

ERS Version 6.0

New Features by Role

By clicking on the role associated with the definitions listed below, you will be taken to a detailed description of the new features now available for that role:

Division Head – Monitors the process for compliance and completion of effort reports; views reports for the entire division; has the ability to send system generated emails to department coordinator or certifier if necessary to ensure completion of effort report in a timely fashion.

Division Head/Department Coordinator – This role is a combination of the division head and department coordinator roles. This role usually occurs when the individual assigned wears both hats. This role has the ability to determine routing of an effort form as well as the ability to pre and post review, if necessary.

Department Coordinator – Determines routing of effort reports; can perform pre and post review or choose to delegate his/her administrative functions to pre and post review to a Sub-Department coordinator; can also monitor effort reports for completion and compliance within the department.

Sub Department Coordinator – Is assigned by the Department Coordinator to Pre and/or Post review effort reports. This role also has the ability to monitor reports for completion and compliance.

Pre-Reviewer - Can review and make changes to effort amounts, add accounts to the form, and generate cost transfers for employee effort forms prior to access by the certifier. Certification is not possible in Pre Review.

Post-Reviewer - If the certifier changes his/her effort from the original calculated amount, the difference resulting from the change must be resolved by an administrator defined as the Post-Reviewer. This role is only needed if a change is made to the effort form during certification.

Certifier – The named employee and/or an individual with suitable means for verifying the effort for the person named on the report. The certifier will review their institution sponsored effort in percentages spent on each institutional function and certify the form if it is accurate. IF the form is not accurate the certifier has the ability to add new awards and change the effort percentages, should this be the case the form would be sent on to the post-review to make the adjustments or resolve with the certifier.

Pre/Post Reviewer- This role is a combination of the pre reviewer and post reviewer duties. The primary responsibility of this role is to pre review and post review effort reports which are pending for current and or past report periods.

Cost Transfer Approver – This role is designed to solely allow the review of departmental cost transfers prior to approval by the Office of Cost Analysis.