Welcome to Effort Reporting System (ERS)

Quick Reference Guide for DC, Sub DC and Pre Reviewer

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Welcome to the Effort Reporting System

Once logged into the Effort Reporting System successfully, the 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, PreReviewer, Certifier, etc.) will be displayed at the top of the screen.
ERS Introduction Page (Home Page)

1). “Effort Form Status” bar tracks the completion status of the current effort reporting period.
2). “My Status / To Do” box allows the user to see the current status of Effort Forms under the users responsibility.
3). “Search Employee Forms” box allows user to perform search of reports by Name or PennID.
4). Announcements to ERS users are displayed in the “Messages” box.
Pre Review Function

Once the user selects the “Pre Review” option under the Effort Forms menu item, the user will be directed to select from the three options, “Pre Review All”, “Pre Review”, or “View Read Only Effort Forms”.
Effort Forms - Pre Review Function

“Pre Review All”, allows the DC to Pre Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Department Coordinator's domain. The “Pre Review” option only allows the user to Pre Review an Effort Form specifically assigned to the user. By selecting “View Read Only Effort Forms”, the DC can view Effort Forms of individuals outside of their department who have charged effort on a sponsored account “owned” by their department.
Pre Review an Effort Form

Before proceeding to the next report, the user has an opportunity to review information populated in the summary page. The user can add notes or input cost share as a "\$" or "\%" format. By entering Cost Share, the user is amending the reported effort.

**Note:** Any necessary changes or adjustments should be completed in the Payroll Reallocations application before proceeding forward with review of Effort Form.
Pre Review Effort Form – Institutional Summary (optional)

If an Effort Form is for a Clinician, the Pre-Reviewer will also be directed to the Institutional Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities screen. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity. NOTE: The Pre Reviewer is not required to complete the Institutional Summary in order to Proceed with review.
Payroll Adjustments, Suspense and Negative Effort

An adjustment to effort and payroll distribution is necessary if an Effort Form has charges in suspense (object code 9501) or when a payroll errors, including negative effort. Prior to completing pre-review, the Pre-Reviewer must clear payroll charges within the Payroll Reallocations (PR) application. The adjustment will be included in the regenerated effort report. The Pre-Reviewer should verify that the payroll and effort are correct after the adjustments and then complete Pre Review.
Certify

As a Departmental Coordinator you typically are only responsible for certifying your own effort form. It is important that you consult your institution’s policies and procedures if it is necessary to certify someone else’s form. In order to access an effort form in Certify mode, the effort form must have been Pre Reviewed. The Certifier will be able to access the effort form through the My Status/To Do or the Effort Forms Certify menu option.
ERS Menu Options: **Management**

**Assignments:** The DC can change Pre Reviewer and Certifier for assignments individual forms or change Department default role assignments for effort reporting.

**Notification:** Allows the user to send group e-mails to Pre Reviewers and Certifier within the Effort Reporting System

**Print:** Allows the user to print paper effort forms.
**ERS Menu Options: Reports**

**Reports:** Effort Reporting System (ERS) reports are classified under five categories: Completion Reports, Effort Results, Administrative Reports, Critical Review and Reconciliation and Custom Reports. Available reports vary by individual user roles. Reports can be downloaded to Excel or PDF file.
The following reports have been identified as those most likely to be of assistance in monitoring certification completion, managing the review process and role assignments.

- **Employee Assignments** - displays the current *Pre Reviewer* and *Certifier* assignments on effort forms individual by Department

- **Comprehensive Status Report** - displays completion breakdown of effort forms in a department for selected reporting period.
ERS Menu Options: Help

The Help menu provides direct links to various resources to assist users throughout the Effort Reporting Process.
NEED HELP?

Detail instructions and links to reference materials: http://www.upenn.edu/researchservices/effortreportingA.html

Using ERS, or if you are unsure where to get help for a specific question, email ERS Help: ers_help@isc.upenn.edu