



## Effort Reporting System (ERS) Certification Process



### Log On:

1. Go to the website provided by the Administrator.
2. Enter your University ID and password to log on.

### To Certify the Forms:

1. Click on the number located under Pending Certification box

STATUS / MY TO DO		
	Certification	
	Pending	Pending Pre Review
Current Period (123105)	1	0
Prior Periods	0	0

2. Any form listed in the “Effort Forms available to Certify” section can be certified. A “Y” flag in the “Certified” column indicates if a form has been certified already (however, if it is listed here, you are still able to make changes to it). An “N” flag indicates the form has not been certified and an “N (saved)” indicates the form has been viewed, but not certified. Click on the name of the employee you are certifying to access the effort form. In most instances, forms cannot be certified until they have been Pre Reviewed (this is typically done by your Departmental Coordinator). If the forms have not yet been Pre Reviewed, they are listed in the “Effort Forms Not Available to Certify” section.
3. Review the effort form and the default effort percentages. Enter the correct percentages in the effort column if they are different than the default, and then hit the “Proceed” button. You may directly contact your Pre Reviewer with any questions regarding accounts, amounts, or percentages by clicking the “Notify” button at the bottom of the screen.
4. Review the summary once again to be certain it is correct. If correct, read the attestation statement and click the “Certify” button. To contact the Effort Administrator, click the “Notify” link in the green Certification box. To exit the form without certifying, click on the “Exit Form” button.
5. After certifying, print a copy of the final summary for your records using the  or the .
6. Click the “Exit Form” button.

### Logging Off:

1. Click the “Log Off” option on the main menu bar on the left side of the screen.



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