.
7. Reporting

This section will introduce the various reports available through the Effort Reporting System. ERS offers four general categories of reports, Completion Reports, Effort Results, Administrative Reports, Reconciliation Reports and Ad Hoc Reports. Listed below are the categories with their respective detailed reports.

**Completion Reports**
- Completed Percentage by Department
- Completed Percentage by Division/Sub Department
- Completed Percentage by Sub Department
- Not Completed Employees by Division/Sub Department
- Comprehensive Status Report

**Effort Results**
- Effort by Award (CEM module only)
- Effort Form Pre Reviewed
- Effort Form Certified
- Effort Form Completed
- Effort Sponsored/Non-sponsored Account Summary
- Effort Result Summary Detail
- Cost Transfer
- Cost Sharing
- Cost Sharing Details by Selected Query
- Salary CAP

**Administrative Reports**
- Employee Assignments
- Employees whose forms have been certified by someone else
- Employees who have been sent to another sub department for reviewing
- Print Certified Statements
- Employees with No Pre Review

**Reconciliation Reports**
- Initial Payroll Reconciliation

**Ad Hoc Reporting**
7.1 Completion Reports

Screen Description:
Once the user selects the “Reporting” menu option, the user will be directed to select a specific report by clicking on a descriptive report link. There are two tabs – Standard Reports and Ad Hoc Reports. The reports are classified under four categories: Completion Reports, Effort Results, Administrative Reports and Reconciliation Reports. The user may only select one report at a time, and the available reports may vary by individual ERS roles. Common standard features to most reports include the ability to sort by various categories and can be downloaded to and Excel or PDF file.
7.1 Completion Reports (cont)

Screen Description:
Once the user selects a specific report in the Completion Report category, the user will be directed to select a predetermined Reporting Period. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to view results applicable to the specified start and end dates.

Link Description:

Reporting Period: The results of the selected report will be drawn from data specific to the selected Effort Reporting Period.
7.1 Completion Reports (cont)

**Screen Description:**
Once the user selects the applicable Reporting Period, the user will be directed to select the department(s) or sub department(s) specifically assigned to the user. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single report will be generated.

**Link Descriptions/Button Functions:**

**Check All:** The check boxes of the listed departments or sub departments will be populated.

**Clear All:** The check boxes of the listed departments or sub departments will be deselected.

**Continue:** Once the departments or sub departments are selected, the user must click on this button to be presented with the selected ERS report.
7.1 Completion Reports (cont)

Screen Description: The following screens are a sample of available Completion Reports. All reports may be downloaded into an Excel spreadsheet or a PDF file.

7.1A Completed Percentage by Department:

![Completed Percentage by Department](image)

7.1B Completed Percentage by Division/Sub Department:

![Completed Percentage by Division/Sub Department](image)

7.1C Completed Percentage by Sub Department:

![Completed Percentage by Sub Department](image)
7.1D Not Completed Effort Forms by Sub Department:

<table>
<thead>
<tr>
<th>Sub Dept</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Title Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>61290</td>
<td>167822022</td>
<td>Codex, Doyle</td>
<td>02</td>
</tr>
<tr>
<td></td>
<td>117222022</td>
<td>Friedman, Mary</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>094720222</td>
<td>Jungkind, John</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>074532022</td>
<td>Liu, Hermann</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>800101049</td>
<td>Mann, Kelly</td>
<td>09</td>
</tr>
<tr>
<td></td>
<td>137452322</td>
<td>Raley, Jill</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>125332929</td>
<td>Ryan, Brandon</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>106102029</td>
<td>Wang, Donna</td>
<td>06</td>
</tr>
<tr>
<td></td>
<td>006042027</td>
<td>Codex, Kevin</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>109112027</td>
<td>Dow, Ben</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>109102027</td>
<td>Paganini, Teri</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>107904444</td>
<td>Maximus, Demot</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>124532022</td>
<td>Williams, Carter</td>
<td>04</td>
</tr>
<tr>
<td>999070</td>
<td>0090701</td>
<td>Bishop, Jane</td>
<td>100018</td>
</tr>
<tr>
<td></td>
<td>0090702</td>
<td>Chandler, Tom</td>
<td>100022</td>
</tr>
<tr>
<td></td>
<td>0090703</td>
<td>Ford, Joe</td>
<td>100022</td>
</tr>
<tr>
<td></td>
<td>0090711</td>
<td>Grey, Donna</td>
<td>100009</td>
</tr>
<tr>
<td></td>
<td>0090707</td>
<td>Grey, Donna</td>
<td>100018</td>
</tr>
<tr>
<td></td>
<td>0090704</td>
<td>Grey, John</td>
<td>100009</td>
</tr>
<tr>
<td></td>
<td>0090705</td>
<td>Hummer, June</td>
<td>100021</td>
</tr>
<tr>
<td></td>
<td>0090706</td>
<td>Johnson, Dan</td>
<td>100018</td>
</tr>
</tbody>
</table>

Total records: 21

7.1E Comprehensive Status Report:

Comprehensive Status Report (1203105)

Form Pending Pre Review

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Dept</th>
<th>Pre Reviewer</th>
<th>Date Reviewed</th>
<th>Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>007802222</td>
<td>Jiang, John</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>074532222</td>
<td>Liu, Hermann</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>800101040</td>
<td>Mann, Kelly</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>137452223</td>
<td>Raley, Jill</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>125332929</td>
<td>Ryan, Brandon</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>106102322</td>
<td>Wang, Donna</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
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</table>

Total records: 6

Form Pending Certification

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Dept</th>
<th>Pre Reviewer</th>
<th>Date Reviewed</th>
<th>Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>117222222</td>
<td>Friedman, Mary</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>107802222</td>
<td>Codex, Doyle</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>12-JUL-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>0090701</td>
<td>Bishop, Jane</td>
<td>100018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0090702</td>
<td>Chandler, Tom</td>
<td>100022</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0090703</td>
<td>Ford, Joe</td>
<td>100022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0090711</td>
<td>Grey, Donna</td>
<td>100009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0090707</td>
<td>Grey, Donna</td>
<td>100018</td>
<td></td>
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<td></td>
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<tr>
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<td>100009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0090705</td>
<td>Hummer, June</td>
<td>100021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0090706</td>
<td>Johnson, Dan</td>
<td>100018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total records: 8

Form Pending Post Review

Form Completed

<table>
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<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Dept</th>
<th>Pre Reviewer</th>
<th>Date Reviewed</th>
<th>Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>007802222</td>
<td>Jiang, John</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>29-AUG-06</td>
<td>Miller, Chris</td>
</tr>
<tr>
<td>120033222</td>
<td>Barros, Kim</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>01-MAY-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>120033222</td>
<td>Barros, Kim</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>01-MAY-07</td>
<td>Codex, Doyle</td>
</tr>
<tr>
<td>120033222</td>
<td>Barros, Kim</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>17-AUG-06</td>
<td>Miller, Chris</td>
</tr>
<tr>
<td>120033222</td>
<td>Barros, Kim</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>17-AUG-06</td>
<td>Miller, Chris</td>
</tr>
<tr>
<td>120033222</td>
<td>Barros, Kim</td>
<td>61390</td>
<td>M50</td>
<td>Miller, Chris</td>
<td>17-AUG-06</td>
<td>Miller, Chris</td>
</tr>
</tbody>
</table>

Total records: 3
7.2 Effort Results

Screen Description: The following screens are a sample of available Effort Result Reports. All reports may be downloaded into an Excel spreadsheet or a PDF file.

7.2A Effort By Award (CEM Only): Screen 1 – The user can specify the pool of awards to select from. Search criteria consists of all or portions of the various institutionally defined attributes. The Effort Reporting System will automatically adapt to display only the applicable awards. Click “Search” to start the search process.

7.2A Effort By Award: Screen 2 – Drop down boxes contain all possible awards based on search criteria. After selecting the appropriate award, Begin and End Dates must be populated to set the parameters of the report. Click “Submit” to continue.

7.2A Effort By Award: Final Screen
7.2 Effort Results (cont)

7.2B Effort Form Pre Reviewed: By selecting an employee, the Pre Review Summary is displayed in a separate window.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Division</th>
<th>Dept</th>
<th>Pre Reviewer</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>10612222</td>
<td>Diaz, Daray</td>
<td>61570</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>20-MAR-06</td>
</tr>
<tr>
<td>11413222</td>
<td>Benjamin, Deck</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>23-MAR-06</td>
</tr>
<tr>
<td>11722222</td>
<td>Friedman, Mary</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>12-JUN-07</td>
</tr>
<tr>
<td>12603222</td>
<td>Burrows, Kim</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>01-MAY-07</td>
</tr>
<tr>
<td>13745222</td>
<td>Reiley, Jill</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>14-JUN-07</td>
</tr>
<tr>
<td>16798222</td>
<td>Coda, Doyle</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>14-JUN-07</td>
</tr>
<tr>
<td>16798444</td>
<td>Maximus, Demo</td>
<td>61570</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>13-OCT-06</td>
</tr>
<tr>
<td>18270222</td>
<td>Barnett, LN</td>
<td>61570</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>20-FEB-07</td>
</tr>
<tr>
<td>70692222</td>
<td>Spirou, Sedone</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>15-AUG-06</td>
</tr>
<tr>
<td>71103222</td>
<td>Coda, Kathy</td>
<td>61570</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>12-JUN-07</td>
</tr>
<tr>
<td>99900701</td>
<td>Bishop, Jane</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>04-DEC-06</td>
</tr>
<tr>
<td>99900703</td>
<td>Ford, Joe</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>29-NOV-06</td>
</tr>
<tr>
<td>99900705</td>
<td>Hummer, June</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>12-JUN-07</td>
</tr>
<tr>
<td>99900706</td>
<td>Johnson, Dan</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>12-JUN-07</td>
</tr>
<tr>
<td>99900707</td>
<td>Grey, Donna</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>12-JUN-07</td>
</tr>
<tr>
<td>99900708</td>
<td>Tori, Dustin</td>
<td>99900701</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>03-APR-06</td>
</tr>
</tbody>
</table>

Total records: 10

7.2C Effort Form Certified: By selecting an employee, the Certification Statement is displayed in a separate window.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Division</th>
<th>Dept</th>
<th>Pre Reviewer</th>
<th>Date Reviewed</th>
<th>Certifier</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>11413222</td>
<td>Benjamin, Deck</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>29-MAR-06</td>
<td>Miller, Kris</td>
<td>05-MAY-06</td>
</tr>
<tr>
<td>12603222</td>
<td>Burrows, Kim</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>01-MAY-07</td>
<td>Codas, Doyle</td>
<td>01-MAY-07</td>
</tr>
<tr>
<td>70692222</td>
<td>Spirou, Sedone</td>
<td>61390</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>16-AUG-06</td>
<td>Miller, Kris</td>
<td>17-AUG-06</td>
</tr>
<tr>
<td>16798222</td>
<td>Coda, Doyle</td>
<td>61390</td>
<td>SD</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>14-JUN-07</td>
<td>Codas, Doyle</td>
<td>14-JUN-07</td>
</tr>
<tr>
<td>18270222</td>
<td>Barnett, LN</td>
<td>61570</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>20-FEB-07</td>
<td>Codas, Doyle</td>
<td>23-APR-07</td>
</tr>
<tr>
<td>99900709</td>
<td>Tori, Dustin</td>
<td>99900709</td>
<td>SC</td>
<td>M50</td>
<td>Miller, Kris</td>
<td>03-APR-06</td>
<td>Tori, Dustin</td>
<td>03-APR-06</td>
</tr>
</tbody>
</table>

Total records: 6

7.2D Effort Form Completed Screen 1: By selecting an employee, a complete review of the reporting process is displayed in a separate window.
7.2 Effort Results (cont)

7.2D Effort Form Completed Screen 2:

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Effort Status As Of today</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Spino, Sodona</td>
<td>Pre Review: 2 (Pre Reviewed)</td>
</tr>
<tr>
<td>Sub Dept: 61390</td>
<td>Review Flag: V (Effort Form Not Updated)</td>
</tr>
<tr>
<td>Division: SC</td>
<td>Reviewed By: Miller, Chris</td>
</tr>
<tr>
<td>Job Title: Programmer Analyst, Sr</td>
<td></td>
</tr>
<tr>
<td>Title Code: 00</td>
<td></td>
</tr>
</tbody>
</table>

![Effort Form As Of today](image)

<table>
<thead>
<tr>
<th>Payroll Accounts</th>
<th>Effort Form As Of today (Form located in FRSEFFRTTables)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Accounts</td>
<td></td>
</tr>
<tr>
<td>$20,365.42 100%</td>
<td>$0.00 0% from Pre</td>
</tr>
<tr>
<td>$20,365.42 100%</td>
<td>$0.00 0% from Pre</td>
</tr>
<tr>
<td>Total Sponsored Accounts</td>
<td>$20,365.42 100%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$20,365.42 100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction: 0%</td>
</tr>
<tr>
<td>Departmental Research: 0%</td>
</tr>
<tr>
<td>Administration: 0%</td>
</tr>
<tr>
<td>Other Institutional Activity: 0%</td>
</tr>
<tr>
<td>University-Led NURSE-UP Activity: 0%</td>
</tr>
<tr>
<td>Industry-Sponsored Projects: 0%</td>
</tr>
</tbody>
</table>

Notes:

7.2E Effort Sponsored/Non-Sponsored Account Summary Screen 1: This report allows the user to select criteria to limit the results to departmental tolerances.

![Effort Sponsored/Non-Sponsored Account Summary Screen 1](image)

7.2E Effort Sponsored/Non-Sponsored Account Summary Screen 2: This example displays all employees reporting 60% or more effort on a sponsored account.

![Effort Sponsored/Non-Sponsored Account Summary Screen 2](image)
7.2 Effort Results (cont)

7.2F Effort Result Summary Detail (when using University Summary option only)

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.03.98</td>
<td>10.0</td>
</tr>
<tr>
<td>2</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>17.159.75</td>
<td>17.1</td>
</tr>
<tr>
<td>7</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>100.00.00</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Total for 1 records: 70

Cost Transfer

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>17.159.75</td>
<td>17.1</td>
</tr>
<tr>
<td>7</td>
<td>0.00.00</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>100.00.00</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Total records: 32
7.2 Effort Results (cont)

7.2H Cost Sharing: Screen 1 – The user will be asked to select report criteria. The report can contain Cost Sharing To accounts, Cost Sharing From accounts or Both. The user may choose from Completed forms or Not Completed forms with Cost Sharing Planned.

7.2H Cost Sharing: Final Screen

7.2I Cost Sharing Details by Selected Query: Screen 1 – The user will be asked to select report criteria, after which the system will present the employees for which Cost Sharing was recorded. If all employees need to be selected, the user will be able to check the “All Employees” option.
7.2I Cost Sharing Details by Selected Query: Screen 2 – The user can select from a list of three reports. Additionally, the user can check whether K-Awards, Non Sponsored accounts or Subtotals are included to the view. The user can sort by employee or by account. Note, only completed effort forms will be eligible for this report.

7.2J Salary CAP – The user will be asked to select report criteria, after which the system will present the employees whose forms may potentially be over the cap. The report is divided into two sections. Section I – Forms have not been Certified and Section II – Forms have been certified. The report provides various key details related to the effort form and identifies whether Cost Transfer or Cost Sharing were identified. Additionally, the user can click on the employee name to see the completed effort form or click on payroll charged to see payroll details.
7.3 Administrative Reports

7.3A Employee Assignments

7.3B Employees whose forms have been certified by someone else

7.3C Employees sent to another Sub Department for review
7.3 Administrative Reports (cont)

7.3D Print Certified Statements – Screen 1: After selecting the report period, the user will select the Sub Department(s) of the forms needed for printing.

![Screen 1 Image]

7.3D Print Certified Statements – Screen 2: After selecting the Sub Department(s), the user will select the employee name(s) of the forms needed for printing.

![Screen 2 Image]

7.3D Print Certified Statements

![Certified Effort Statement Image]
7.3 Administrative Reports (cont)

7.3E Employees with no Pre Review

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Dept</th>
</tr>
</thead>
</table>

No Records Found!
7.4 Reconciliation Reports

7.4A Initial Payroll Reconciliation – Screen 1: The full payroll total for the user’s domain for the entire report period will be displayed in a summary. Total payroll less exclusions equals the Effort Payroll. The user can display a reconciliation report by various criteria such as account, employee, pay date or sub department(s).

<table>
<thead>
<tr>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Payroll Reconciliation for Reporting Period 123105</td>
</tr>
</tbody>
</table>

Summary Report for Accounts in Your Domain

<table>
<thead>
<tr>
<th>Total Records</th>
<th>Total Employees</th>
<th>Employees Paid on Sponsored</th>
<th>Payroll Earned/Accrued Basis</th>
<th>Exclusions</th>
<th>Effort Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>26</td>
<td>23</td>
<td>$573,065.90</td>
<td>$43,952.67</td>
<td>$529,117.03</td>
</tr>
</tbody>
</table>

Basic Search:
- Select Search Criteria
  - Account:
  - Employee Id:
  - Payroll End Date:

Optional Advanced Search: Selection by Departments/Subdepartments

7.4A Initial Payroll Reconciliation – Screen 2: A summary report will be presented based on the criteria selected.

<table>
<thead>
<tr>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Payroll Reconciliation for Reporting Period 123105</td>
</tr>
</tbody>
</table>

Summary Report for Accounts in Your Domain

<table>
<thead>
<tr>
<th>Total Records</th>
<th>Total Employees</th>
<th>Employees Paid on Sponsored</th>
<th>Payroll Earned/Accrued Basis</th>
<th>Exclusions</th>
<th>Effort Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>26</td>
<td>23</td>
<td>$573,065.90</td>
<td>$43,952.67</td>
<td>$529,117.03</td>
</tr>
</tbody>
</table>

Detailed Report:
- Basic Search: Select records by Payroll End Date: 07 / 31 / 05
- Advanced Search: N/A

Summary Report for Accounts You Selected

<table>
<thead>
<tr>
<th>Total Records</th>
<th>Total Employees</th>
<th>Employees Paid on Sponsored</th>
<th>Payroll Earned/Accrued Basis</th>
<th>Exclusions</th>
<th>Effort Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>2</td>
<td>2</td>
<td>$10,366.25</td>
<td>$700.00</td>
<td>$9,666.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Codie, Doyle</th>
<th>1679022222</th>
<th>61390</th>
</tr>
</thead>
<tbody>
<tr>
<td>2400</td>
<td>0</td>
<td>2400</td>
</tr>
<tr>
<td>1679022222</td>
<td>61390</td>
<td></td>
</tr>
<tr>
<td>1856.25</td>
<td>0</td>
<td>1856.25</td>
</tr>
<tr>
<td>Codie, Doyle</td>
<td>1679022222</td>
<td>61390</td>
</tr>
<tr>
<td>600</td>
<td>0</td>
<td>600</td>
</tr>
<tr>
<td>Codie, Doyle</td>
<td>1679022222</td>
<td>61390</td>
</tr>
<tr>
<td>700</td>
<td>0</td>
<td>700</td>
</tr>
<tr>
<td>Codie, Doyle</td>
<td>1679022222</td>
<td>61390</td>
</tr>
<tr>
<td>2400</td>
<td>0</td>
<td>2400</td>
</tr>
<tr>
<td>Friedman, Mary</td>
<td>1172222222</td>
<td>61390</td>
</tr>
<tr>
<td>1200</td>
<td>0</td>
<td>1200</td>
</tr>
<tr>
<td>Friedman, Mary</td>
<td>1172222222</td>
<td>61390</td>
</tr>
<tr>
<td>1200</td>
<td>0</td>
<td>1200</td>
</tr>
</tbody>
</table>

EXCEL | Download
7.4 Ad Hoc Reports

**Screen Description:** The Department Coordinator does not have the ability to generate Ad Hoc reports. This feature is only available to the Central Administrator. However, upon request to the CA, the DC can have Ad Hoc reports generated and available for use. By clicking on the “AD Hoc Reporting” tab, the user will see a list of any reports that have been made available by CA delegation.
8. Glossary

Assignments  A module that allows the Department Coordinator, Sub Department Coordinator or Central Administrator the ability to delegate responsibilities for Pre Review, Certify, and Post Review processes.

Alternate Sub Department  A sub department to which a user is assigned for the purposes within the ERS. A user may be assigned to an alternate department to allow a certain Sub DC rights to Pre Review and Post Review the effort form.

Central Administrator (CA)  The person at the institution who oversees the Effort Reporting System functionalities, such as importing source data, exporting results. The Central Administrator has the right to access all tables.

Certify  A module that allows a system user to certify their effort, or the effort of someone for whom they have the authority to certify.

Certifier  A system user who has the authority to certify certain Effort Forms.

Department  The unit of an organization’s structure to which users are assigned. Departments can be broken down into sub departments, and responsibilities of the department may be delegate out to Sub Department Coordinators as needed.

Departmental Coordinator (DC)  The person responsible for overseeing the completion of Effort Forms for their department. The DC has the authority to delegate responsibility to a Sub Department Coordinator, as well as assign the responsibilities of Pre Reviewer, Post Reviewer and Certifier. The DC is usually the default Pre and Post Reviewer for the department over which they have authority.

Division  A level above department in the institution’s departmental hierarchy to which many departments belong. Division is oftentimes synonymous with Dean’s office or College.

Division Head (DH)  The person who is responsible for overseeing many departments. This person will have authority to complete reporting and notify the users within their division.

Domain  The subset of departments or sub departments over which a Department Coordinator or Sub Department Coordinator has authority. Domain is referred to in the Assignments module.

Notification  A module through which a Central Administrator, Departmental Coordinator, or Sub Departmental Coordinator, can send emails to other system users.
### 8. Glossary (cont)

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre Review</strong></td>
<td>The process through which an effort form is reviewed prior to release to the Certifier. A Central Administrator, Department Coordinator, or Sub Department Coordinator designates the Pre Reviewer through the assignments module. The process may also be omitted by selecting “No Pre Reviewer” in the assignments module.</td>
</tr>
<tr>
<td><strong>Pre Reviewer</strong></td>
<td>The Pre Reviewer is the person assigned to Pre Review the Effort Forms for individuals in the Sub Department. Until the Effort Forms are Pre Reviewed, the Certifier will not have access to the Effort Form (see &quot;Specify No Pre&quot; below for special situations). Initially, the Department Coordinator is set as the default Pre Reviewer.</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td>A module that houses information about the system user. This module allows the user to change their password and email address.</td>
</tr>
<tr>
<td><strong>Post Review</strong></td>
<td>A review process that may or may not be required. The Central Administrator of the ERS determines in what instances an Effort Form must be Post Reviewed. Usually Post Review is only required in the instance that Effort percentages have been changed.</td>
</tr>
<tr>
<td><strong>Post Reviewer</strong></td>
<td>The Post Reviewer is the person assigned to Post Review the Effort Forms for the individuals in the Sub Department. The Post Reviewer cannot access the Forms until the Certifier has certified the form. Post Review is mandatory if the Certifier modified the effort percentages on the Effort Form. Initially, the Department Coordinator is set as the default Post Reviewer.</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>A designation that determines the user’s authorities within the Effort Reporting System. Examples of roles are Pre Reviewer, Certifier, Post Reviewer, Sub DC and DC.</td>
</tr>
<tr>
<td><strong>Sub Department</strong></td>
<td>Represents one portion of an individual department. Usually a department will encompass many sub departments. If the term does not apply to your institution, Sub Department and Department are synonymous terms.</td>
</tr>
<tr>
<td><strong>Sub Departmental Coordinator (Sub DC)</strong></td>
<td>The Sub Department Coordinator (Sub DC) is responsible for monitoring the completion of Effort Forms for the Sub Department. The Sub DC will have the access to Pre Review and Post Review all Effort Forms in the Sub Department, even if someone other than the Sub DC has been assigned as Pre Reviewer or Post Reviewer. The rights set up by the Department Coordinator determine whether or not a Sub DC can change the assignments for the Sub Department</td>
</tr>
</tbody>
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