



ERS *Reminders*....

- The DC needs to determine that all certifiers are correctly identified for each effort form prior to the Pre Reviewer beginning his/her process. This can be accomplished by running the 'Employee Assignments' report which is available in the Reporting feature. **Note:** Should the certifier be changed after the pre review process begins, the newly identified certifier will not receive an email notification that the effort form is ready for certification.
- Discuss with the certifier his/her effort for the reporting period before beginning the effort reporting process as well as reviewing the effort commitment to the sponsor.
- Determine if the award has a sponsor imposed salary cap. **Not all sponsored project accounts that have a sponsor imposed salary cap will be indicated as such. For example, some Commonwealth of Pennsylvania and American Heart Association awards *may* have a sponsor imposed cap but will not be indicated as such in ERS. Please check the award's terms and conditions.**
- If an account has "CAP" next to it and the user clicks on it, the salary cap for that effort reporting period will appear.
- For all NIH Career awards ("K" series) indicate in the "Notes" box the award(s) on which effort was devoted unless all research was conducted on the K award 5 fund. Otherwise, supply the sponsor's project number/description.
- Before entering a cost transfer in post-review mode, carefully review the certifier's entries. If a question should arise, discuss with the certifier *before* completing the cost transfer.
- If a cost transfer is warranted, does a Payroll distribution need to be completed for subsequent payments to avoid additional cost transfers?
- If a cost sharing entry is warranted, be certain to not only complete the debit side of the entry but the credit side as well.
- Effort reports are required for all individuals paid from a sponsored project, or who have required cost sharing and are not paid from a sponsored project, or are UPHS physicians paid from a CPUP Interfund account.

UPHS physicians must complete the University Funded Accounts Summary page and average weekly hours box. This information is required for Medicare purposes.

- If an employee, during a reporting period, was both a weekly paid employee and a monthly paid employee (and was charged to a sponsored project), only a semester (six month) effort report form will be available reflecting both appointment types.
- If a cost transfer is completed in ERS on a Monday after 3PM, it will not get processed until the following Monday's payroll.