

## **Effort Reporting System (ERS) Pre/Post Reviewers Roles Documentation**

### **Introduction**

The Pre/Post Reviewers are an integral part of the effort reporting process. They will assist the Certifier to better understand their Effort Report and perform adjustments to Payroll when necessary. In order to fulfill these roles the following is provided to help determine the competencies and to establish expectations of these individuals (it is permissible and generally recommended to have the Pre/Post Reviewer be the same person).

### **Roles of the Pre/Post Reviewers**

The Pre/Post Reviewers of each department are expected to review Effort Reports and make appropriate adjustments. They assist the Departmental Coordinator (DC) in facilitating a timely and efficient process for those required to certify effort. They also provide assistance to the Certifiers by keeping them informed of federal and institutional policies regarding effort reporting and providing administrative assistance when needed.

### **Competencies of the Pre/Post Reviewers would include (but are not limited to):**

- Working knowledge of Payroll and BENFinancials, and familiarity with general accounting principles;
- Trained in the University's effort reporting policies and procedures and familiarity with relevant federal regulations and sponsor expectations;
- Knowledge of departmental budgeting processes and funding sources;
- Knowledge of sponsored projects in their department and individuals who must certify effort;
- Access to award files in their department;
- Knowledge of cost sharing requirements and the ability to verify cost sharing with award documentation; and
- Be authorized for the submission of cost transfers/salary reallocations.

### **Expectations of the Pre Reviewer include (but not limited to):**

- Review the Effort Report for all individuals assigned to them for accuracy;

- Determine if the Effort Report accurately reflects the activities of the Certifier in accordance with their award(s);
- Adjust the Effort Report form if necessary i.e., cost sharing purposes and salary reallocations;
- Provide explanations within the “Notes” box that will assist the Certifier when reviewing his/her Effort Report; and
- Forward the reviewed/adjusted Effort Report to the Certifier for their review.

**Expectations of the Post Reviewer include (but not limited to):**

- Review the certified Effort Report forwarded by the Certifier;
- Review changes made by the Certifier ensuring that the effort certified on an account basis is consistent with the salaries charged and/or that cost sharing commitments are fulfilled; and
- Clarify with the Certifier any discrepancies.

**Expectations that apply to both the Pre and Post Reviewer include (but not limited to):**

- Provide assistance to faculty who participate in the effort process and assist them in the use of PennERS;
- Capture cost sharing properly;
- Complete cost transfers in accordance with University policies and sponsor terms and conditions;
- Ensure the Effort Report appropriately represents the employee’s effort profile; and
- Ensure that Effort Reports are completed in a timely fashion and the due dates established by the University.