

Revised July 26, 2012

BACKGROUND

ERS is the only database available on campus to capture <u>effort</u>, a.k.a. how an employee spent his/her <u>time</u>. Payroll ledgers only provide <u>salary</u> data, a.k.a. how the employee was <u>paid</u>. 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?
 - 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.
 - 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]?
 - 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.
 - To correct, run a QDB report to determine which FAUs are double charged and process reverse UPAYs to correct the double credit/debit.
 - 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.
- <u>Is the ERS Payroll % [A] &/or Paid Effort % to Certify [B] Grand Total anything other than</u> 100%?
 - Both Payroll % & Paid Effort % to Certify Grand Totals <u>MUST ALWAYS</u> equal 100%, no matter what type of appointment the employee holds.
 - 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.
 - 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 <u>reconciliation spreadsheet</u> & forward to Tsegaye Teshome (<u>tteshome@mednet.ucla.edu</u>) to request manual certification by ERS Support.
- Is the ERS Payroll % [A] incorrect?

- 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.
- 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 <u>reconciliation spreadsheet</u> & forward to Tsegaye Teshome (<u>tteshome@mednet.ucla.edu</u>) 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.

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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.

	(FPM ts - Main Menu
General Ledger Custom Reports Most Recent 201111	Payroll Expense Distribution Most Recent 201112
Summary of Funds Summary - By Sub Non-Salary Expense Projection by Month (all fund types) Expense by Month Summary - By Sub Object Sales & Service Summary Detail - Closed Detail - Open Detail - All Salary Cap Flag Billing & Accounts Receivable Link to Financial Web Report (OFSR) CLOSING REPORTS Pre-CLOSING REPORTS Pre-Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Checklist (Recommended 2 months prior to fund end date) Detail to Lappear Remaining Encumbrances F&A Reconciliation Link Training Grant -Trainee Expense Worksheet Subawards/Subcontracts/Subgrants 1198XX (Intercampus/Carryforward/STIP) Detail - After Closeout	Salary by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Brown UPAY Other UPAYS PAR Admin Salary ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics) ARRA Linked Accounts by Hierarchy Code ARRA FTE Report CLOSING REPORTS Training Grant – Postdoc Allowable/Unallowable Benefits Training Grant – Postdoc Allowable/Unallowable Benefits Training Grant – Postdoc Allowable/Unallowable Benefits Payroll After Fund End Date
	Report ppp for: 🜒 Organizational 🖤 Employee

Employee – Enter Employee's University ID (UID) & click Next.

If UID is unavailable, type <u>employee's name</u> & 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.

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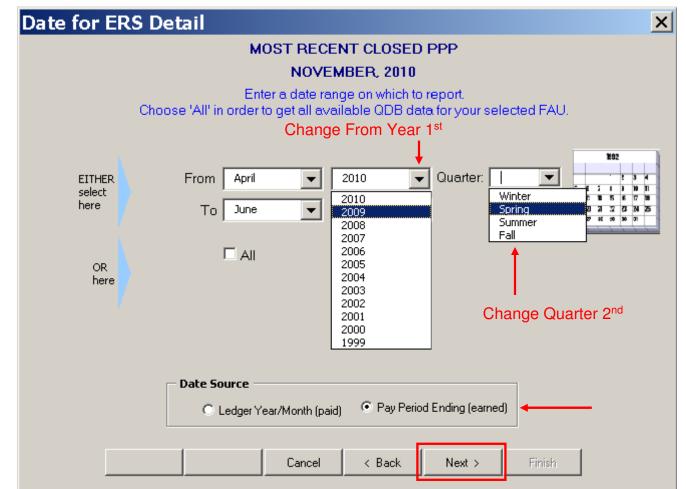
FAU for ERS Detail – Leave as default, with all asterisks (*) and click Next.

FAU for ERS Deta	il de la constant de	X
Enter th the valu	e components of an FAU to report on. To enter multiple values, separate es with commas. To specify all possible values, use an ^{tot} .	
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Conve	rt FAU to upper case	
	Cancel < Back Next > Finish	

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.

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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, <u>reconciliation spreadsheet</u> will need to be done.

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