Effort Report System

An Introduction to the Web-Based System
Certification of Effort is Required for Federal Funds

- Certification of effort is an OMB Circular A21 federal requirement which you agree to when you accept a federal contract or grant.

- Effort reporting is the mandated method of certifying to federal sponsors that the effort spent on a project substantiates the salaries actually charged to the project as well as those offered as cost sharing.
What is Effort?

- **Effort** represents the time spent on work-related activities (instruction, research, administration, etc.) for which the University compensates an employee.

- Effort devoted during any given period always equals 100% regardless of the number of hours worked or the percentage of the appointment.
Effort Reporting Policies

- Effort Reports must be certified by the person who has first hand knowledge of the effort.
- PIs certify Effort Reports associated with individuals paid by their federal projects (GSRs, post-docs, and/or technical staff) as well as their own reports.
- Certification of Effort Reports need to be completed within 30 days of distribution.
The Current Paper Process

- Complex to administer
- Calculations lack supporting detail

The Dreaded Red Envelope!
The New Process

ERS (Effort Report System) is the new campus-wide web-based application designed to provide effort reports, supporting detail, and routing online.

Web-based system will replace paper system
Features and Benefits of ERS

- Web-based, paperless system.
- The system is accessible 24/7 from anywhere there is internet.
- PI's will be able to access the actual payroll details for their employees and see the formulas for which effort percentages are calculated.
ERS Process Flow

- Employees work, get paid with Federal Funding, then their data is fed to ERS
- ERS generates Effort Reports, that get reviewed by Campus, and then released to Departments
- Department Effort Report Coordinator (ERC) checks reports, then notifies RSOs
- RSOs review reports, adjusts and submits corrections as needed, then notifies their PI
- PI reviews and certifies their reports, and informs their RSO if action is needed

30 Day Certification Period
How ERS Works

- Once your RSO has verified your reports are ready, you will log into the system with your CalNet ID.
- When you sign in to ERS, **Effort Report List** page appears. This page will display a **My Projects** search. This report includes Effort Reports for everyone paid from your federal projects.
- Click on the employee’s name to access their effort report.
On your employee’s effort report, you will have the ability to view the associated project’s name, associated with the percent of effort.

You can drill down to the payroll activity for the period and see the calculations if needed by clicking the “View Payroll Details” button.
You will be able to see the payroll activity and calculations for the effort report.

**Individual payroll transactions on the projects during period**

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<th>DOS Code</th>
<th>FAU</th>
<th>Trans Code</th>
<th>Title Code</th>
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**Percentage Calculations**

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Certification Period Frequency

- Three major certification periods:
  - Fall Semester
  - Spring Semester
  - Summer Research Period

- Note: Some PI’s will have additional quarterly certifications for staff
Initial Certification Timeline

- Reporting period July-December 2007
- Your RSO will be contacting you in early April to orientate you to the system and go over your reports
- PI deadline to certify is April 30th
ERSO Effort Reporting Resources

- Your RSO is your primary resource
- Web-based briefings and job aids are available online: [http://extramuralfundsaccounting.berkeley.edu/ERS/](http://extramuralfundsaccounting.berkeley.edu/ERS/)
- Your Effort Report Coordinator, Rebecca Foster, rfoster@erso.berkeley.edu, 642-6381
- ERSO Payroll Services Manager, Glenda Freberg, gfreberg@erso.berkeley.edu, 642-9204