

EFFORT REPORTING SYSTEM (ERS)

Revised March 19, 2023

ITEMS NEEDED:

ERS, Excel QDB (UCPath Employee Sum Report), approved Budgets or most recent progress report for all grants

TO PULL UP ERS DATA:

1. Login with UCLA Logon ID <https://ers.it.ucla.edu/EffortReporting/enterERS.do>

Sign In with your UCLA Logon ID

- Forgot your [UCLA Logon ID](#) or [Password](#)?
- [Need a UCLA Logon ID?](#)

or

Are you a member of UCLA Health Sciences?
[Sign in with your Mednet username and password](#)

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

REPORT LIST
MANAGE SEARCHES
SEARCH REPORTS
?

EDITING SEARCH: <NEW SEARCH>

Display Reports for:

People
Departments
Funds
Projects

FILTER BY:

Name/Employee ID contains or equals

Person's Home Department name or number contains or equals

Person is Principal Investigator (PI)

FILTERED RESULTS LIST:

Click one or more results to add them to the collection:

A,JINGBO (603050616) SURGERY-GENERAL - 1711	▶
AALBU,DANNIQUE NATALIE (803726146) FACILITIES OPERATIONS - M520	▶
AANFNSFN KARFN F (003470408)	▶

SEARCH COLLECTION:

Click an item to remove it from the collection:

0 items in collection.

3. Update Filter

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

The screenshot shows the ERS system interface. At the top, there are tabs for "REPORT LIST", "MANAGE SEARCHES", and "SEARCH REPORTS". Below this, it says "EDITING SEARCH: <NEW SEARCH>". Under "Display Reports for:", there are tabs for "People", "Departments", "Funds", and "Projects". The "FILTER BY:" section includes a dropdown for "Choose department type:" set to "Account Department", a checked checkbox for "Department name or number contains or equals" with the value "1574", and an unchecked checkbox for "Multiple Department/Org numbers equal". A hint below reads: "Hint: Use commas, tabs, carriage returns or line feeds as delimiters. For Home Department only, spaces may also be used." There are "Update Filter" and "Reset Filter" buttons. Below the filter section, there are two panels: "FILTERED RESULTS LIST:" and "SEARCH COLLECTION:". The "FILTERED RESULTS LIST:" panel shows a table with one row: "MEDICINE-NANO MEDICINE 1574". A red box with the number "4" is around the blue arrow pointing right from this row. The "SEARCH COLLECTION:" panel shows a table with one row: "MEDICINE-NANO MEDICINE 1574". A red box with the number "3" is around the blue arrow pointing left from this row. At the bottom, there are buttons for "MANAGE SAVED SEARCHES", "SAVE", "SAVE AS...", and "VIEW".

5. “Save as” saved search

The screenshot shows the ERS system interface with a "SAVE SEARCH" dialog box open. The dialog box has a title bar "SAVE SEARCH" and a blue exclamation mark icon. It contains the text "Please enter a name for your search:" followed by a text input field containing "Nanod". Below this is a checkbox labeled "Display report list after saving." and two buttons: "SAVE" and "CANCEL". The background interface is dimmed, showing the same search filter and results collection panels as in the previous screenshot. A red box with the number "5" is around the "SAVE AS..." button in the bottom right corner of the interface.

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

The screenshot shows the 'SEARCH REPORTS' tab with a table of saved searches. Red arrows point to the 'My Projects DEMER,LINDA L' search (labeled 10) and the 'SUBSCRIBE' button (labeled 6). Below is a 'SUBSCRIBE TO PI My PROJECTS AND My CERTIFICATIONS SEARCH' dialog box. Red arrows point to the 'Principal Investigator's Name/Employee ID' field (labeled 7) and the 'Update Filter' button (labeled 8). Below the dialog is a table with columns for PI Name, Home Department, Home Department Code, MyProjects, and MyCertifications. Red arrows point to the 'Home Department Code' field (labeled 9) and the 'Subscribe' button (labeled 9).

Name	Default	Created by	Last Modified
Ad-hoc query			03/01/2010
My Effort Reports	<input type="radio"/>	CATHERINE RUJANURUKS	11/01/2006
My Projects DEMER,LINDA L	<input type="radio"/>	LINDA DEMER	10/04/2006
Nano	<input checked="" type="radio"/>	CATHERINE RUJANURUKS	01/15/2008

PI Name	Home Department	Home Department Code	MyProjects	MyCertifications
ARAUJO,JESUS A (802812277)	MEDICINE-CARDIOLOGY	1553	<input type="button" value="Subscribe"/>	<input type="button" value="Subscribe"/>

- 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

The screenshot shows the search filter configuration window. Red arrows point to the 'Show Status' dropdown menu (labeled 10a) and the 'Reporting Periods' dropdown menu (labeled 10b). Below is a table of ERS results. Red arrows point to the 'Employee' column header (labeled 11) and the first row of data (labeled 11).

Employee	Department	Last Modified	Status	Under Prelim Review
	MEDICINE-DEPT ADMINISTRATION	07/18/2008 v3.0	Certified/AdjustReqd	
	SCHOOL OF NURSING	06/19/2008 v4.0	Certified/AdjustReqd	
	SCHOOL OF NURSING	06/19/2008 v2.0	Certified/AdjustReqd	

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 Tsegaye Teshome @ tteshome@mednet.ucla.edu / 310-206-8351 to reopen a report. You must provide Tsegaye with 1) employee name, 2) employee UID, 3) quarter/year, and 4) 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

REPORT LIST		MANAGE SEARCHES		SEARCH REPORTS		View Payroll Details		Export		Send		Print		?	
WOOTEN,WILLIAM NOAH SPRING 11: REG NON-ACADEMICS												Report 11 of 22			
Emp. ID:803596932 Home Dept: MEDICINE-NANO MEDICINE															
Edit Report		View/History				Comment Log									
Version: 1.0 (12/02/2011 09:11) Status: Open															
Service Period: April 1, 2011 to June 30, 2011															
Pay Periods: April 1, 2011 to June 30, 2011															
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]								
4-441353-N4-30910 FDP-NIH ES019528 NEL 04/11 54%		100%	100%		0%	100%	100%								
								ADD ADDITIONAL SPONSORED PROJECT							
Total Federal and Federal Flow-Through Sponsored Projects requiring certification		100%	100%		0%	100%	100%								
Other Sponsored Projects		0%	0%		+ 0%	0%	0%								
Non-Sponsored Activities		0%	0%		- 0%	0%	0%								
Total Other Effort not requiring certification		0%	0%		0%	0%	0%								
Grand Total		100%	100%		0%	100%	100%								
								UPDATE CALCULATION							
Report options:															
<input type="checkbox"/> Report requires multiple certifications.															
<input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.															
<input type="checkbox"/> Report is under preliminary review															

TO VERIFY:

1. Pull QDB UCPATH Employee Sum reports by quarter for each employee

Med Sch QDB Adhoc - Version Date: 2/18/2021

X

QDB/FPM
Custom Reports - Main Menu

FS General Ledger Custom Reports Most Recent 202302	PP Payroll Expense Distribution QDB 202302 - UCPATH BW 20230304 MO 202302
<ul style="list-style-type: none"> 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 Financial Reporting Application TOF Zero Out Accounts/Subs Detail Adjustments <p>Link to Financial Web Reports (OFSR) Link to download RAPID Closeout Tool</p>	<ul style="list-style-type: none"> UCPATH Salary by Month UCPATH Salary & Benefits by Month UCPATH Salary & Percentage by Month <li style="background-color: #0070C0; color: white;">UCPATH Employee Sum UCPATH Admin Salary UCPATH Payroll After Fund End Date UCPATH ERS Detail Report (11/12 Academic and Non Academics) UCPATH ERS Detail Report (9/12 Academics) <p>----- PPP QDB REPORTS</p> <ul style="list-style-type: none"> Salary by Month Salary & Benefits by Month Salary & Percentage by Month Reconciliation FAU Sum Employee Sum Ledger Yr/Mo Earned Yr/Mo Brown UPAY Other UPAYs PAR Admin Salary Payroll After Fund End Date <p>ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics) ARRA Linked Accounts by Hierarchy Code ARRA FTE Report</p> <p style="text-align: right; color: red;">↓</p>
Report ppp for: <input type="radio"/> Organizational <input checked="" type="radio"/> Employee	

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

Edit Report	View/History	Comment Log
--------------------	--------------	-------------

Version: 2.1 (09/12/2008 02:08) | Status: Exception (Overdue)
Service Period: July 1, 2007 to September 30, 2007
Pay Periods: July 1, 2007 to September 30, 2007

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 (Direct Retros) 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 Direct Retro.
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 Direct Retros 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. Reconcile the effort report and ensure accuracy. If accurate, have PI certify effort report and contact ershelp@research.ucla.edu to request manual status change from "Certified/AdjustReqd" to "Certified".

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | View Payroll Details | Export | Send | Print | ?

Emp. ID: **1** | SPRING 11: REG 11/12 ACADEMICS | Home Dept: MEDICINE-DEPT ADMINISTRATION | Report 15 of 206 >>PI<<

Edit Report | View/History | Comment Log **2**

Version: 1.0 (12/02/2011 05:36) | Status: Open
 Service Period: March 28, 2011 to June 10, 2011
 Pay Periods: April 1, 2011 to June 30, 2011

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-KI-FDP-NIH HL030568 3/12 54%	33%	40%		0%	33%	40%
4-441357-KI-FDP-NIH HL081397 2/12 54%	27%	27%		3%	27%	30%
3 ADD ADDITIONAL SPONSORED PROJECT						
Total Federal and Federal Flow-Through Sponsored Projects requiring certification	60%	67%	4	3%	60%	70%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	40%	33%		- 3%	40%	30%
Total Other Effort not requiring certification	40%	33%		-3%	40%	30%
Grand Total	100%	100%		0%	100%	100%

5 UPDATE CALCULATION

ERS :: ADD ADDITIONAL PROJECT [Close]

Display projects where any field contains or equals: 23480 [Filter] [Reset] **3b**

Project ID	Project Title	PI	
0-402120-KM-23551	NIH/NHLBI ANGIOGENIC MCCLOSKEY 3/08 0%	MCCLOSKEY,KARA ELIZABETH	Select 3a
0-402606-KA-21122	UCOP/NSF AGEF II TRAINA 09/09 0%	TRAINA,SAMUEL JUSTIN	Select
0-402606-MP-23550	NIH/NHLBI ALDOSTERON PALLAV. 03/06 0%	PALLAVICINI,MARIA GEORGINA	Select
0-402606-MP-29002	NIH/NIDODD STEM CELL PALLAV. 12/05 0%	PALLAVICINI,MARIA GEORGINA	Select
0-402610-99-21122	UCOP/NSF AGEF II TRAINA 09/09 0%	TRAINA,SAMUEL JUSTIN	Select

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.

ERS ALERT

! Are you sure that you want to require each line of this report to be certified individually? **2**

CANCEL OK

Edit Report		View/History		Comment Log			
Version: 1.1 (12/08/2011 02:22) Status: Open							
Service Period: March 28, 2011 to June 10, 2011							
Pay Periods: April 1, 2011 to June 30, 2011							
<div style="border: 1px solid red; padding: 5px;"> ■ This report will remain open until all lines of the report have been certified. </div>							
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]	Line Certified

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

Edit Report		View/History		Comment Log			
Version: 1.1 (12/09/2011 10:24) Status: Open							
Service Period: April 1, 2011 to June 30, 2011							
Pay Periods: April 1, 2011 to June 30, 2011							
<div style="border: 1px solid gray; padding: 5px;"> ■ This report will remain open until all lines of the report have been certified. </div>							
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]	Line Certified
4-441468-LD- 31234 FDP-NIH DK081346 3/12 54%	50%	<input type="text" value="50"/> %		<input type="text" value="0"/> %	50%	50%	<input type="checkbox"/>
4-441468-LD- FDP-NIH HL081202 04/12 54%	50%	<input type="text" value="50"/> %		<input type="text" value="0"/> %	50%	50%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Federal and Federal Flow-Through Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
<i>Other Sponsored Projects</i>	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
<i>Non-Sponsored Activities</i>	0%	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%	
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
UPDATE CALCULATION							
Report options:		<input checked="" type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. <input type="checkbox"/> Report is under preliminary review					
Add a comment:		<input type="text" value="Report for fund 31234 reviewed & verified by Cathy on 01/06/12."/>					

- Save
- 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.

- Click on the System Administration link at the top right corner

UNIVERSITY of CALIFORNIA

Effort Reporting System User: _____ | System Administration | Sign-Out

MANAGE SAVED SEARCHES ?

	Name	Default	Created by	Last Modified
	Ad-hoc query			02/26/2008
	My Effort Reports	<input type="radio"/>	CATHERINE RUJANURUKS	11/01/2006
	My Projects NEL_ANDRE	<input type="radio"/>	ANDRE NEL	11/20/2006
	Nano	<input checked="" type="radio"/>	CATHERINE RUJANURUKS	01/15/2008

ERS Start-up Options

<input checked="" type="radio"/>	When entering ERS, display my default search as defined above.
<input type="radio"/>	When entering ERS, display the Edit Search page.
<input type="radio"/>	When entering ERS, display the Manage Saved Searches page.
<input type="radio"/>	When entering ERS, display the the search results from my last session.

SUBSCRIBE CREATE NEW SEARCH

Copyright 2005-2006, The Regents of the University of California. All rights reserved. R8.1 B013

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

UNIVERSITY of CALIFORNIA

Effort Reporting System - Administration User: _____ | Return to ERS | Sign-Out

ADMINISTRATIVE TASKS ?

CENTRAL ADMINISTRATION TASKS	DEPARTMENTAL ADMINISTRATION TASKS
ORGANIZATION ADMINISTRATION Decentralized Security Administration not enabled	SECURITY View Permissions View Roles View Users
SCHEDULE DEFINITION Manage Schedule Types Manage Report Periods Manage Schedule Models Create Reporting Periods from Model	TABLE MAINTENANCE View 'Additional Employees' List View 'Cannot Certify' List Update Employee PI Indicator Update Employee Schedule Assignment Update 'Not Required' Status Update 'Adjustment Required' Status
OPERATIONS View system message log Reload configuration	REPORT GENERATION Generate Effort Report for Employee ← 2 Compliance Reports

3. Enter Employee ID # and ERS quarter and click “Search”

UNIVERSITY of CALIFORNIA

Effort Reporting System - Administration User: [redacted] | Return to ERS | Sign-Out

[Return to Administration](#)

INDIVIDUAL REPORT GENERATION

Employee ID: 000000000 Generate Report for Period: Fall 07: REG Non-Academics Search

Name: BRUIN, JOE Employee ID: 000000000

Period Name: Fall 07: REG Non-Academics
 Period ID #: 24
 Period Status: Complete
 Period Type: Regular
 Period Start to End Dates: Oct 01, 2007 to Dec 31, 2007
 Academic Period Start to End Dates: Oct 01, 2007 to Dec 31, 2007
 Report Date: Apr 06, 2008
 Certification Date: Apr 22, 2008

Cancel GENERATE

Copyright 2005-2006, The Regents of the University of California. All rights reserved. R8.1 B013

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

Effort Reporting System - Administration User: [redacted] | Return to ERS | Sign-Out

[Return to Administration](#)

INDIVIDUAL REPORT GENERATION

Effort Report for employee BRUIN, JOE in reporting period Fall 07: REG Non-Academics has been requested.

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

ERS ALERT

Are you sure that you want to allow Cost Sharing Offset Against Other Sponsored Projects on this report?

This option should only be selected when the sponsor has granted explicit permission allowing effort to be charged to another sponsored project.

CANCEL 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

Edit Report
View/History
Comment Log

Version: 1.0 (12/02/2011 10:08) | Status: Open
Service Period: April 1, 2011 to June 30, 2011
Pay Periods: April 1, 2011 to June 30, 2011

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-JL-FDP-NIH HL028481 6/12 54%	50%	50%		50%	50%	100%
4 → ADD ADDITIONAL SPONSORED PROJECT						
Total Federal and Federal Flow-Through Sponsored Projects <i>requiring certification</i>	50%	50%		50%	50%	100%
Other Sponsored Projects	50%	50%		+ 0%	50%	50%
				- 50%		-50%
Non-Sponsored Activities	0%	0%		- 0%	0%	0%
Total Other Effort <i>not requiring certification</i>	50%	50%		-50%	50%	0%
Grand Total	100%	100%		0%	100%	100%
5 → UPDATE CALCULATION						
Report options:	<input type="checkbox"/> Report requires multiple certifications. <input checked="" type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. 6 <input type="checkbox"/> Report is under preliminary review					
Add a comment:	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> Report reviewed, adjusted & verified by Cathy on 01/06/12. Other Sponsored Project is workstudy only. </div> <p style="font-size: small; margin-top: 5px;">Comments can be up to 255 characters long. (Total characters: 101)</p>					

VIEW PAYROLL DETAILS
REVERT
SAVE
CERTIFY EFFORT REPORT