

# 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:

$$\text{BUDGETED EFFORT} = \text{EFFORT WORKED} \geq \text{SALARY PAID}$$

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.

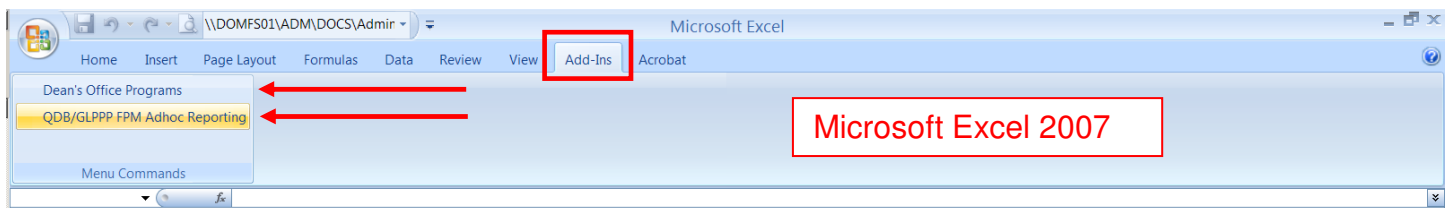
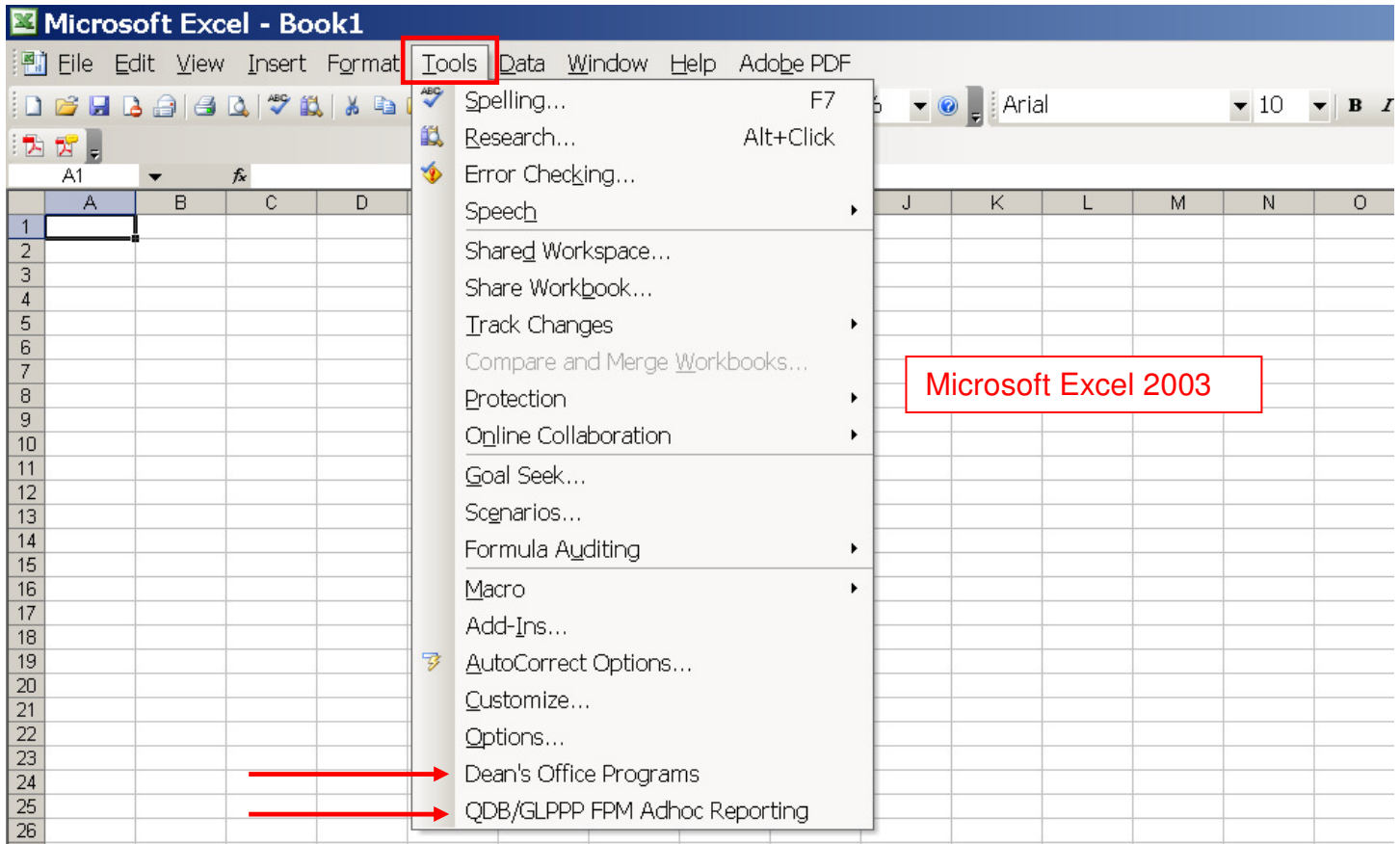
## **KEY ITEMS TO CONSIDER & COMMON ERS GLITCHES**

- *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.
  
- *Is the ERS Payroll % [A] &/or Paid Effort % to Certify [B] Grand Total anything other than 100%?*
  - Both Payroll % & Paid Effort % to Certify Grand Totals **MUST ALWAYS** 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 [reconciliation spreadsheet](#) & forward to Tsegaye Teshome ([tteshome@mednet.ucla.edu](mailto:tteshome@mednet.ucla.edu)) 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 [reconciliation spreadsheet](#) & forward to Tsegaye Teshome ([tteshome@mednet.ucla.edu](mailto: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.

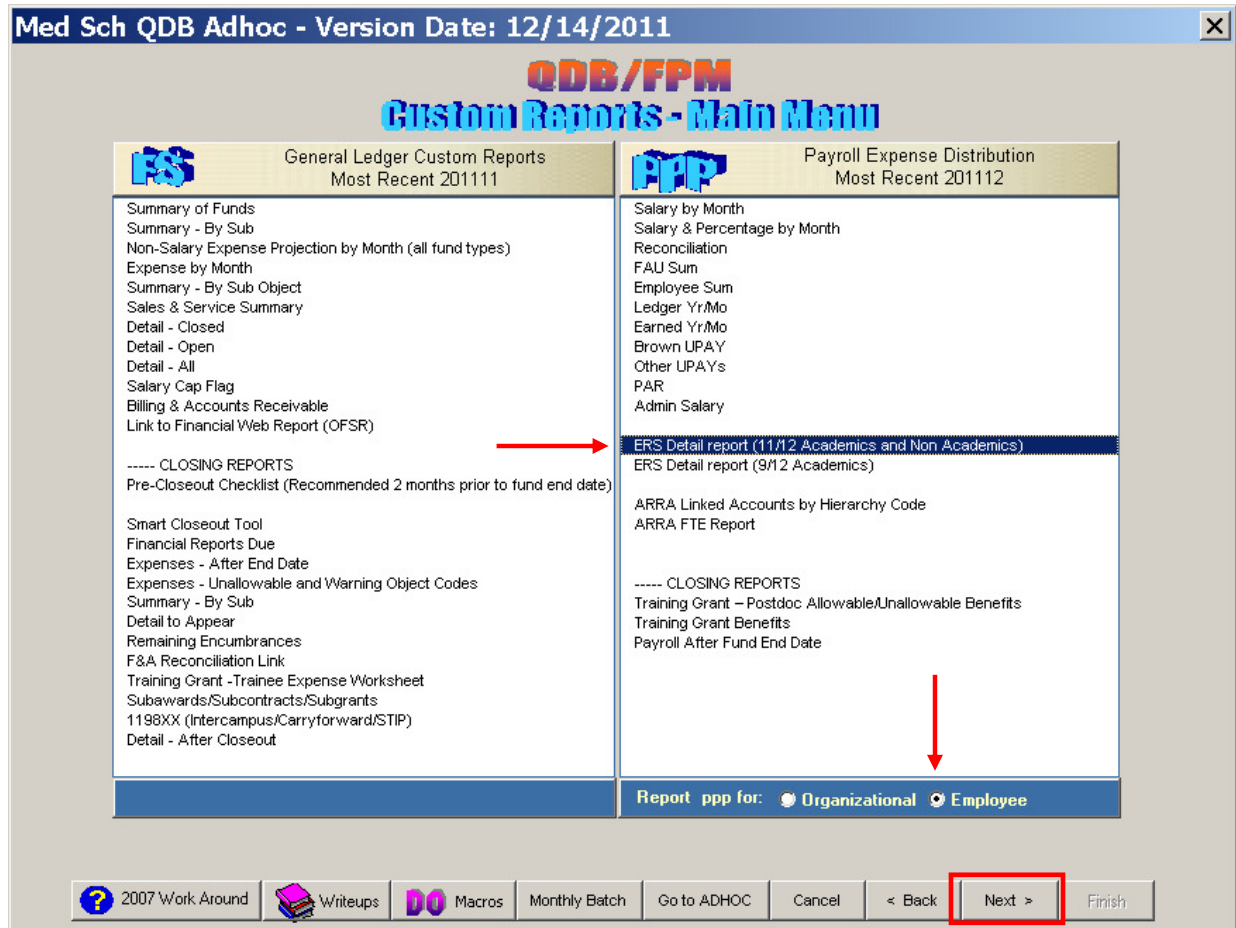


Ensure the version date at the upper right hand corner of the QDB/FPM window is at least 12/14/11.

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.

**Employee**

Type the beginning characters of the employee last name in the Employee box. Press the 'Find Employee' button to execute the search. The results of the search will appear in the Possible Matches box. Select one of the possible matches.

**NOTE:** You can type in the employee's id and press 'Next'.  
After clicking the 'Fund Employee' button if employee is not fund and you know there is data for the employee, type in the employee id and press 'Next'.

**Employee:** 123456789 **Find Employee**

**Possible Matches:**

**Get Last Employee**

Convert data to upper case

Cancel < Back **Next >** Finished

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

**FAU for ERS Detail**

Enter the components of an FAU to report on. To enter multiple values, separate the values with commas. To specify all possible values, use an '\*'.

Account: \*  
 CC: \*  
 Fund: \* **Find Accounts**  
 Project: \*  
 Sub: \*  
 Object: \*  
 Title Code: \*  
 DOS: \*

**Get Last FAU**

Convert 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.

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.

Fun	Accou	C	S	Employee Name	Employee ID	Proj	Obj	Led Yr	Earned Date	DC	Coc	Time	H	FTE	Pay R	Gross Earnin	Total Benef	Total Pay	Rate Adj.	Dept		
30417	441357	LD	00				1031	200904	4/30/09	TXT	1750	0.2310	%	0.2310		2,258.03	537.34	2,795.37		1553		
30417	441357	LD	00				1031	200905	5/31/09	TXT	1750	0.2310	%	0.2310		2,258.03	537.33	2,795.36		1553		
30417	441357	LD	00				1031	200905	5/31/09	TXT	1750	0.1189	%	0.1189		1,162.25	276.59	1,438.84		1553		
30417	441357	LD	00				1031	200906	6/30/09	TXT	1750	0.2310	%	0.2310		2,258.03	537.34	2,795.37		1553		
30417	441357	LD	00				1031	200906	6/30/09	TXT	1750	0.1189	%	0.1189		1,162.25	276.59	1,438.84		1553		
<b>Fund 30417</b>														<b>0.5333</b>	<b>0.53</b>	<b>1.5997</b>	<b>15,637.09</b>	<b>3,721.12</b>	<b>19,358.21</b>			
31453	441357	TL	00				1031	200905	5/31/09	TXT	1750	0.5500	%	0.5500		5,376.25	1,279.36	6,655.61		1553		
31453	441357	TL	00				1031	200906	6/30/09	TXT	1750	0.5500	%	0.5500		5,376.25	1,279.35	6,655.60		1553		
<b>Fund 31453</b>														<b>0.3667</b>	<b>0.37</b>	<b>1.1000</b>	<b>10,752.50</b>	<b>2,558.71</b>	<b>13,311.21</b>			
36627	441357	LD	00				1031	200904	4/30/09	TXT	1750	0.1000	%	0.1000		977.50	230.66	1,208.16		1553		
36627	441357	LD	00				1031	200905	5/31/09	TXT	1750	0.1000	%	0.1000		977.50	230.65	1,208.15		1553		
36627	441357	LD	00				1031	200906	6/30/09	TXT	1750	0.1000	%	0.1000		977.50	230.66	1,208.16		1553		
<b>Fund 36627</b>														<b>0.1000</b>	<b>0.10</b>	<b>0.3000</b>	<b>2,932.50</b>	<b>691.97</b>	<b>3,624.47</b>			
<b>Fund Grand Total</b>														<b>1.00</b>	<b>1.00</b>	<b>2.9997</b>	<b>29,322.09</b>	<b>6,971.80</b>	<b>36,293.89</b>			

[Edit Report](#)
[View/History](#)
[Comment Log](#)

Version: 2.0 (09/23/2009 11:31) | Status: **Certified**  
 Service Period: March 30, 2009 to June 12, 2009  
 Pay Periods: April 1, 2009 to June 30, 2009

Report Version:  
 2.0 (09/23/2009) Certified

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
4-441357-LD-30417 FDP-NIH HL081202   04/12 54%	53%	53%		0%	53%	53%
4-441357-TL-31453 FDP-NIH DK081346 3/12 54%	37%	37%		0%	37%	37%
<b>Total Federal and Federal Flow-Through Sponsored Projects requiring certification</b>	<b>90%</b>	<b>90%</b>		<b>0%</b>	<b>90%</b>	<b>90%</b>
<b>Other Sponsored Projects</b>	<b>0%</b>	<b>0%</b>		<b>+ 0%</b>	<b>0%</b>	<b>0%</b>
<b>Non-Sponsored Activities</b>	<b>10%</b>	<b>10%</b>		<b>- 0%</b>	<b>10%</b>	<b>10%</b>
<b>Total Other Effort not requiring certification</b>	<b>10%</b>	<b>10%</b>		<b>0%</b>	<b>10%</b>	<b>10%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>