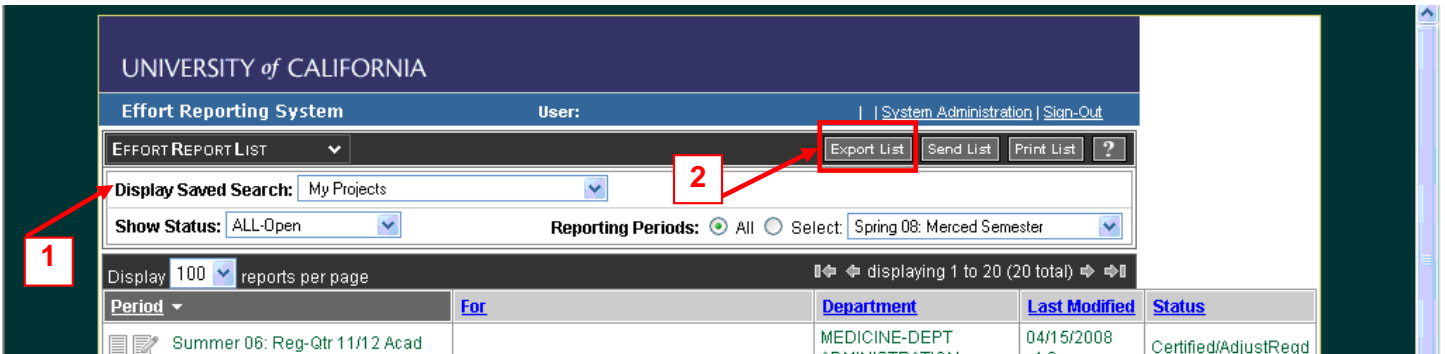


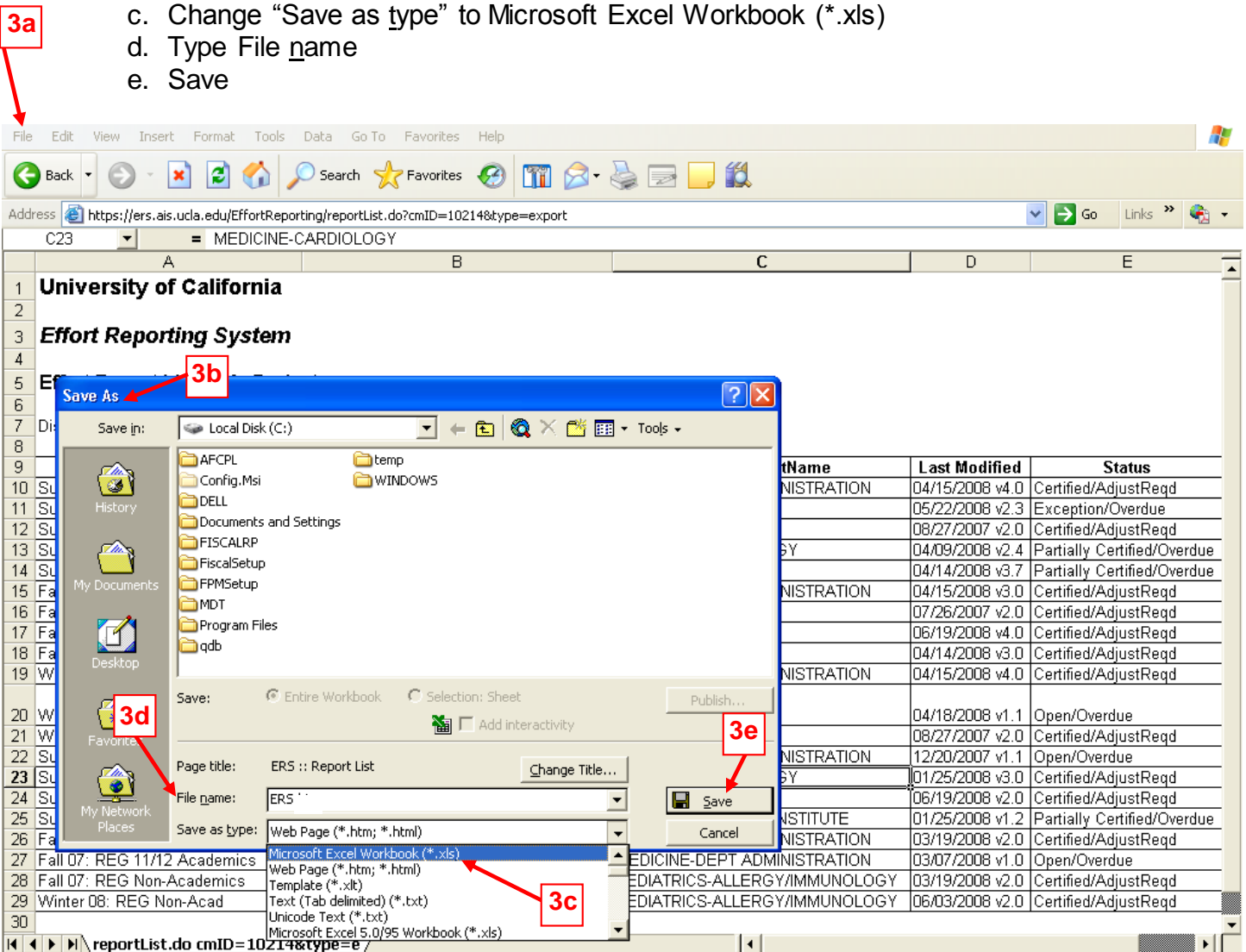
ERS - EXPORT LIST INTO EXCEL & RECONCILIATION

Revised April 25, 2014

1. Log into ERS & pull up saved search you wish to export and/or reconcile
2. Click "Export List"

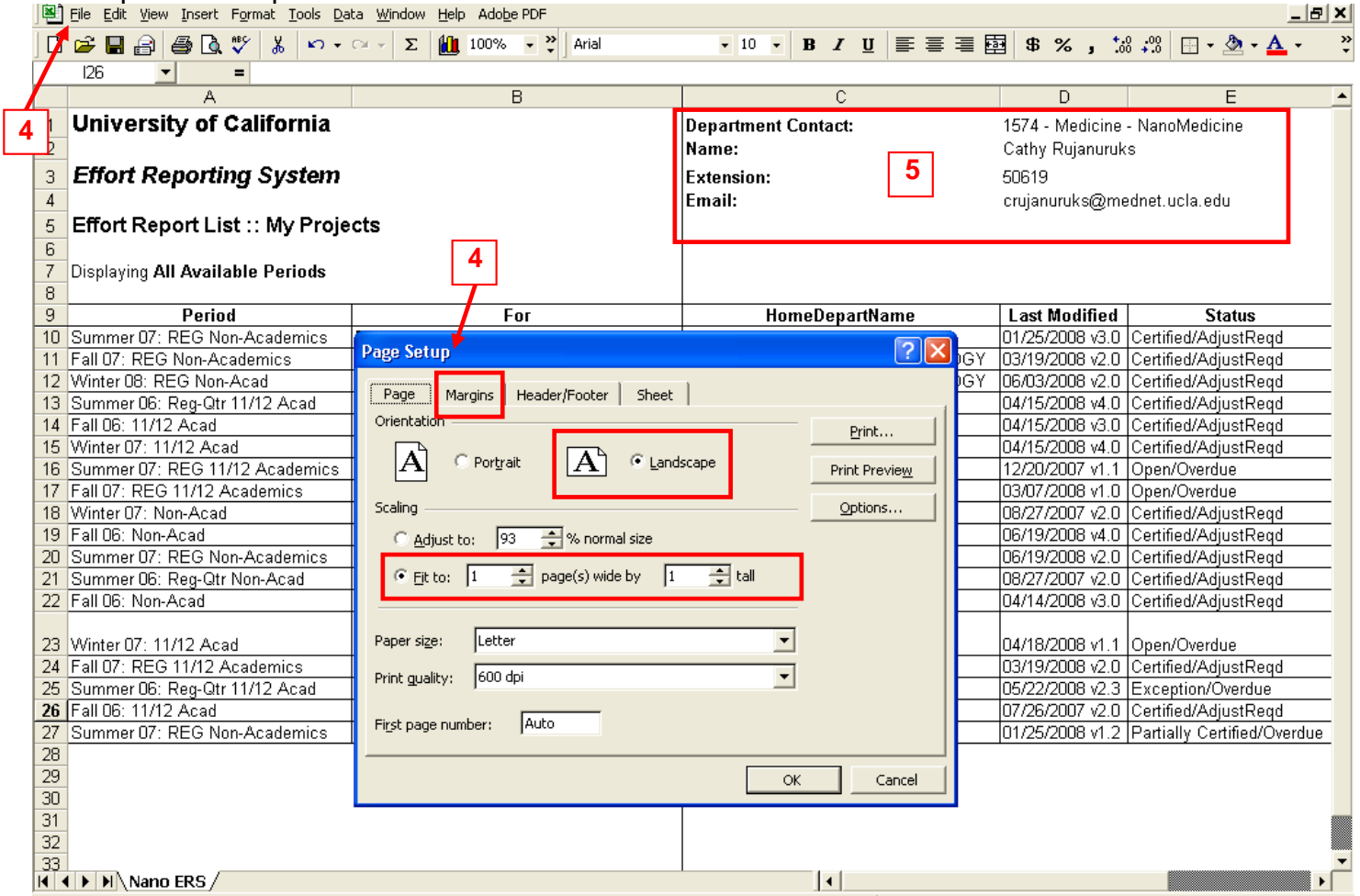


3. Click Save in order to automatically save as Excel file. If you click Open, it will automatically create a web Excel spreadsheet. In order to save as a Microsoft Excel file spreadsheet:
 - a. File
 - b. Save As...
 - c. Change "Save as type" to Microsoft Excel Workbook (*.xls)
 - d. Type File name
 - e. Save



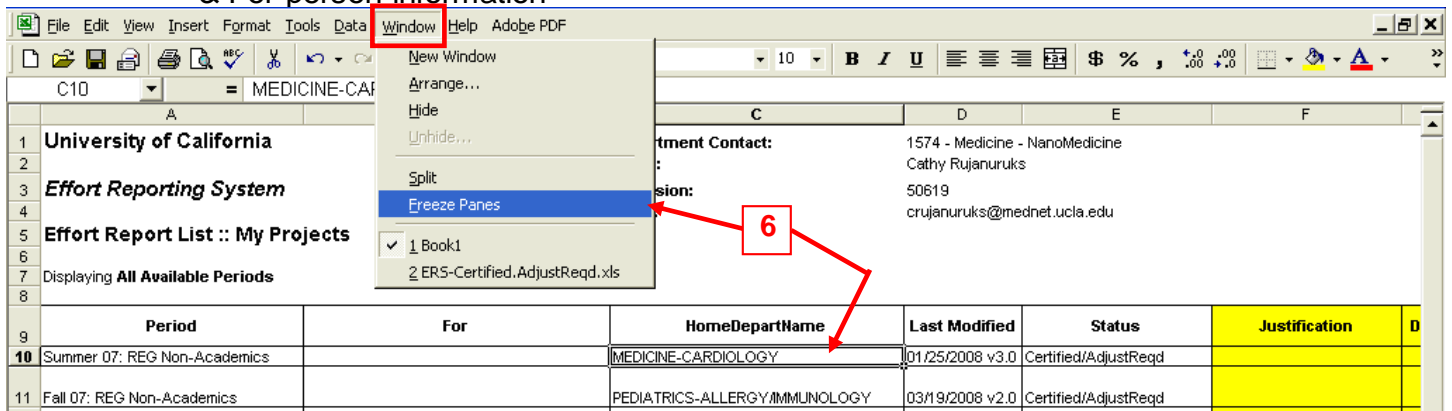
4. In File → Page Setup..., change
 - a. Margins to 0.5" all around
 - b. Orientation to Landscape
 - c. Scaling to Fit to: 1 page wide by 1 tall

5. At the top of the report, starting in cell C1, add Department Contact (dept code & dept name), ERS Reviewer's name, extension & email address in the event ERS Support needs a contact person for questions.



6. Place cursor on FIRST CELL directly under "HomeDepartmentName" → Window → Freeze Panes

This allows you to scroll to the right of the spreadsheet without losing the ERS Period & For person information



7. Add 3 additional columns to the right of "Status", starting in column F. Highlight these cells **fluorescent yellow**.
 - a. **Justification** - Add reasons why each "Certified/AdjustReqd" ERS should be manually changed to "Certified" and closed by EFM. See below for template justifications that should be used in most cases.
 - b. **Date Comment Added to ERS** – Add the date when you saved the above justification into the Comment Log in ERS.
 - c. **Full Name & UID of Alternate Certifier** – If an alternate certifier is required for an employee that is no longer at the University, provide the alternate certifier's full name & University/Employee ID #. i.e. Joseph I. Bruin - 123456789

Period	For	Status	Justification	Date Comment Added to ERS	Full Name & UID of Alternate Certifier
Summer 07: REG Non-Academics		Certified/AdjustReqd			
Fall 07: REG Non-Academics		Certified/AdjustReqd			
Winter 08: REG Non-Acad		Certified/AdjustReqd			
Summer 06: Reg-Qtr 11/12 Acad		Certified/AdjustReqd			
Fall 06: 11/12 Acad		Certified/AdjustReqd			
Winter 07: 11/12 Acad		Certified/AdjustReqd			
Summer 07: REG 11/12 Academics		Open/Overdue			
Fall 07: REG 11/12 Academics		Open/Overdue		7	
Winter 07: Non-Acad		Certified/AdjustReqd			
Fall 06: Non-Acad		Certified/AdjustReqd			
Summer 07: REG Non-Academics		Certified/AdjustReqd			
Summer 06: Reg-Qtr Non-Acad		Certified/AdjustReqd			
Fall 06: Non-Acad		Certified/AdjustReqd			
Winter 07: 11/12 Acad		Open/Overdue			
Fall 07: REG 11/12 Academics		Certified/AdjustReqd			
Summer 06: Reg-Qtr 11/12 Acad		Exception/Overdue			
Fall 06: 11/12 Acad		Certified/AdjustReqd			
Summer 07: REG Non-Academics		Partially Certified/Overdue			

8. Email reconciliation spreadsheet to Tsegaye Teshome (tteshome@mednet.ucla.edu) for review & submission to ERS Help.

TEMPLATE JUSTIFICATIONS to be used in most cases***

http://medschool.ucla.edu/workfiles/Site-ORA/postawardforms/ERS_Template_Justifications.doc

1. **Spring 06 Work Study ERS issue.** Paid Effort % to Certify [B] reflects the correct effort as certified. No further action required. ERS Support, please investigate & update the status.
2. Paid Effort % to Certify [B] spread across **diff CC for same fd/award #** thus same proj. Fund is closed & FSR submitted. [B] across same fund reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.
3. Paid Effort % to Certify [B] spread across **cont. fund #s for same award #** thus same proj. Fund is closed & FSR submitted. [B] across same award reflects correct effort as certified. No further action required. ERS Support, pls investigate & update status.
4. **Payroll % [A] Grand Ttl incorrectly shows % other than 100%** due to Unrecognized Earnings in View Pay Details. Paid Effort % to Certify [B] reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.

5. Payroll % [A] & Paid Effort % to Certify [B] don't match, indicating UPAYs are required, even though they have already been processed. [B] reflects correct effort as certified. No further action required. ERS Support, pls investigate & update the status.

*** If the justifications listed above do not fit your situation, please call Tsegaye Teshome (x68351), Cathy Rujanuruks (x66287) or Raellen Man (x58112) for assistance.

In the same Excel spreadsheet, include QDB payroll downloads for each ERS period/transaction you would like manually certified by EFM. The calculated percentage for each FAU on the QDB spreadsheet should match the Adjusted Payroll % column. See ERS Calculations chapter for details of how to run the QDB payroll downloads.

<http://medschool.ucla.edu/workfiles/Site-ORA/postawardmanual/ERS-Calculations.pdf>

Period	For	HomeDepartmentName	Last Modified	Status	Justification	Date Comment	Full Name & UID of Alternate Certifier
Spring 07:11/12 Academics	BRUIN, JOSEPH (123456789)	MEDICINE-ADMINISTRATION	08/21/08 V.30	Certified/AdjustReqd	ERS Original Payroll % is off by 1-2% due to calculation rounding. Adjusted Total % column reflects the correct effort as certified.	4/28/2009	N/A
Summer 07:11/12 Academics	BRUIN, JOSEPH (123456789)	MEDICINE-ADMINISTRATION	08/21/08 V.30	Certified/AdjustReqd	ERS shows that the Original Payroll % and the Adjusted Payroll % do not match, indicating that UPAYs are required, even though the UPAYs have already been processed. Adjusted Total % column	4/28/2009	N/A
Fall 07: REG 11/12 Academics	SMITH, JENNIFER (987654321)	MEDICINE-ADMINISTRATION	04/14/2009 v5.0	Certified/AdjustReqd	ERS shows that the Original Payroll % and the Adjusted Payroll % do not match, indicating that UPAYs are required, even though the UPAYs have already been processed. Adjusted Total % column reflects the correct effort as certified.	4/28/2009	N/A

Naming convention of QDB Tabs: Last Name "For" Person Quarter Year. i.e. Bruin Sp07
 Su = Summer
 F = Fall
 W = Winter
 Sp = Spring

When encountering unexplainable Certified-AdjustReqd, FM should always look at the View Payroll Detail in ERS. See below for screen shots.

Common issue that reflects an ERS glitch:

1. Unrecognized Earnings
2. Original Payroll % with a grand total of anything other than 100%

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

Version: 2.0 (04/11/2008 11:11) | **Status:** Certified/AdjustReqd
Service Period: July 1, 2007 to September 30, 2007
Pay Periods: July 1, 2007 to September 30, 2007

Report Version:
 2.0 (04/11/2008) Certified/Adjus

Sponsored Projects		Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
4-441357-GF-FDP-NIH/NHLBI HL068980 52.5	6/08	0%	0%		0%	0%	0%
Total Sponsored Projects requiring certification		0%	0%		0%	0%	0%
Other Sponsored Projects		0%	0%		+ 0%	0%	0%
Non-Sponsored Activities		87%	100%		- 0%	87%	100%
Total Other Effort not requiring certification		87%	100%		0%	87%	100%
Grand Total		87%	100%		0%	87%	100%

Report options: Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.
 Report under preliminary review.

Comment for v2.0: 04/11/08 11:11 AM by GREGG () on Apr 11, 2008
 Report certified by GREGG

|

ERS :: Report Details - Windows Internet Explorer

https://ers.ais.ucla.edu/EffortReporting/reportDetails.do?rptID=134661&type=full

ERS :: REPORT DETAIL

Effort Report: Summer 07: REG Non-Academics | Status: Certified/AdjustReqd
 Employee: GOMEZ, CHRISTA MICHELLE | Emp. #: 902528528

Pay Period End Date	Pay Cycle Code	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441357/GF	-2	REG LX 7646	\$4,242.46	A	0.1300	0.1300	0.1300	N	1	07-31-2007
07-31-2007	MO	4-441357/GF	-2	REG E1 7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
08-31-2007	MO	4-441357/GF	-2	REG LX 7646	\$4,242.46	A	0.1300	0.1300	0.1300	N	1	08-31-2007
08-31-2007	MO	4-441357/GF	-2	REG E1 7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
09-30-2007	MO	4-441357/GF	-2	REG LX 7646	\$4,242.46	A	0.1300	0.1300	0.1300	N	1	09-30-2007
09-30-2007	MO	4-441357/GF	-2	REG E1 7646	\$4,242.46	A	-0.1300	-0.1300	-0.1300	N	1	01-31-2008
Total:									0.0000*			

¹ Line Item Total/Report Total = Original Payroll % (0.0000/2.6100 = 0.0000)*

Other Sponsored Projects Original Payroll %: 0%

Pay Period End Date	Pay Cycle Code	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
Total:										-		

⁰ Line Item Total/Report Total = Original Payroll % (0.0000/2.6100 = 0.0000)*

Non-Sponsored Activities Original Payroll %: 87%

Pay Period End Date	Pay Cycle Code	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441057/3Y	-2	REG LX 7646	\$4,242.46	A	0.8700	0.8700	0.8700	N	1	07-31-2007
08-31-2007	MO	4-441057/3Y	-2	REG LX 7646	\$4,242.46	A	0.8700	0.8700	0.8700	N	1	08-31-2007
09-30-2007	MO	4-441057/3Y	-2	REG LX 7646	\$4,242.46	A	0.8700	0.8700	0.8700	N	1	09-30-2007
Total:									2.6100*			

^N Line Item Total/Report Total = Original Payroll % (2.6100/2.6100 = 1.0000)*

Unrecognized Earnings

Pay Period End Date	Pay Cycle Code	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07-31-2007	MO	4-441357/HA	-2	REG E3 7646	\$0.00	A	0.0000	0.1300	0.1300	N	1	01-31-2008
08-31-2007	MO	4-441357/HA	-2	REG E3 7646	\$0.00	A	0.0000	0.1300	0.1300	N	1	01-31-2008
09-30-2007	MO	4-441357/HA	-2	REG E3 7646	\$0.00	A	0.0000	0.1300	0.1300	N	1	01-31-2008
Total:									0.3900*			

Earnings in this section do not affect report totals.