ERS CALCULATIONS
Revised July 26, 2012

BACKGROUND
ERS is the only database available on campus to capture effort, a.k.a. how an employee spent his/her time. Payroll ledgers only provide salary data, a.k.a. how the employee was paid. The underlying concept behind ERS is: Budgeted effort on a project should be equal to actual effort worked on that project, both of which should be greater than or equal to the salary charged to the project. In other words:

BUDGETED EFFORT = EFFORT WORKED > SALARY PAID

Effort reporting poses a huge liability to the University. Effort reports are audited on an annual basis. Incorrect certifications can result in disallowances (salary plus benefits, indirects and interest) which are required to be reimbursed to the Federal Agency, i.e. NIH, by the Division.

KEY ITEMS TO CONSIDER & COMMON ERS GLITCHES

• **Is this employee a key person (KP) on the project?**
  o Check the original proposal (for Yr. 1 effort reports), the most recent Progress Report, and/or the Notice of Award to determine who was listed as KP.
  o KP effort is tracked more meticulously by the Agency, thus it is especially necessary to ensure all KP effort is reported as listed on the budget and/or within Agency variance guidelines.

• **Is there a negative % in the Payroll % [A]?**
  o Negative % in the Payroll % [A] column means double UPAYs have been processed on that FAU, assuming there are no “Unrecognized Earnings” in the View Payroll Detail.
  o To correct, run a QDB report to determine which FAUs are double charged and process reverse UPAYs to correct the double credit/debit.
  o If the FAU is already closed &/or FSR has been submitted to the Agency, request the FAU be reopened by EFM in order to process the UPAYs. A revised FSR may need to be generated if the final closing amount changes.

• **Is the ERS Payroll % [A] &/or Paid Effort % to Certify [B] Grand Total anything other than 100%?**
  o Both Payroll % & Paid Effort % to Certify Grand Totals MUST ALWAYS equal 100%, no matter what type of appointment the employee holds.
  o The payroll % is based on 100% of the time the employee spends at UCLA. For example, even if s/he only spends 8 hours a week at UCLA, i.e. 8/40 hrs/wk = 20% appointment, ERS measures how s/he spent 100% of those 8 hours.
  o If the Payroll % Grand Total is anything other than 100%, it is automatically a system glitch.
    ▪ Review & change the Paid Effort % to Certify to reflect actual/final payroll %.
    ▪ After certified, the report will automatically go into “Certified/AdjustReqd”.
    ▪ Complete reconciliation spreadsheet & forward to Tsegaye Teshome (tteshome@mednet.ucla.edu) to request manual certification by ERS Support.

• **Is the ERS Payroll % [A] incorrect?**
o Decide if UPAYs need to be done. If so, process UPAY. Once the UPAYs have hit the ledgers, ERS/Payroll % column should automatically update to take into account the UPAYs.

o If UPAYs are not required, manually change the Paid Effort % to Certify column to match actual payroll. After certified, the report will automatically go into “Certified/AdjustReqd”. Complete reconciliation spreadsheet & forward to Tsegaye Teshome (tteshome@mednet.ucla.edu) to request manual certification by ERS Support.

HOW TO USE QDB/FPM REPORTS TO DOUBLE CHECK ERS ORIGINAL PAYROLL %
Log into QDB/GLPPP FPM Adhoc Reporting, either via Dean’s Office Programs or directly.

Ensure the version date at the upper right hand corner of the QDB/FPM window is at least 12/14/11. If not, ask DOM IS (x54398) to update your QDB/FPM version so that it will auto-update versions.
Click on ERS Detail (11/12 Academics and Non Academics) & Report ppp for: Employee then Next.

Employee – Enter Employee’s University ID (UID) & click Next.
If UID is unavailable, type employee’s name & click Find Employee to search for employee. Highlight the appropriate employee & click Next. Access is restricted to personnel in your Dept.
If running the report for the same employee (but a different quarter) as the previous report, click Get Last Employee.
FAU for ERS Detail – Leave as default, with all asterisks (*) and click Next.

Date for ERS Detail – Choose From year FIRST and then Quarter SECOND & click Next. QDB will automatically change the From Month & To Month/Year to match chosen year & quarter. Leave Date Source as default (earned).
Payroll Reports by ERS Detail – Leave everything as default & click Finish.

The ERS Detail report will automatically calculate the % paid, see yellow column N, for each FAU. All inapplicable DOS codes have been automatically deleted – i.e. SKL, VAC, ZDN, OTP, etc. Compare these figures with ERS (see below) & agency approved budgeted percentages. Highlighted % should = Payroll %. If not, reconciliation spreadsheet will need to be done.