

ERSO Intranet

A quick Update

3/7/08

Costas J. Spanos



ERSO is Going Paperless

- ERSO will phase out the paper process for business transactions this fiscal year with a target date of May 1, 2008.

www.erso.berkeley.edu

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http://www.erso.berkeley.edu/

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UC Berkeley - Engineering Research Support Organization



Welcome to ERSO

The Engineering Research Support Organization functions as a central hub, providing research administration support to all research centers, departments, and affiliated ORUs in the UC Berkeley College of Engineering. ERSO focuses on providing effective and efficient research administration, which allows the faculty to focus on developing and growing the research enterprise rather than managing business services. ERSO will maintain a customer-oriented operation, with appropriate levels of faculty and staff oversight to support a culture of continuous improvement.

SEARCH GO!

KEY CONTACTS

Associate Dean for Research
Costas Spanos;
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Assistant Dean, Research Support
Darrell Erickson;
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Deputy Director, Business Services
Cathy Jen; ckj@erso

IN THE NEWS

ERSO Welcomes a New Research Support Team Lead

Vonis Moore will join ERSO as one of our two Research Support Team Leads located on the 5th Floor of Cory Hall on February 19th. [\[learn more\]](#)

Internet 100%

Benefits for Using ERSO Intranet for Business Transactions

Appeal to Faculty

- Step 1 of the project centric view. Project centric view is an enhanced view of a Faculty's portfolio at the project/fund level.
- 24X7 access to initiate business transactions
- Travel reimbursements submitted through Intranet result in a faster turnaround as a result of campus' acceptance of online traveler signature.
- Faster and easier processing times for all transactions
- Current and historical transaction data available to you on demand.
- Facilitates communication with you and your research support team.

Appeal to Staff

- Consistent business process for all transactions
- ERSO's focus to automate business processes to the extent possible
- House all necessary data in one system to enable ERSO's local system to integrate with central campus' systems.
- Data on demand
- Establish and maintain an organized system of records.
- Promote efficiency

Processing time for Paper vs. Intranet Submission

- Paper Submission

Request Type	ERSO Intranet Request ID	PO/TRV/ENT Number	Date PI Signed Paper Request	Date Paper in to Reimbursement Services	Date Initiated in Intranet System	Date Sent to ERSO	Date PO/TRV/ENT Created in Campus System	Date PO/TRV/ENT Approved in Campus System	Number of Business Days to Process
Paper Entertainment Request		53815	1/28/2008	01/29/08			01/29/08	01/29/08	1
Paper Entertainment Request		1314245	6/25/2007	06/28/07			06/28/07	06/28/07	3
Paper Entertainment Request		48762	9/21/2007	09/27/07			09/28/07	10/04/07	9
Paper Entertainment Request		1374859	11/30/2007	12/13/07			12/14/07	12/14/07	10
Paper Entertainment Request		53545	1/15/2008	01/22/08			01/23/08	01/23/08	6
Paper Travel Request		152472	1/17/2008	01/18/08			01/22/08	01/22/08	3
Paper Travel Request		154210	1/30/2008	02/08/08			02/08/08	02/08/08	7
Paper Travel Request		148242	11/25/2007	11/27/07			11/27/07	11/27/07	2
Paper Travel Request		141482	9/2/2007	09/12/07			09/17/07	09/17/07	10
Paper Travel Request		142038	8/29/2007	09/21/07			09/21/07	09/27/07	20
Paper Misc. Reimbursement		1389891	1/25/2008	02/06/08			02/07/08	02/07/08	9
Paper Misc. Reimbursement		1375746	11/14/2007	12/14/07			12/18/07	12/18/07	22
Paper Misc. Reimbursement		1374173	10/8/2007	12/11/07			12/13/07	12/13/07	46
Paper Misc. Reimbursement		1382935	1/16/2008	01/17/08			01/17/08	01/17/08	1
Paper Misc. Reimbursement		1398722	2/21/2008	02/27/08			03/03/08	03/03/08	7
Total									156
Number of Samples									15
Average Days to Process									10.4

Processing time for Paper vs. Intranet Submission

● Intranet Submission

Request Type	ERSO Intranet Request ID	PO/TRV/ENT Number	Date PI Signed Paper Request	Date Paper in to Reimbursement Services	Date Initiated in Intranet System	Date Sent to ERSO	Date PO/TRV/ENT Created in Campus System	Date PO/TRV/ENT Approved in Campus System	Number of Business Days to Process
Intranet Entertainment	5322	1398545			02/28/08	02/29/08	03/03/08	03/03/08	2
Intranet Entertainment	4288	1371008			11/29/07	12/05/07	12/05/07	12/06/07	5
Intranet Entertainment	4775	1385781			01/22/08	01/22/08	01/28/08	01/28/08	4
Intranet Entertainment	4741	1383361			01/18/08	01/18/08	01/18/08	01/18/08	1
Intranet Entertainment	4148	1364715			11/16/07	11/16/07	11/16/07	11/16/07	1
Intranet Travel	5078	154560			02/11/08	02/11/08	02/13/08	02/13/08	2
Intranet Travel	5140	154960			02/18/08	02/18/08	02/19/08	02/22/08	4
Intranet Travel	4859	153169			01/28/08	01/28/08	01/28/08	01/30/08	3
Intranet Travel	4026	146246			11/05/07	11/05/07	11/08/07	11/14/07	7
Intranet Travel	3366	140047			08/22/07	08/22/07	08/27/07	08/30/07	6
Internet Misc. Reimbursement	5077	1392022			02/11/08	02/11/08	02/13/08	02/13/08	2
Internet Misc. Reimbursement	4649	1381865			01/10/08	01/11/08	01/15/08	01/15/08	2
Internet Misc. Reimbursement	4370	1372795			12/07/07	12/10/07	02/11/07	02/11/07	1
Internet Misc. Reimbursement	3868	1354784			10/18/07	10/18/07	10/19/07	10/19/07	1
Internet Misc. Reimbursement	3301	1330610			08/14/07	08/14/07	08/15/07	08/15/07	1
Total									42
Number of Samples									15
Average Days to Process									2.8

ERSO Intranet Delegation



College of Engineering

Welcome TK Chen

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To delegate authority for **approving and viewing all business transaction** within your group:

1. Select the person from the dropdown list, click **"Add"** button to add the person to your delegation table.
2. Edit dollar threshold for approving authority.
3. To remove delegation authority, click the **"Remove"** button.
4. To update the delegation dollar threshold, click the **"Update"** button.

Name	Approval and Viewing Right	Approve Limit (max.\$4999)	Update/Delete
Jones, Charlotte M	Yes	<input type="text" value="500.00"/>	<input type="button" value="Update"/> / <input type="button" value="Remove"/>

Please select the name to add to the table above.

<input type="text" value="Ben, Yu"/>	<input type="button" value="Add"/>
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- Ben, Yu
- Ma, Ning
- Zeng, Dekong
- Tang, Qian Y
- Chen, TK
- FRIEDBERG, PAUL D
- LAKHANI, AMIT M
- Patel, Kedar
- Qian, Kun
- XUE, JING
- Yin, Changrui
- ZHANG, QIAOLIN

Questions?

- Costas (spanos@eecs, 3-6776)
- Darrell (derickson@calmail, 3-8833)
- Cathy (ckj@erso, 2-5875)