EFFORT REPORTING SYSTEM (ERS)

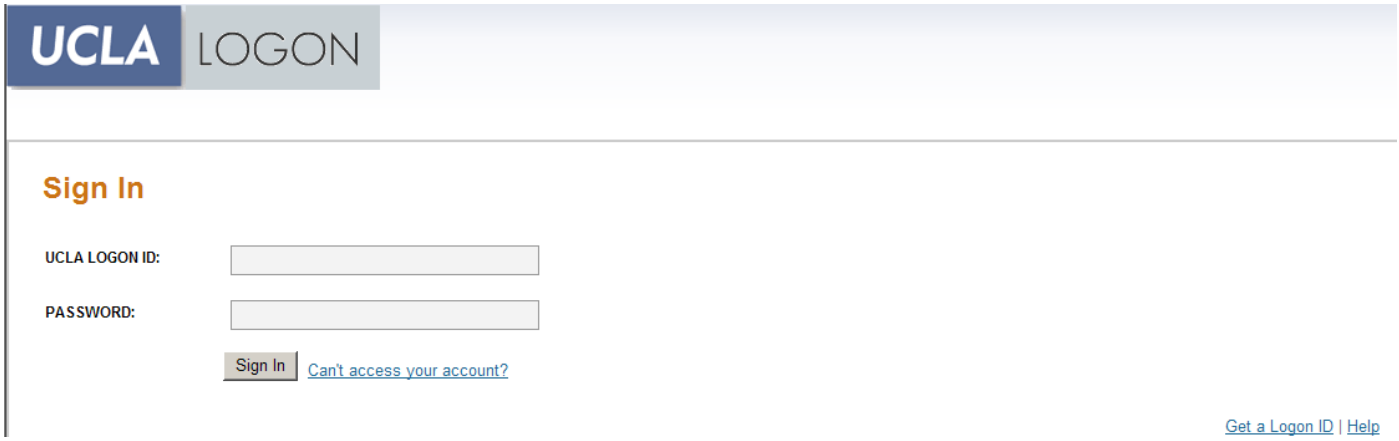
Revised January 6, 2012
http://www.efm.ucla.edu/EffortRpt.htm

ITEMS NEEDED:

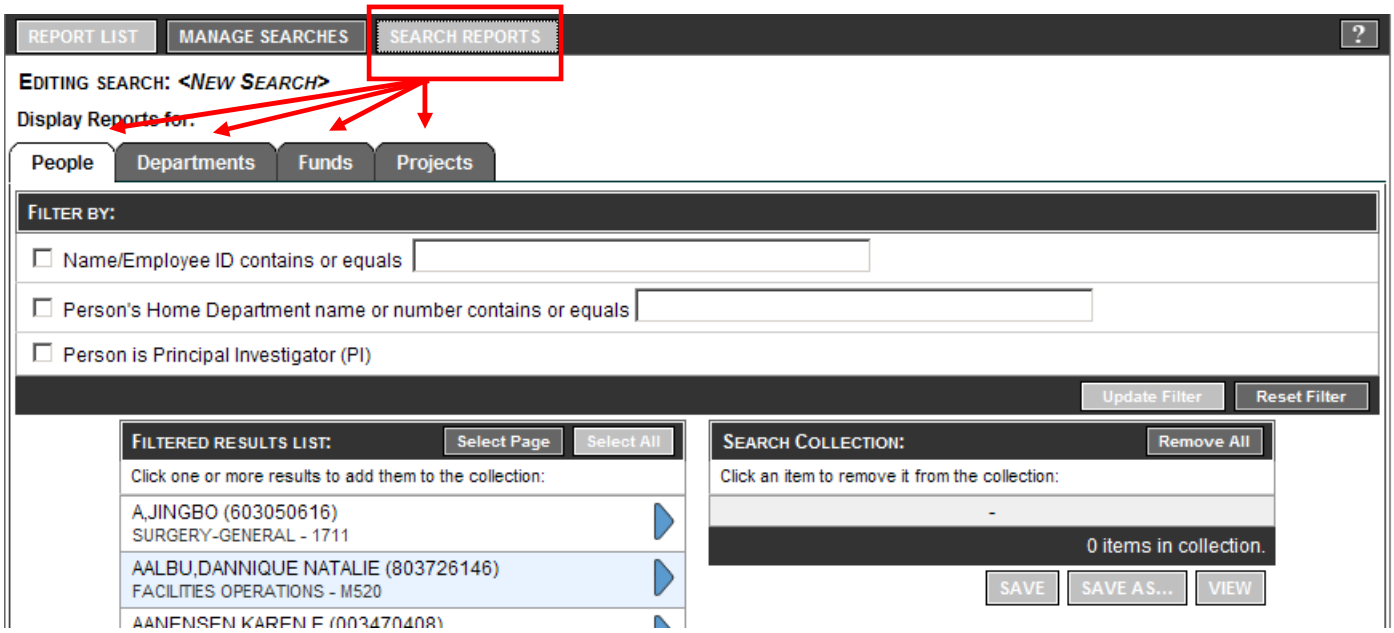
ERS, Excel QDB (PAR Detail Report), current/approved Budgets for all grants

TO PULL UP ERS DATA:

1. Login with UCLA Logon ID https://auth.ucla.edu/index.php

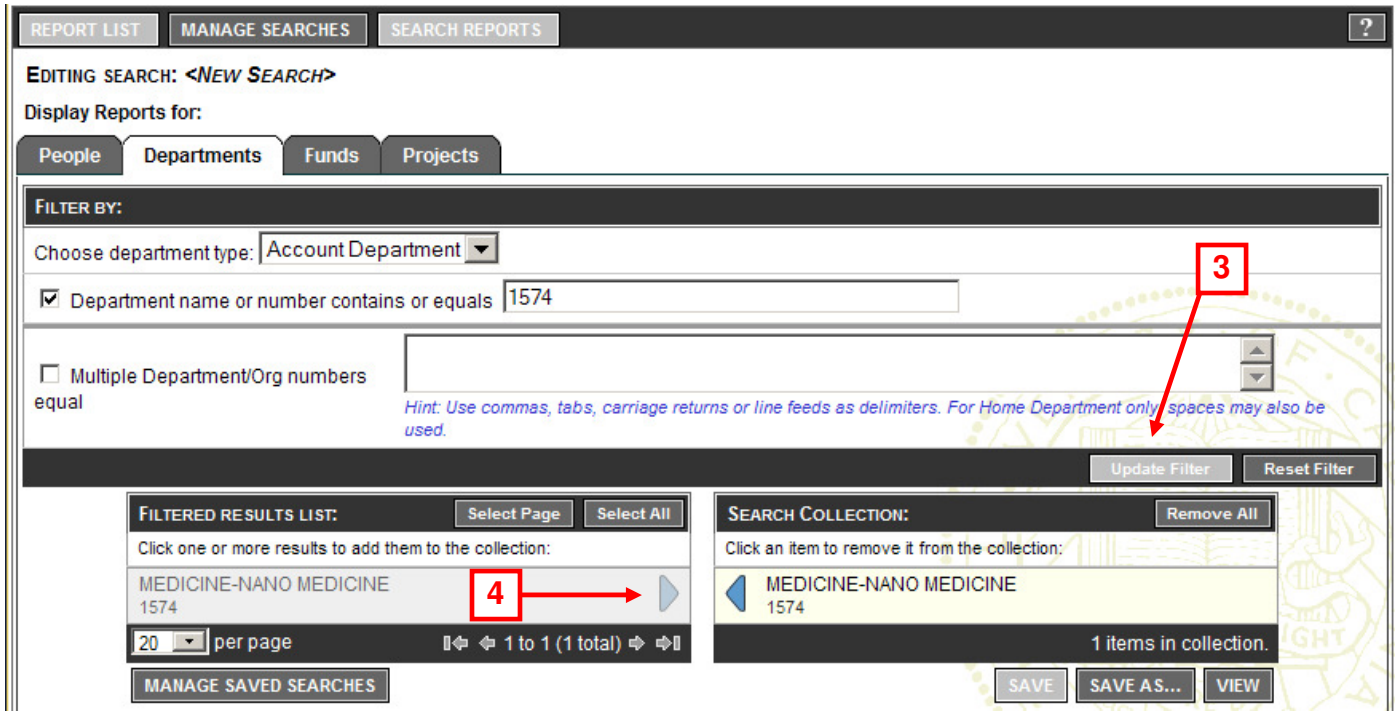


2. Search Effort Reports by People, Departments, Funds or Projects

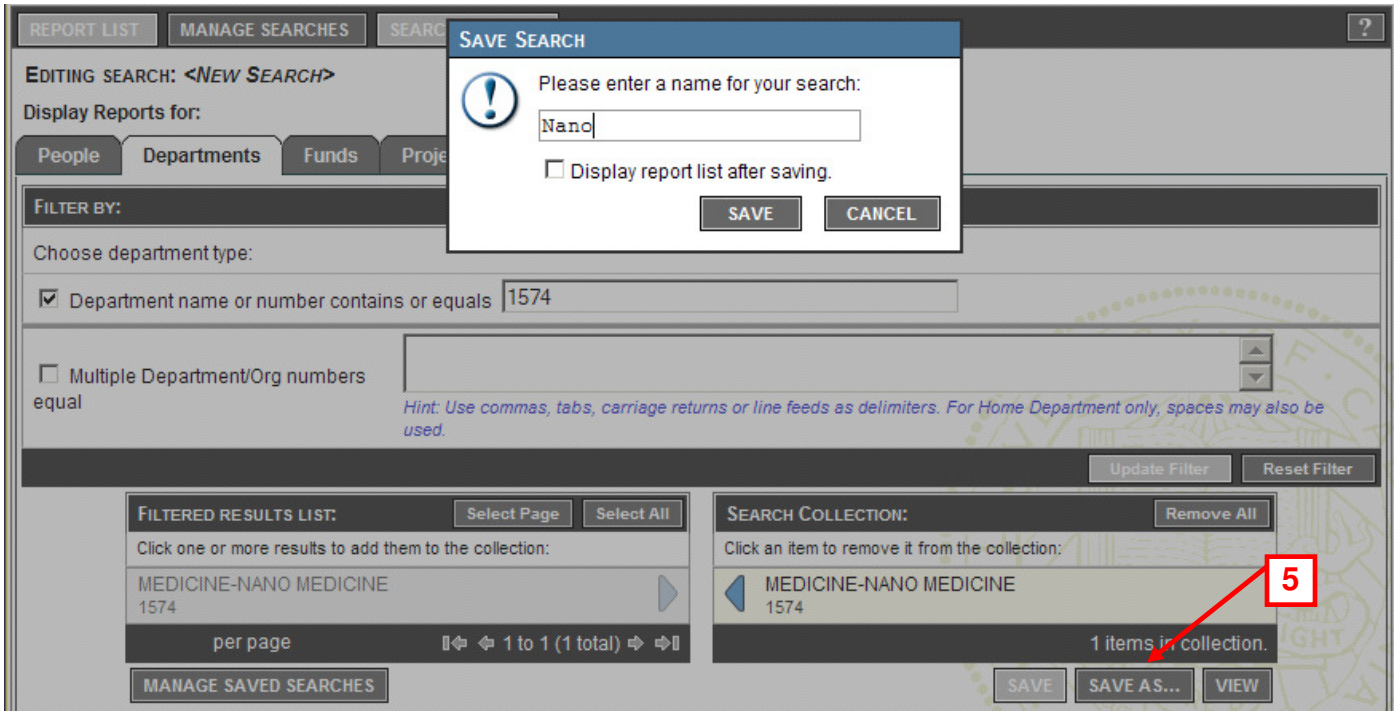


3. Update Filter

4. Click on blue arrow under "Filtered Results List" to move desired selections to the right – "Search Collection"



5. "Save as" saved search

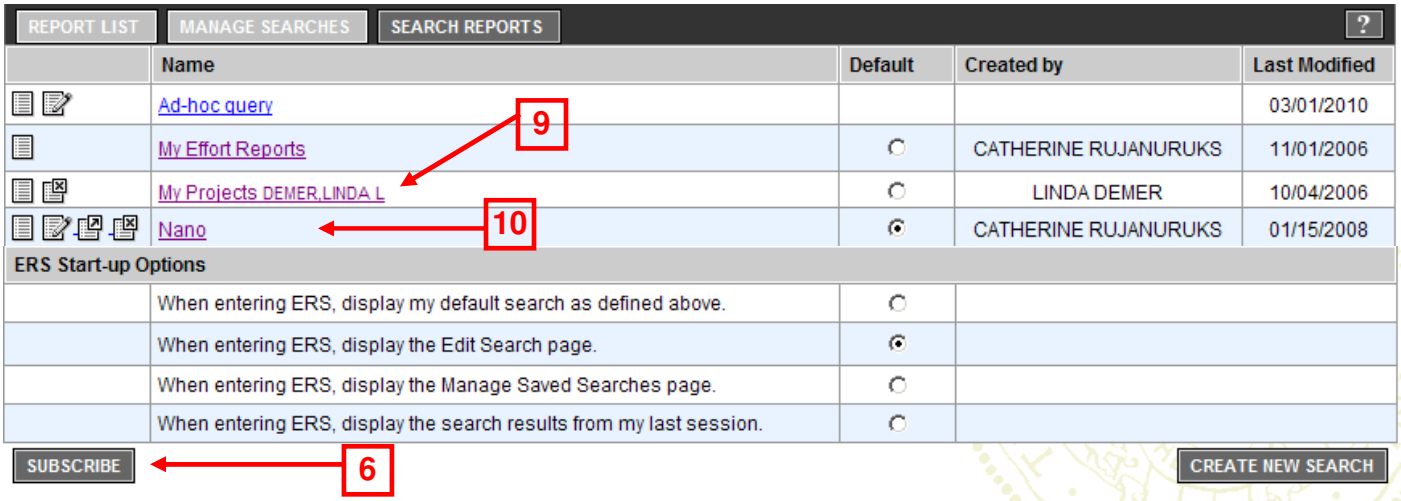


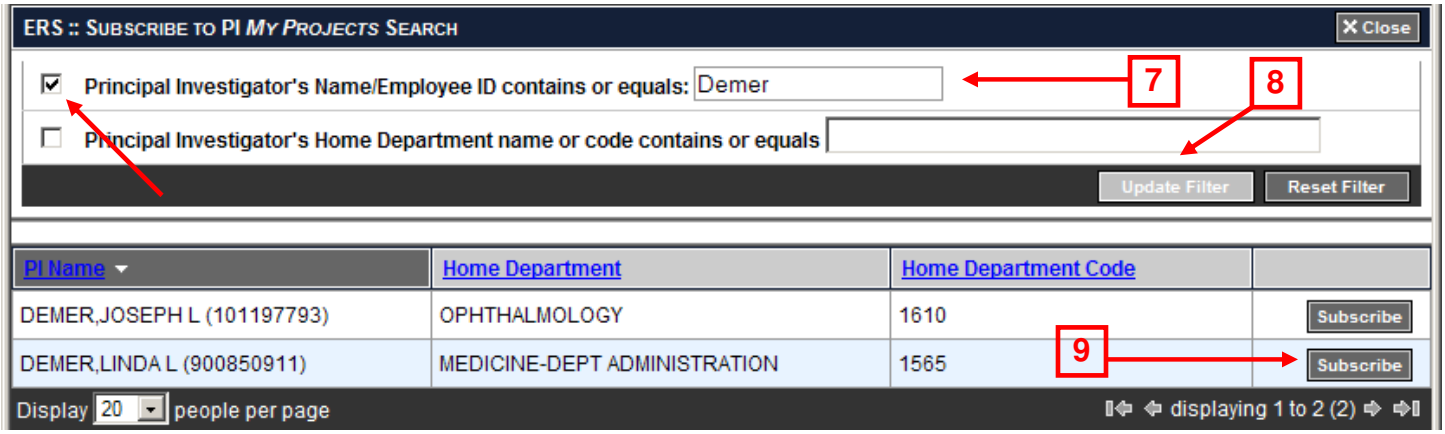
6. To pull the ERS report list for a specific faculty member/PI go to "Managed Saved Searches" and click "Subscribe". This will enable you to see the set of ERS the PI sees.

7. Search for PI via name or University ID #

8. Update Filter

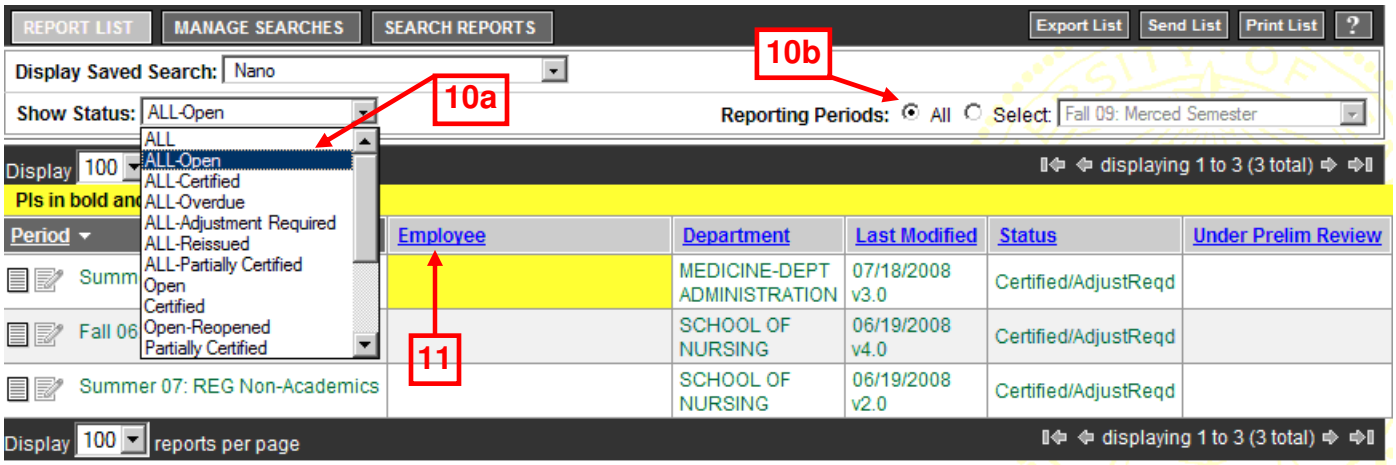
9. Click "Subscribe" to subscribe to PI's ERS list. It will be saved to your saved searches as "My Projects (PI's Name)"





10. Click on saved search to open
    a. Ensure "Show Status" is on appropriate option – i.e. ALL, ALL-Open, ALL-Certified, etc.
    b. Ensure "All" is selected for "Reporting Periods"

11. Click "For" to sort ERS in alphabetical order by employee's last name



12. Click on the name/period you wish to review/edit/verify.

STATUS LIST & DEFINITIONS:

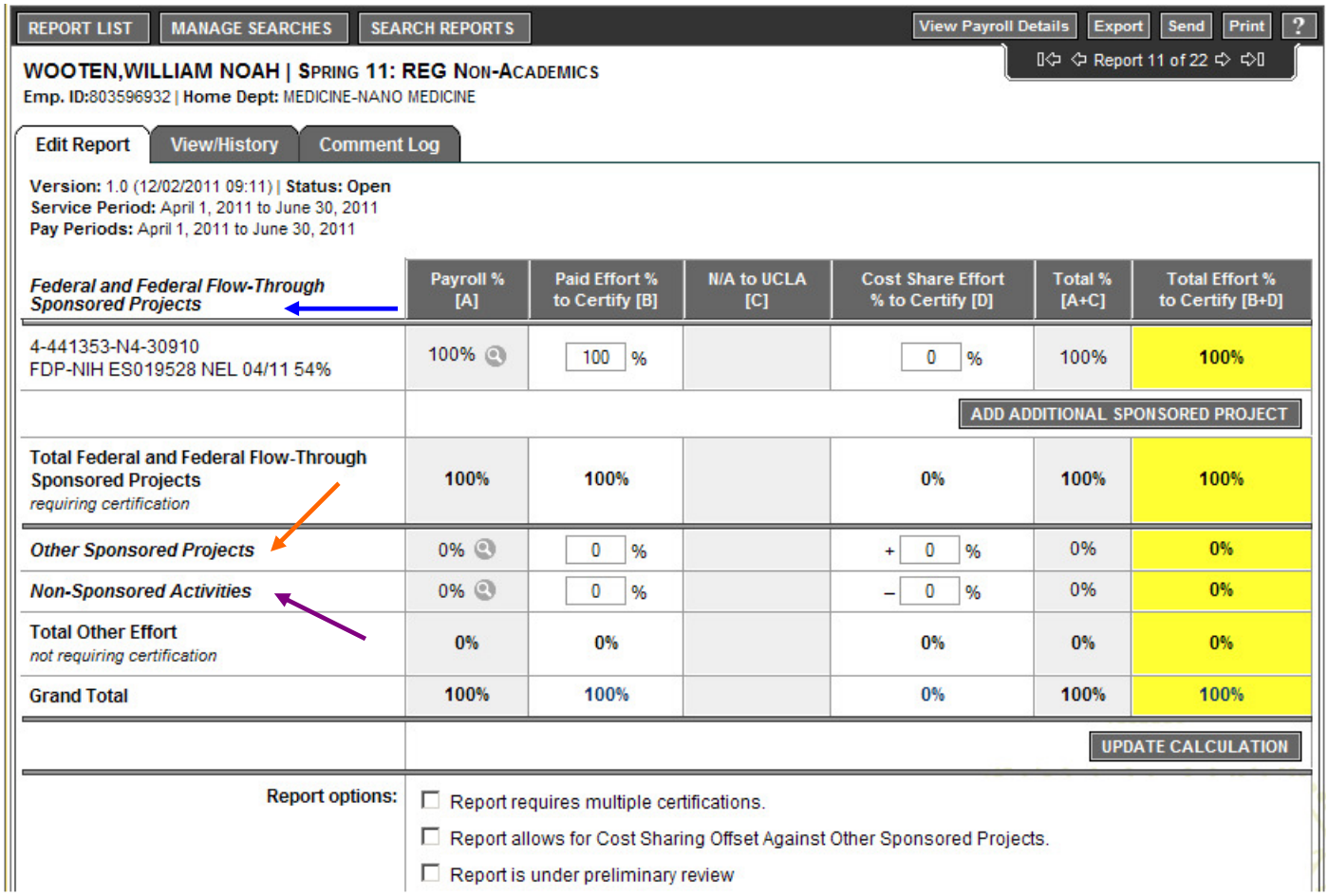
Open – ERS is open and ready for review and certification.
Certified – ERS has been certified.
Partially certified – Multiple certifications are required; all projects have not been certified.
Certified/AdjustReqd – Payroll % was changed on ERS. ERS was certified but no transfer of expense was processed.
Reissued – ERS reissued by system due to late arriving transactions.
Reopened – Previously certified ERS has been reopened and has not yet been recertified.
Not Required – ERS issued because the employee was a principal investigator or because of a special request.
Exception – Indicated anomalous condition such as an invalid FAU.
Open, Partially Certified, Reissued, and **Reopened** status will be augmented with "overdue" when appropriate.

EDITING CERTIFIED ERS

ERS Coordinators cannot reopen a previously certified report. Contact Raellen Man @ rman@mednet.ucla.edu / x58112 to reopen a report. You must provide Raellen with an appropriate and detailed justification.

VOCABULARY:

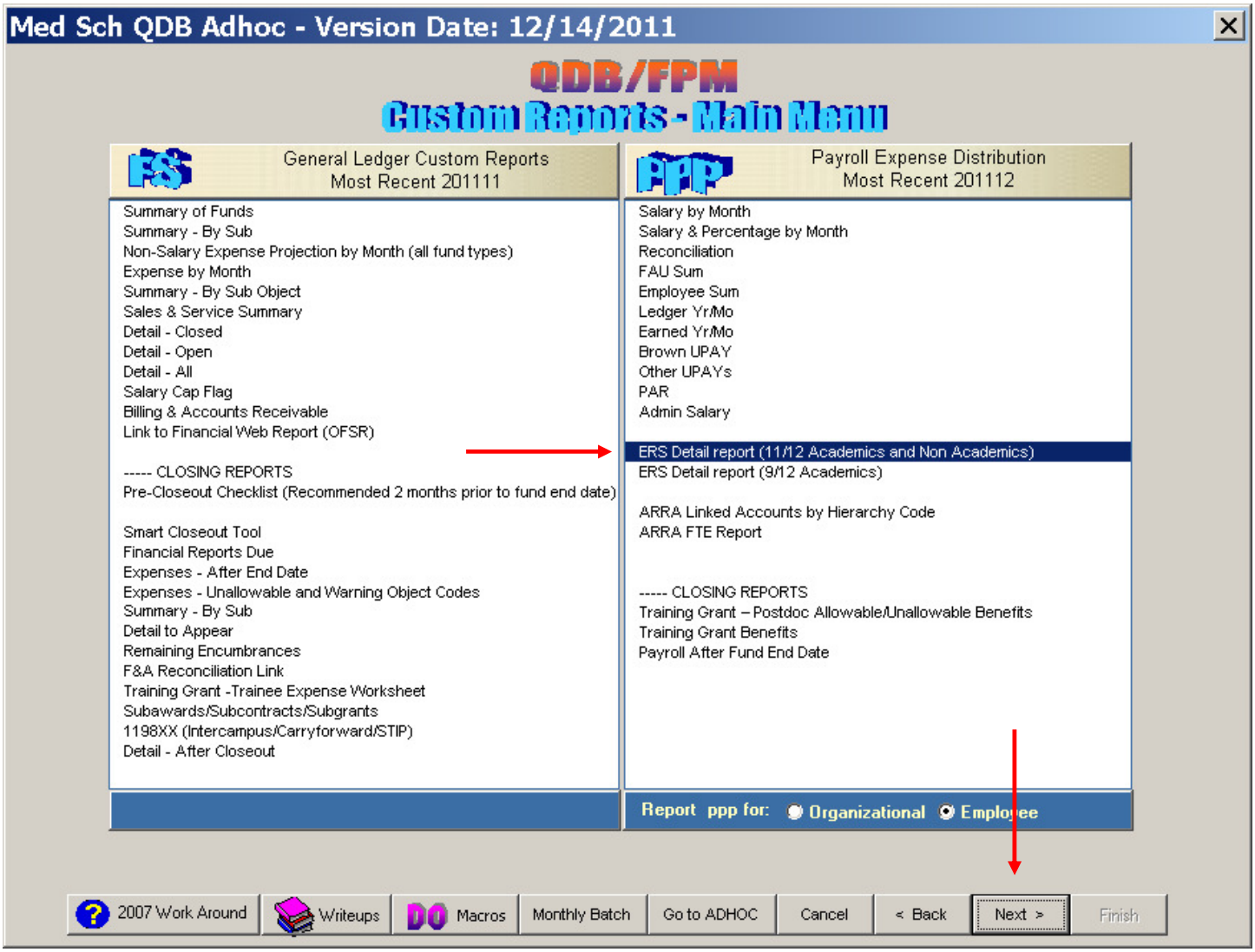
Federal and Federal Flow-Through Sponsored Projects = Federal Contracts & Grants
Other Sponsored Projects = Private, Foundation, Industry, Workstudy, Gifts, For-Profit Contracts
Non-Sponsored Activities = Unrestricted, i.e. 19900 or 62165



TO VERIFY:

1. Pull QDB ERS Detail reports by quarter for each employee

- See ERS Calculations chapter in the DOM Fund Manager's Manual for detailed instructions on running the report.



2. Compare % for
   a. ERS system calculation paid effort (Payroll % [A] column)
   b. QDB/Actual paid effort
   c. Budget – for *key* personnel. Non-key is not as vital to match the budget

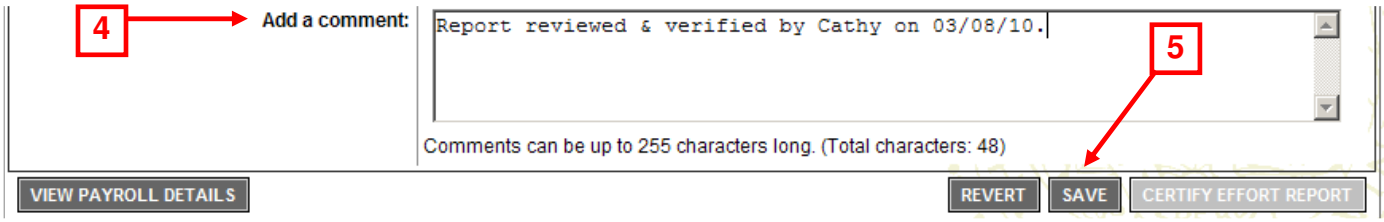
ERS Total Effort % to Certify [B+D] = Budget Effort % = Actual Effort on Project.
All should be >= QDB/Paid %

i.e. Paid % should NOT be greater than budget/ERS %.

3. If all 3 are acceptable, click "Edit Report" tab

4. Add a comment "Report reviewed and verified by (your name) on (date)."

5. Save



6. Have appropriate supervisor/Faculty member certify

TO MAKE ADJUSTMENTS:

1. Click "Edit Report" tab

2. Type adjusted % in "Paid Effort % to Certify [B]" and/or "Cost Share Effort % to Certify [D]" column, depending on the situation, to reflect actual/correct % under Total Effort % to Certify [B+D]
   - Paid Effort % to Certify [B] = Effort will be EQUAL to the amount of salary paid. Payroll Adjustments (UPAYs) may be necessary if not already processed
   - Cost Share Effort % to Certify [D] = Effort will be GREATER than the amount of salary paid. The cost shared salary was paid on Non-Sponsored Projects (unrestricted funds)
   - Do NOT change the Paid Effort % to Certify [B] unless you have done/will do a UPAY.

3. If a project that should be listed isn't, click "Add Additional Sponsored Project"
   a. Enter fund number of project – Filter
   b. Select

4. Cost Share Effort % to Certify [D] - If necessary, decrease % under Non-Sponsored Activities by the amount added into Total Sponsored Projects. Cost sharing debit can only be charged to a Non-Sponsored Activity.

5. Update Calculation

6. Add a Comment – "Report reviewed, *adjusted* and verified by (your name) on (date)." Add additional justification to explain adjustment, as necessary.

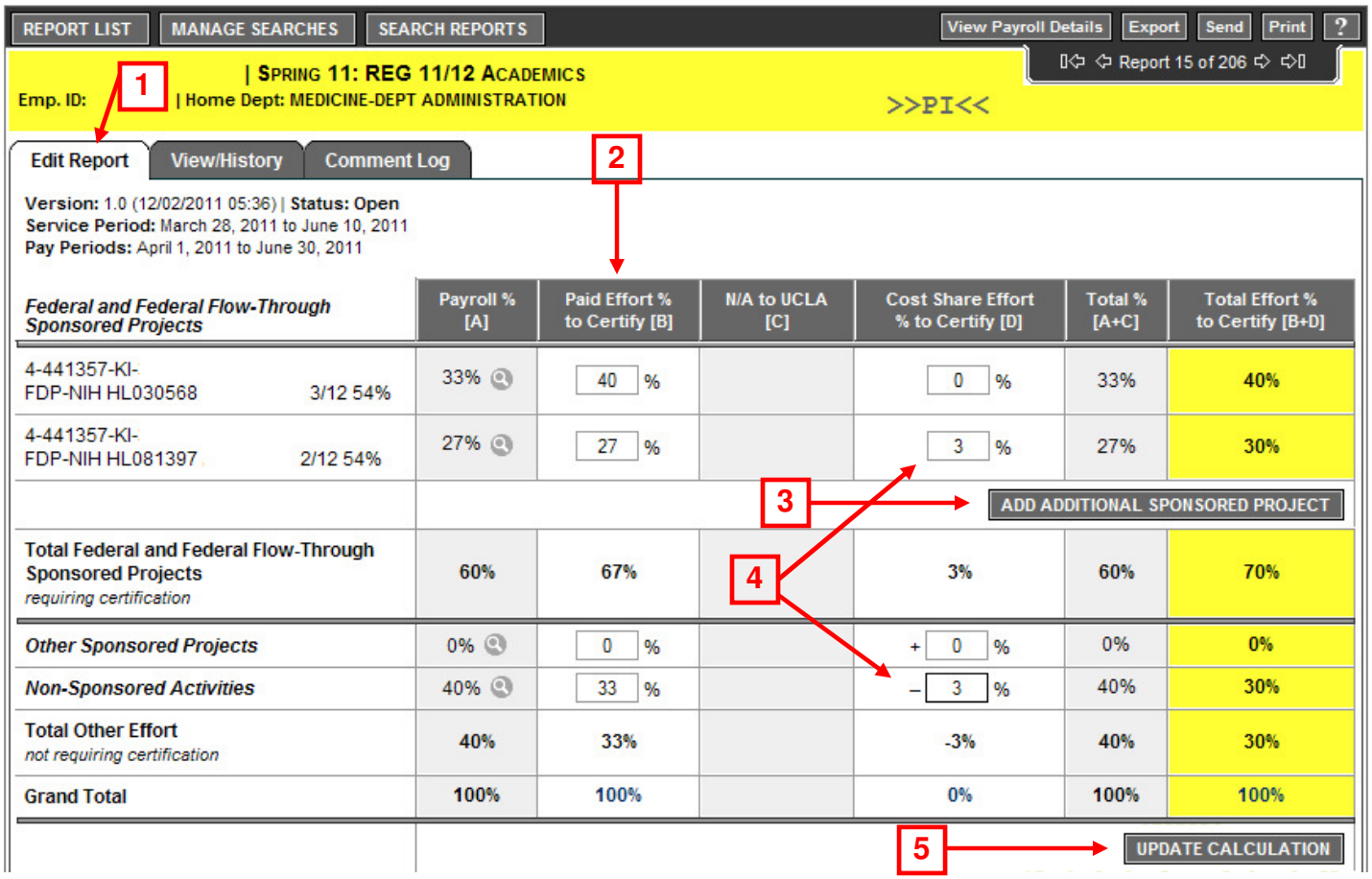
7. Save

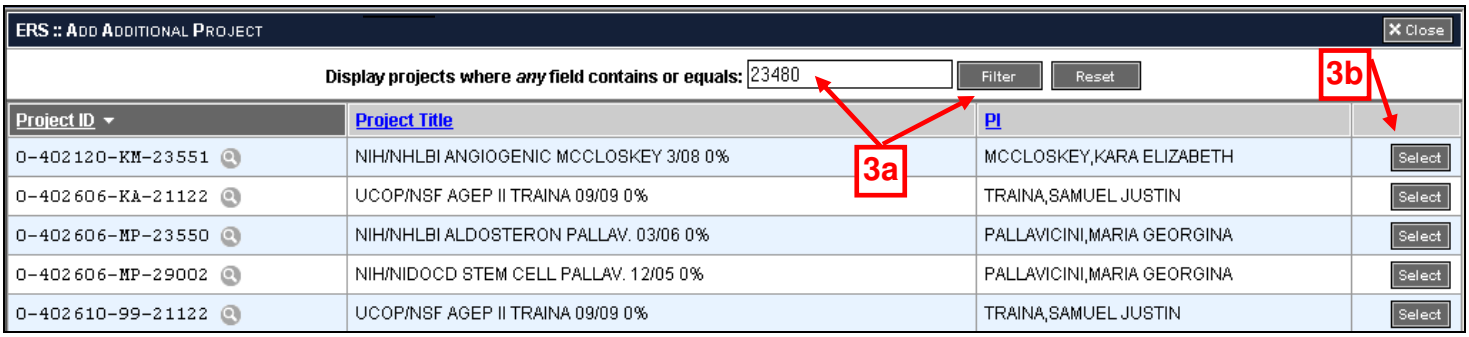
8. Have appropriate supervisor/Faculty member certify

*** Grand Total percentages should ALWAYS equal 100% but can never exceed 100%.***

If Payroll % amount is a negative #, it may indicate that UPAYs for the same transaction were processed more than once in error.

If either Payroll % is anything other than 100%, this is an ERS system glitch. An ERS reconciliation spreadsheet must be processed after the report has been certified by the PI/staff member.



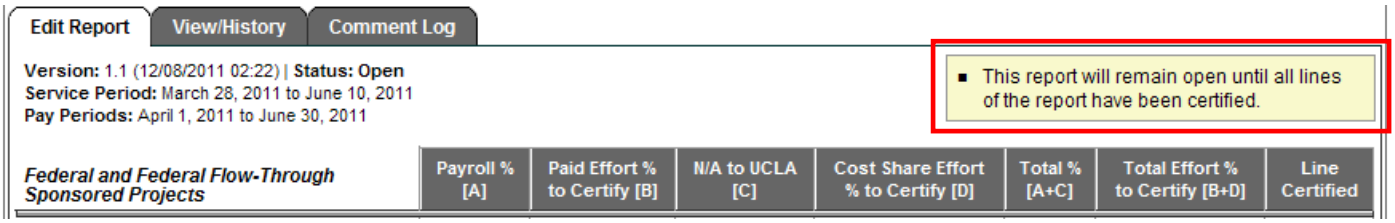


MULTIPLE CERTIFICATIONS:

For personnel working on projects for multiple departments and a single PI/Supervisor does not have first hand knowledge of ALL activity reflected on the report.

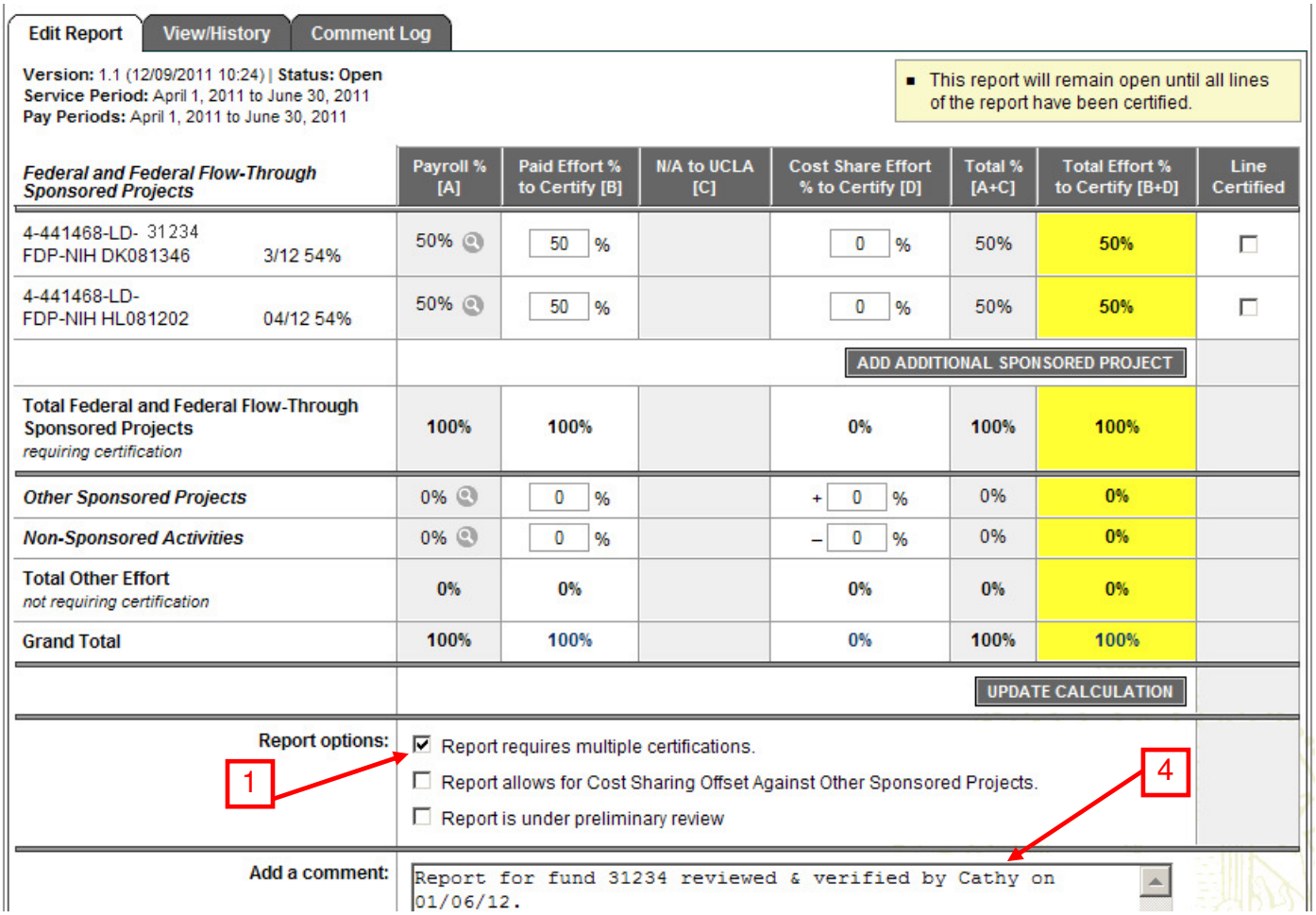
1. Check "Report requires multiple certifications."

2. Click "OK" on the below verification message. Note: doing so will add a comment.



3. Review/Edit/Verify the projects under your department, as applicable

4. Add a comment – "Report for fund(s) (list your funds) reviewed & verified by (your name) on (date)." Add additional justification to explain adjustment, as necessary.



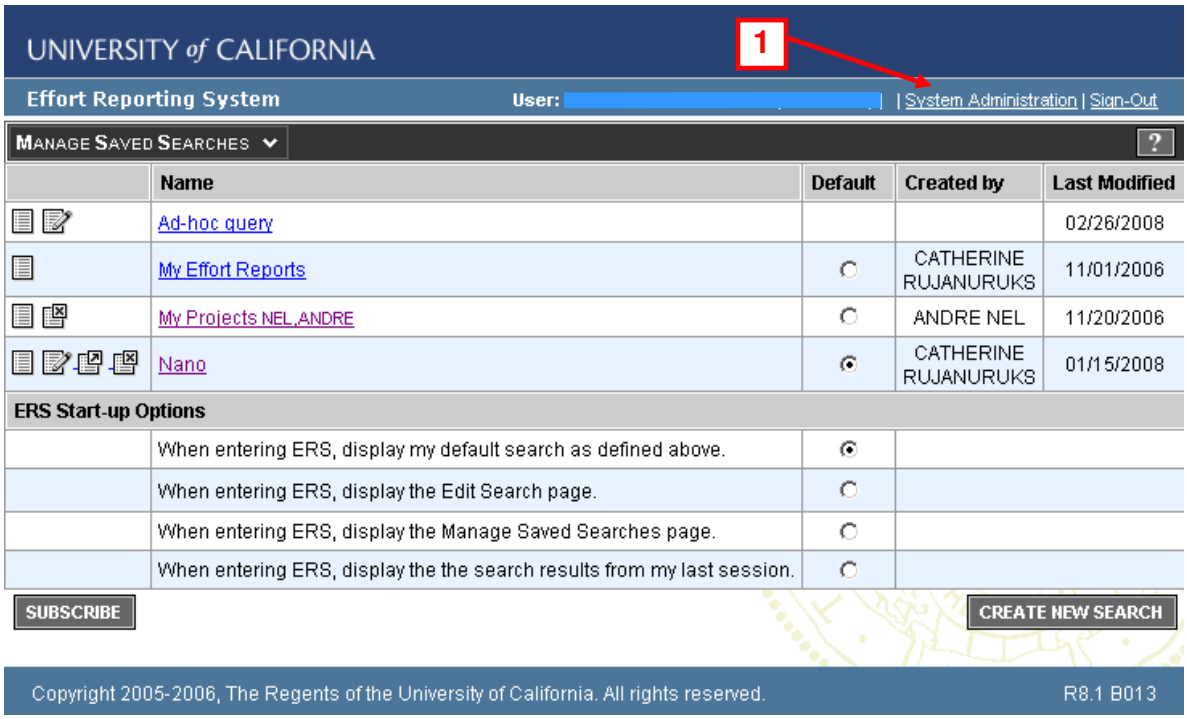
5. Save

6. Have appropriate supervisor/Faculty member certify

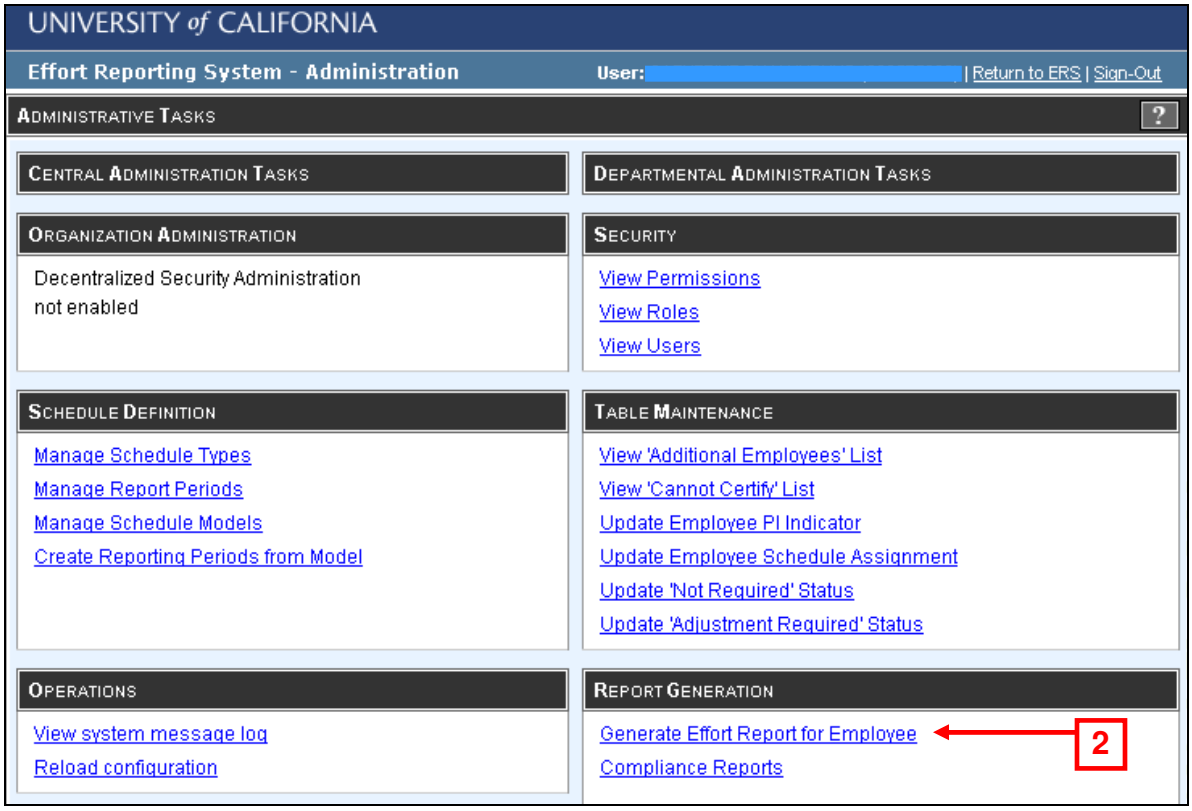
BLANK ERS

ERS Coordinators can create a "blank" ERS report for any employee who had 100% of their time cost shared on unrestricted funds. As a reminder, ERS reports are only automatically generated for personnel paid any percent of their salary off Federal funds.

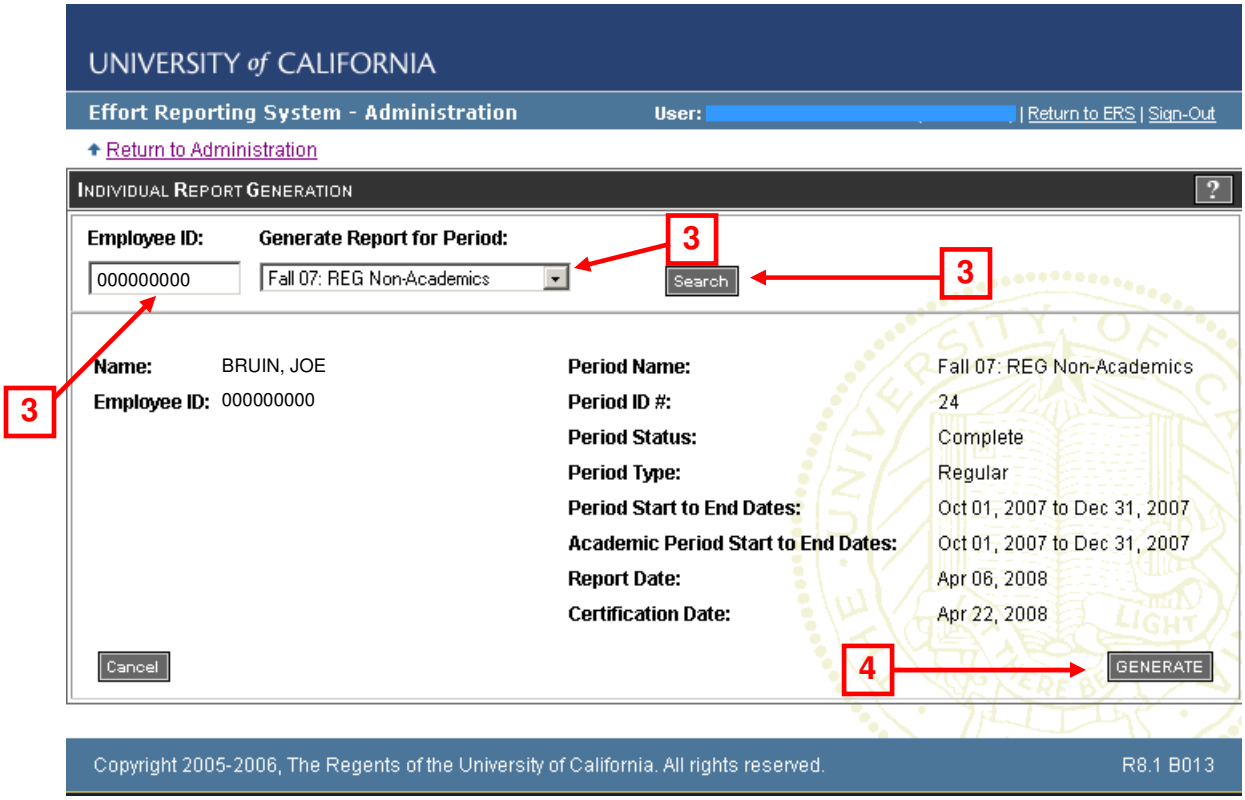
1. Click on the System Administration link at the top right corner



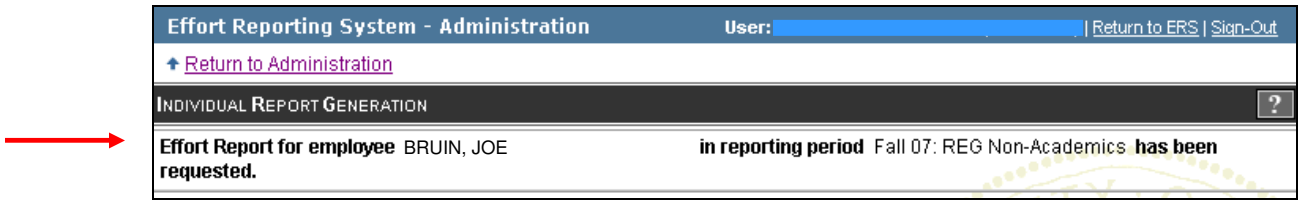
2. Under Report Generation, click in the "Generate Effort Report for Employee"



3. Enter Employee ID # and ERS quarter and click "Search"



4. Click "Generate" & you will see the below message.

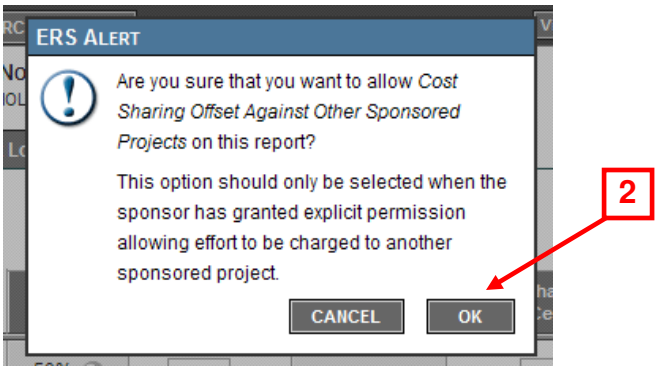


5. Search for ERS of newly created employee via "Search Reports" screen.

WORKSTUDY STUDENTS:

1. Click "Edit Report" tab

2. Under "Report Options" click "Report allows for Cost Sharing Offset Against Other Sponsored Projects" – OK

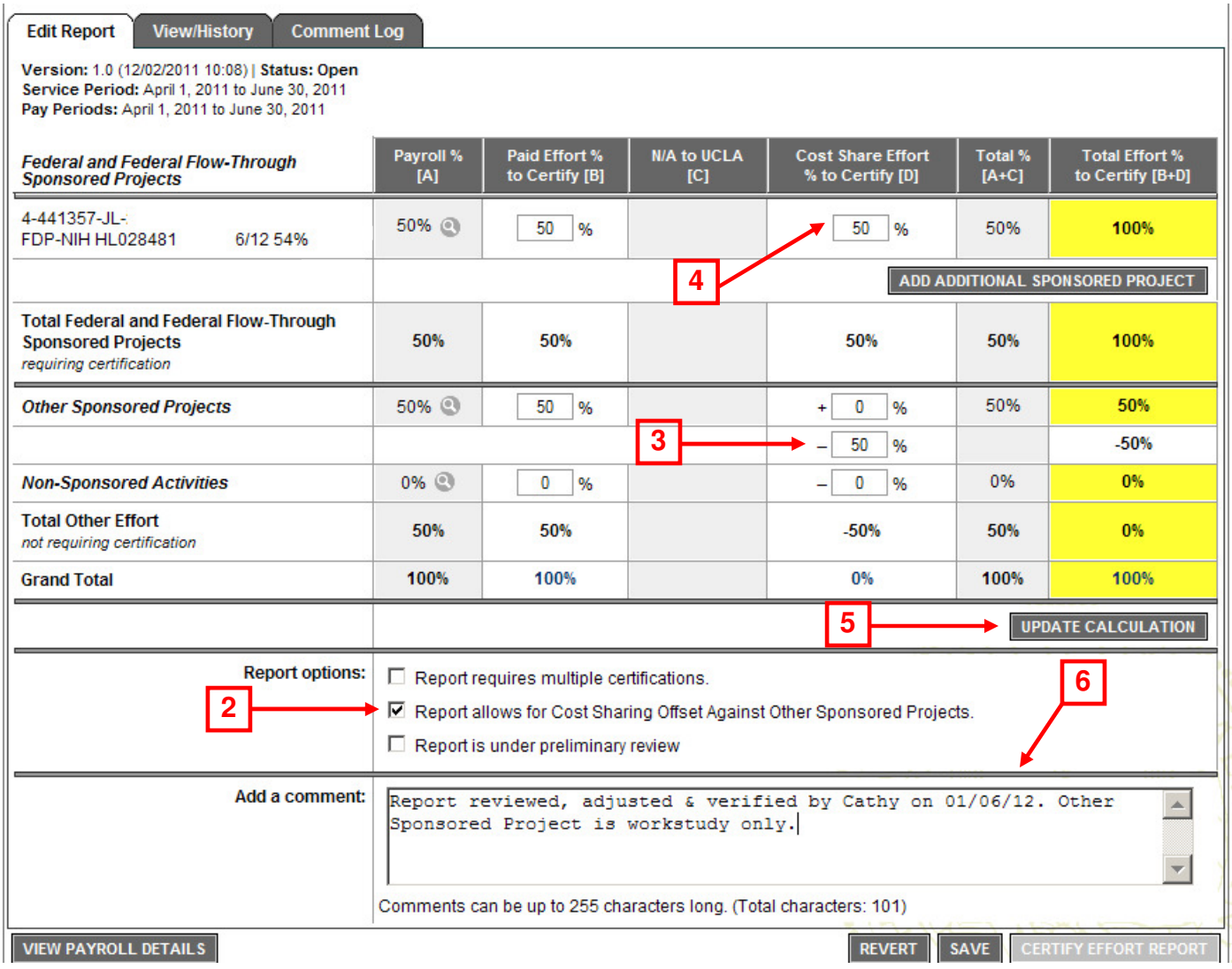


3. Under "Other Sponsored Projects" or "Non-Sponsored Activities", enter negative workstudy effort

4. Enter that same total amount under "Adjusted Cost Sharing %" of the appropriate Sponsored Projects, split in the appropriate percentages

5. Update Calculation

6. Add a Comment – "Report reviewed, adjusted and verified by (your name) on (date). Other sponsored project (or non-sponsored activity) is workstudy only."

7. Save

8. Have appropriate supervisor/Faculty member certify