



## **Effort Reporting System (ERS) Departmental Coordinator Guide**

**Log on:**

**Username: AccessNet ID**

**Password: AccessNet(Portal) Password**

The following options are available (left-hand side):

### **(1) Assignments**

#### **Changing Assignments**

During the effort reporting process, you have the ability to change Sub Department Coordinator(s), Pre Reviewer, or Post Reviewer for an entire sub department. Alternatively, you may have the ability to change the Pre Reviewer, Certifier, or Post Reviewer for an individual(s) or assign individuals to another sub department. Each of the situations is described below.

#### **Changing Assignments for Department and Sub Departments**

1. Click the “Assignment” menu option.
2. Select “Change Assignments for Department or Sub Departments”.
3. Select a Department or Sub Department for which you will change assignments. Click the “Proceed” button.
4. Follow the directions listed below (a) for the assignment you choose to change.

#### **Changing Assignments for Individuals**

1. Click the “Assignment” menu option.
2. Select “Change Assignments for Individuals” if you intend to change the assignment for one individual or a small set of individuals.
3. Select a Department or Sub Department to search for the individuals for whom you will change assignments. Click the “Proceed” button.
4. Select the individuals for whom you will change assignments. Click the “Proceed” button.
5. Follow the directions listed below (b, c, or d) for the assignment you choose to change.

#### **(a) Changing Sub DC or Updating Sub DC rights (for Sub Department only):**

1. Select the option to “Change Sub DC/Update Sub DC rights”. Click the “Proceed” button.



2. ERS allows you to select a person from the list, which consists of everyone in your domain, or you can select to “Assign somebody not in your domain” using the link at the top of the page.
3. Select a person to be the new Sub DC and click the “Proceed” button.
4. Change the Sub DC Rights as applicable.
5. Click the “Apply” button on following screens to assign the new Sub DC and Sub DC rights.
6. On the summary screen, note the name of the new Sub DC and their current rights.

**(b) Changing Pre/Post Reviewer:**

1. Select the option to “Change Sub Department Pre/Post Reviewer” or in the case of individual assignments, “Change Pre/Post Reviewer”. Click the “Proceed” button.
2. ERS allows you to select a person from the list, which consists of everyone in your domain, or you can select “Assign No Pre/Post Reviewer” or “Assign somebody not in your domain” using the links at the top of the page.
3. Select a person to be the new Pre/Post Reviewer and click the “Proceed” button.
4. Click the “Apply” button on following screens to assign the new Pre/Post Reviewer.
5. On the summary screen, note the name of the new Pre/Post Reviewer.

**(c) Changing Certifier (for Individual Assignments only):**

1. Select the option to “Change Certifier”. Click the “Proceed” button.
2. ERS allows you to select a person from the list, which consists of everyone in your domain, or “Assign somebody not in your domain” using the link at the top of the page.
3. Select a person to be the new Certifier and click the “Proceed” button.
4. Click the “Apply” button on following screens to assign the new Certifier.
5. On the summary screen, note the name of the new Certifier.

**(d) Assign to Another Sub Department (for Individual Assignments only):**

1. After selecting the individuals to be assigned to another Sub Department, select the option to “Assign to a different Sub Department”. Click the “Proceed” button.
2. Chose the correct department by clicking the icon to the left of the department; then click the link for the proper sub department to which you will assign the individual(s).
3. Click the “Apply” button on following screens to change the assignment of the individual(s) to a new sub department.
4. On the summary screen, you will note that the employee has been assigned to the new sub department.



## (2) Notification

1. Click the “Notification” option on the left side menu bar.
2. There are a series of predefined email sets. You may choose one of the options or draft your own email using the General Email links. Note that the subject and bodies of all predefined emails can be edited.
3. Complete the email and click the “Send Email” button.
4. You will receive a confirmation that the email was sent.

## (3) Pre Review

\*\* The Pre-Review section is likely where the majority of your work in this system will be done. \*\*

### **Pre Review All vs. Pre Review:**

Departmental Coordinators are able to pre review all forms in the sub departments to which they are assigned. As outlined in the Assignments section above, the Pre Review function can also be assigned for individuals or for sub departments to other coordinators. If you would like to pre review all forms, even those for which pre review has been assigned to someone else, select “Pre Review All”. If you wish to only pre review the forms which have not been assigned to someone else, select “Pre Review”. Note for both modes, once a form has been released for certification to the Certifier, and the certification is complete, only a summary screen may be viewed.

### **Getting Started (2 options):**

#### *Option 1 – Status/My To Do List*

1. Select the numeric link under Pre Review “Pending” for the Current or Delinquent Reporting Periods.
2. Any forms listed under “Effort Forms Pending Pre Review for the Current Reporting Period” are ready to be Pre Reviewed. The Pre Reviewer will see the Name, Reporting Code, Sub Department, Title, and the Pre Review, Certify, and Post Review Status. An “N” flag under the Pre Review Status column indicates the form has not been Pre Reviewed and an “N (saved)” indicates the form has been viewed, but not Pre Reviewed.
3. Select the effort form to Pre Review by clicking on the employee’s name.

### **Continue to “Getting Familiar with the Form”**

#### *Option 2 – Menu Options on the left of the screen*

1. Select the Pre Review menu option.
2. Select the appropriate Pre Review option by clicking the link.
3. Select the effort reporting period by clicking the link for that period. The current period is listed at the top and is identified. Note that you can access prior periods as well as the current period.
4. Select the Sub Department or Departments that you want to Pre Review by checking the appropriate box(s). You have the option to use a filter to retrieve forms that have been “Pre Reviewed” or “Not Pre Reviewed”, as well as forms that have been “Certified” or “Not Certified”. An “N” flag under the Pre Review Status column indicates the form has



not been Pre Reviewed and an “N (saved)” indicates the form has been viewed, but not Pre Reviewed. Click the “Continue” button to execute the selection criteria.

5. Select the effort form to Pre Review by clicking on the employee’s name.

#### *Getting Familiar with the Form:*

1. Clicking on a link in the payroll column will display the detail for each pay period for the account. Clicking on the total amount will display the payroll for all accounts listed on the form.
2. Clicking on the sponsored account number link will display the details of the account.
3. Clicking the “Cap” icon (if applicable) next to an account name will display the sponsoring agency, current cap amount, and the annualized salary amount.
4. A “CS” icon indicates that an account is a Cost Share Companion Account.
5. To view prior effort statements for the selected employee, click the link “View Previously Certified Effort Statements”.
6. Click the “Input as %” button to change to percentage mode, then click “Input as \$” button to return to dollar mode. Note that you must be in dollar mode in order to use the “Proceed” button.
7. If applicable, the user will be able to identify Sub K-Award accounts (accounts related to the K-Award) by checking the radio button next to the account number if a K-Award is present.

#### *Making changes to the form:*

1. If an account is missing from the form, to add an account:
  - a. Click the “Add Account” button.
  - b. Select Sponsored/Non-Sponsored. Search for an account by entering all the search criteria. Click the “Continue” button.
  - c. Select an account from the Account drop down box, and then click the “Add Account” button.
2. Make any necessary Cost Transfers and/or record any additional Cost Sharing in the respective input boxes.
3. You may enter a note in the Notes field describing any changes to the form, or recording any special circumstances.
4. Click the “Proceed” button to continue
5. If a cost transfer was entered, enter the applicable pay period dates for the transfer. The dates must be within the dates of the effort period you selected. You will be presented with all impacted payroll transactions during the time period selected. Define the transaction for the appropriate accounts and click ‘Proceed’. A Cost Transfer Summary is presented. You can print the page for your records using the ‘Print Form’ button. Click ‘Proceed’.
6. If there are Non Sponsored accounts on the Effort Form, the Pre Reviewer is presented with the University Summary (If Applicable). It is not mandatory that the Pre Reviewer complete the University Summary, however, it is encouraged.
  - a. Enter the percentages in the input boxes that represent the breakdown of Non Sponsored activity.
  - b. Hit “Proceed” when complete.
7. The system will display a summary screen. You can print this page for your records using the “Print Form” button.



#### **(4) Certify**

Note, that as the Departmental Coordinator, you will likely not certify any forms. If it is necessary to certify someone else's form, you will have to assign yourself as the Certifier for that person. Also, in order for you to access an effort form in Certify mode, the effort form must have been Pre Reviewed, or assigned to "No Pre Reviewer". After you have assigned yourself as Certifier and the Pre Review is complete, you will be able to access the effort form through the Certify menu option or the Status/My To Do List.

#### **Getting Started (2 options):**

##### *Option 1 – Status/My To Do List*

1. Select the numeric link under Certification "Pending" for the Current or Delinquent Reporting Periods.
2. Any forms listed under "Effort Forms Pending Certification for the Current Reporting Period" are ready to be certified. The Certifier will see the Name, Reporting Code, Sub Department, Title, and the Pre Review, Certify, and Post Review Status. A "Y" flag will be present in the Pre Review status column. An "N" flag under the Certified Status column indicates the form has not been certified and an "N (saved)" indicates the form has been viewed, but not certified.
3. Select the effort form to Certify by clicking on the employee's name.

##### **Proceed to Step 5 below**

##### *Option 2 – Menu Options on the left of the screen*

1. Click the "Certify" menu option.
2. Click the "Certify" link on the next screen.
3. Select the effort reporting period by clicking the link for that period. Note that you can access prior periods as well as the current period.
4. Any forms listed under "Effort Forms available to Certify" section are ready to be certified. A "Y" flag in the "Certified" column indicates if a form has been certified already. An "N" flag indicates the form has not been certified and an "N (saved)" indicates the form has been viewed, but not certified. Click on the name of the employee you are certifying to access the effort form. You may only access forms in the "Effort Forms available to Certify" section.
5. Review the effort form and enter the correct effort percentages for every account, then click the "Proceed" button. You may also notify the Pre Reviewer who completed the Pre Review by clicking the "Notify" button at the bottom of the screen.
6. Complete or amend the University Summary percentages (If Applicable). Click the "Proceed" button when you are done.
7. Review the summary to be certain it is correct. If it is correct, read the attestation statement and click the "Certify" button. To exit the form without certifying, click on the "Exit Form" button.
8. You will come to a summary screen. After certifying, you can print a copy of the final summary for your records using the "Print Form" button.
9. Click the "Exit Form" button to exit.



## **(5) Post Review**

### **Post Review All vs. Post Review:**

The Post Review option links to the effort forms of only those employees for whom you are assigned as Post Reviewer. You are required to Post Review the forms that were altered by the Certifier. You will only be able to view the effort form of an employee assigned to another Post Reviewer in the Post Review All mode.

### ***Getting Started (2 options):***

#### *Option 1 – Status/My To Do List*

1. Select the numeric link under Post Review “Pending” for the Current or Delinquent Reporting Periods.
2. Any forms listed under “Effort Forms Pending Post Review for the Current Reporting Period” are ready to be Post Reviewed. The Post Reviewer will see the Name, Reporting Code, Sub Department, Title, and the Pre Review, Certify, and Post Review Status. An “N” flag under the Post Review Status column indicates the form has not been Post Reviewed and an “N (saved)” indicates the form has been viewed, but not Post Reviewed.
3. Select the effort form to Post Review by clicking on the employee’s name.

### ***Continue to “Getting Familiar with the Form”***

#### *Option 2 – Menu Options on the left of the screen*

1. Select the Post Review menu option.
2. Select the Post Review All or Post Review option by clicking the link.
3. Select the effort reporting period by clicking the link for that period. Note that you can access prior periods as well as the current period.
4. Select the Sub Department or Departments that you want to Pre Review by checking the appropriate box(es). You have the option to use a filter to retrieve forms that have been “Certified” or “Not Certified”, as well as those which have been “Post Reviewed” or “Not Post Reviewed”. An “N” flag under the Post Review Status column indicates the form has not been Post Reviewed and an “N (saved)” indicates the form has been viewed, but not Post Reviewed.
5. Click the “Continue” button to execute the selection criteria.
6. Select the effort form that you will Post Review by clicking the employee’s name. Those that are in the “Post Review Required” area are effort forms that have been certified, with changes made to the effort form as compared to the Pre Review summary.

### ***Getting Familiar with the Form:***

1. Review the differences between the percentages recorded in Pre Review and those that were certified.
2. Click the “Proceed” button.

### ***Identifying Differences:***



1. Make any necessary Cost Transfers and/or record any additional Cost Sharing in the respective input boxes. You may use either \$ mode or % mode. Note that you must be in "Input as \$" mode in order to use the "Proceed" button.
2. You may want to add a note to the Notes field describing any changes.
3. Click the "Proceed" button.
4. If a cost transfer was entered, enter the applicable pay period dates for the transfer. The dates must be within the dates of the effort period you selected. You will be presented with all impacted payroll transactions during the time period selected. Define the transaction for the appropriate accounts and click 'Proceed'. A Cost Transfer Summary is presented. You can print the page for your records using the 'Print Form' button. Click 'Proceed'
5. You will come to a summary screen. You can print this page for your records, by using the "Print Form" button.

## **(6) Reporting**

1. Click the "Reporting" menu option.
2. Select a report using the link provided for the report.
3. Select the period to which the report should pertain.
4. Select the sub department(s) you want to see in the report. Click the "Continue" button.
5. You may print the report using your browser's print button or save the report as an Excel (xls) file or as an Adobe (pdf) file.