Effort Reporting System (ERS)
Certification Process

Log on: Use your UserID and password/ single sign on.

To certify the forms:

1. Click on the number located under the row "**Certification**", then **"Pending"**
   - If the effort form is in the Current Reporting Period, please click the number with hyperlink located under column "Current"
   - If the form pending certification is in a prior period, please click the number with hyperlink located under "Prior(s)"

   Please refer to red boxes in Image below

2. After clicking on the number, you will be presented with a list of name(s) whose effort forms are available for certification.

3. Under the Form Status column, "**Pending Certification**" will indicate the forms that have not been certified. Click on the edit box next to the name of the individual whose form you wish to certify.

Effort Forms Pending Certification (123155)

Reporting Period 123155

Certify Multiple Forms

Displaying 3 of 3 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]			[All]		[All]				[A ˅]	
	Attorney, Andy	FacTenured	TT111AAA	Brain Smart	Pending Certification	Coordinator, Connie				Certified, Cheerful
	Career, Kay	FacTenured	TT111BBB	Street Smart	Pending Certification	Coordinator, Connie				Career, Kay
	Companion, Charlie	FacTenured	TT111AAA	Brain Smart	Pending Certification	Coordinator, Connie				Certified, Cheerful

OR If you cannot find the effort form, please follow 3 step below:

1. Search Employee Effort Forms: Enter the EMPID of the effort form you desire to certify, and click Search

2. You will see all the effort form and the status (Pending Certification) will be indicated

3. (5) Click Modify

4. The individual's effort form will be displayed as shown below.

Certify

Name: Nose, Doc ⓘ	Employee ID: 180011	Title: FacTenured
Sub Dept: TT111CCC - Book Smart	Division: TT - Office of Very Smart People	Title Code: 1

Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
		Reporting Period: 123105 (10-02-2005 through 12-24-2005)				
		Sponsored Accounts				
⊟	800000001-EXT	Brain Work	50%	0%	50%	🖩 50 %
		Sponsored Subtotal	50%	0%	50%	50%
⊟		**Non-Sponsored Accounts**				
	105-TT111AAA-000000-00000000-140	State	50%	0%	50%	🖩 50 %
		Non-Sponsored Subtotal	50%	0%	50%	50 %
		Grand Total	100%	0%	100%	100 %

➕ Add Account

Notes

5. Review the effort form and the default effort percentages. If there is a discrepancy on the form, such as an incorrect percentage of effort on a project or a missing project number, click the "Notify" button to send an email to your administrator.

6. **To review multiple forms at once**, click on "Certify Multiple Forms", check all or select the ones you wish to review in bulk. They will appear in bulk certification listed one under the other. Review and check the box in the lower right corner under each form.

Bulk Certification

	Payrollclear, Peter (600011) - FacTenured Reporting Period: 123105 (10-02-2005 through 12-24-2005)					
Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
	Sponsored Accounts					
	800000001-EXT	Brain Work	58%	0%	58%	🖩 58 %
	800000005-EXT	Quilt Work	8%	0%	8%	🖩 8 %
		Sponsored Subtotal	66%	0%	66%	66 %
	Non-Sponsored Accounts					
	105-TT111AAA-000000-00000000-140	State	34%	0%	34%	🖩 34 %
		Non-Sponsored Subtotal	34%	0%	34%	34 %
		Grand Total	100%	0%	100%	100 %

s for Payrollclear, Peter (600011)

☐ I have reviewed the above Effort Form.
(0 of 2 forms reviewed)

:00 characters used.

7. If there is no discrepancy then click proceed, review the certifier checklist, close the window and review the attestation statement. Then click the "Certify" button. A note will appear at the top of the screen indicating certification complete and date.

Certify

Name: Nose, Doc ⓘ   **Employee ID:** 180011   **Title:** FacTenured

Sub Dept: TT111CCC - Book Smart   **Division:** TT - Office of Very Smart People   **Title Code:** 1

> **Certification Complete**
> Certified, Cheerful on 06-21-2021

8. If there are concerns in certifying the effort form, click the "Notify" that appears below the attestation statement, and an email will be sent to your departmental administrator.

To exit the form without certifying, click the "Exit" button

9. To save a final summary for your records click the PDF ![pdf icon] the print icons located in the upper right hand corner. ![printer icon] Click the "Exit" button.

Accessing Effort Forms Not Yet Pre-Reviewed:

Forms Not Yet Pre Reviewed:

Forms cannot be certified until they have been Pre Reviewed, which is typically done by your Departmental Coordinator/Administrator or Business Manager. To review forms that have not been Pre Reviewed click the number in the My Status/To Do box under "Pending Pre Review".

Logging Off:

Click the "Logout" option located on the right hand side of the screen.

To certify multiple forms:
Follow steps 1 thru 3 above.
At the pending certification screen select "Certify multiple forms".
Check all or select the ones you want.
Click proceed and effort forms will come up as bulk certification.

Review each and check off at the bottom.

Then follow steps 6-8 above.