Effort Reporting System (ERS) Manual

Departmental Coordinator Edition

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doylesmith@maximus.com
martinbergerson@maximus.com
damarisgarcia@maximus.com

PH: (800) 709-2747
Fax: (847) 564-9136

Introduction

This manual is compiled of descriptions for each unique functional page within the Effort Reporting System (ERS). The manual is broken down into eight different sections to assist the user of the Effort Reporting System. Each section of the manual is broken down into smaller sub-categories that serve as a guide to the effort form. The user will learn about the operation of the Effort system, which will include an explanation of the buttons and hyperlinks.

Within each section, the user is introduced to the different functional processes through the logic flow of the system. The screens pertaining to each process are sequentially presented along with the various options (link, button, and input field) on the screen.

1. Getting Started

This section is an overview of the general features of the Effort Reporting System.

1.0   **Effort Reporting System Process Flow Diagram**

1.1   **ERS Log In:** To access the Effort Reporting System, the user will be directed to enter an assigned User ID and Password into the designated input fields. The system administrator should provide the User ID and Password, and the user will be prompted to change their password after the initial login. **This Option is not available for users who use their university wide sign on and password (LDAP or WEBSAC).**

1.2   **ERS Introduction Page:** Once the user successfully logs into the Effort Reporting System, the specified user will be identified on the Introduction Page.

1.3   **ERS Menu Options:** According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. Presented on this page is a comprehensive presentation of the ERS Menu Options.

1.4   **User Profile:** The specified user will be identified with their various system related attributes. An abbreviated and comprehensive User Profile is available to the user. From both User Profile screens, the user can select to change their ERS Password and e-mail address. **This option is not available for users who use their university wide sign on and password (LDAP or WEBSAC).**

1.0 Effort Reporting System Process Flow Diagram
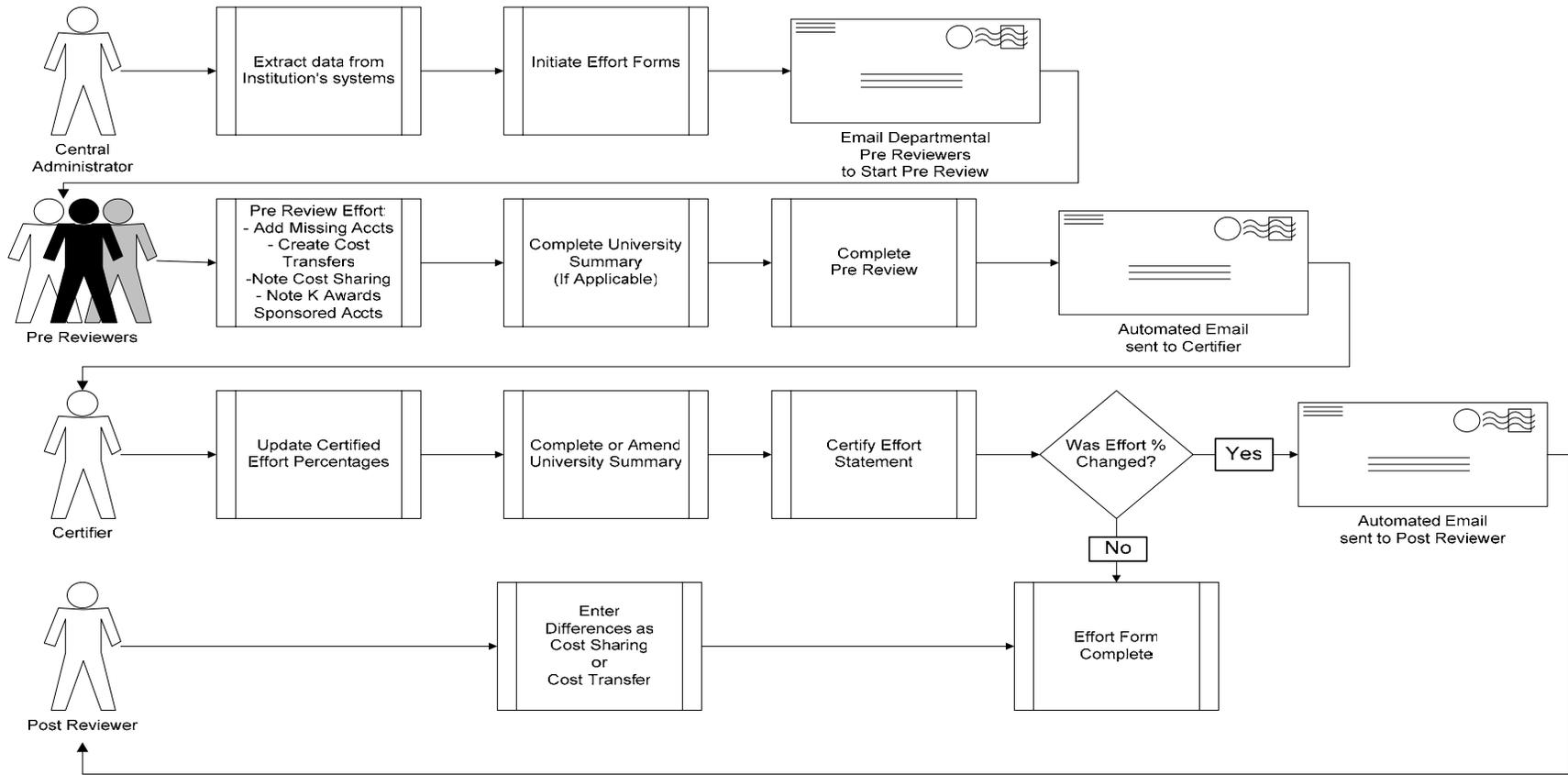
1.1 ERS Log In

Screen Description:
To access the Effort Reporting System, the user will be directed to enter an assigned User ID and Password into the designated input fields. The system administrator will provide the initial password. After the initial login, the user will be prompted to change their password through the User Profile screen, further referenced in section 1.4. The User ID and Password can be an alpha and/or numeric sequence, and should not be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**

Questions or issues relating to system access should be addressed to the system administrator. A help desk phone number should be listed on the screen. **NOTE: This screen may not be displayed for users who use their university wide sign on and password (LDAP or WEBSAC)**
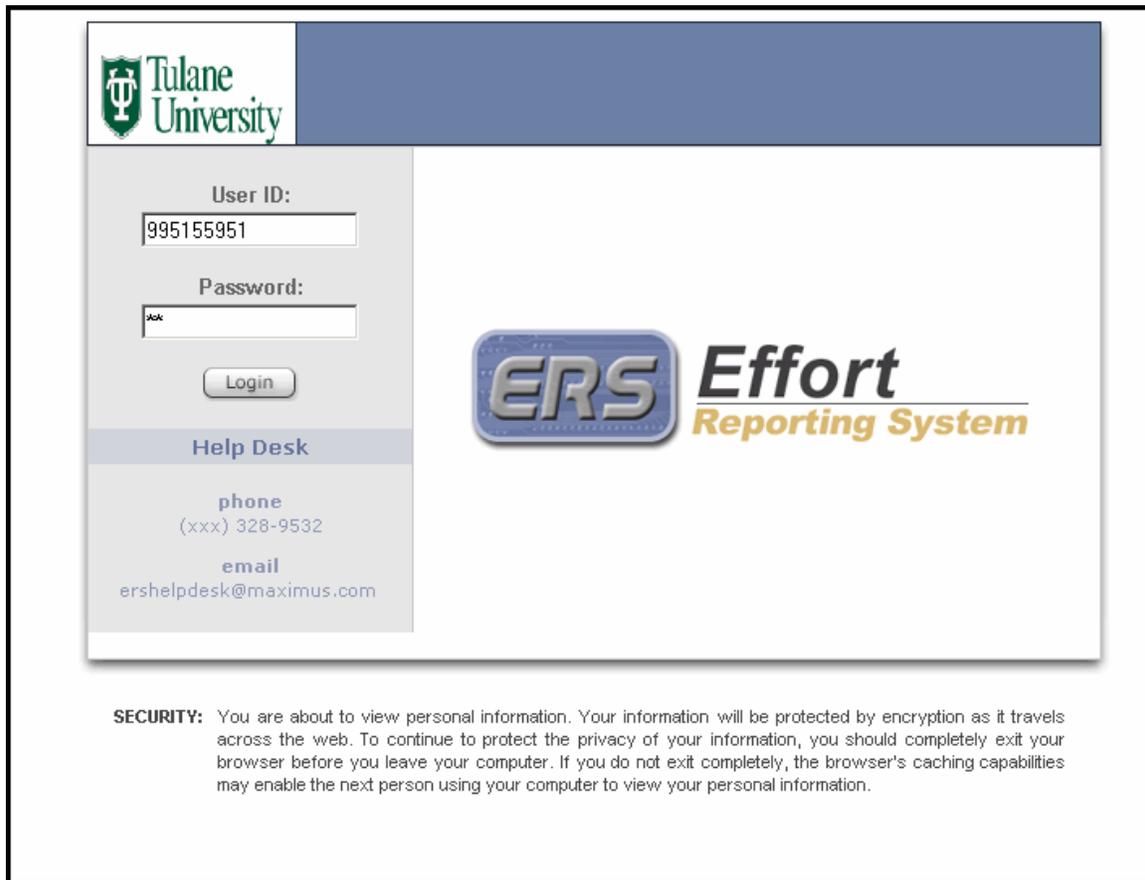
Input Field Descriptions:

User ID: Enter the assigned User ID provided by the system administrator. The User ID can be an alphanumeric sequence, and does not have to be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**

Password: Enter the assigned password provided by the system administrator. The user will be prompted to change the password after the initial login. The password can be an alphanumeric sequence, and does not have to be case specific. **If an invalid User ID or Password is entered, the user will be directed to an error screen.**

1.2 ERS Introduction Page

Screen Description:
Once the user successfully logs into the Effort Reporting System, the specified user will be identified on the Introduction Page. The user's name and system specific role (for example, Departmental Coordinator, Certifier, etc.) will be displayed at the top of the screen. According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. Using the two links in the page, the user can access their system profile or an online glossary of terms related to the Effort Reporting System.

The user will be presented with a **Status/My To Do List**. This list gives the user a running status bar as to the Completion Status for the current effort reporting period and a separate status box that allows the user to see the current status of Pre Reviewed, Certified, and Post Reviewed effort forms that are assigned to the user.

By using the Status Box hyperlinks, the user can reach an individuals effort form in as few as two clicks!

Link Descriptions:

Profile: The user will be directed to their system profile where they can change their e-mail address, password, and other system related attributes.

Glossary: An online glossary of terms and descriptions relating to the Effort Reporting System will be presented to the user.

1.3 ERS Menu Options

Screen Description:
According to the system role designation, appropriate menu options will be presented to the user on the left side of the screen. Presented on this page is a comprehensive listing of the ERS Menu Options.

Menu Options:

Assignment: The user can change assignments of Pre Reviewer, Post Reviewer, or Sub Department Coordinator and rights for the entire Sub Department; or to assign Pre Reviewer, Certifier, and Post Reviewer for an individual or assign an individual to another Sub Department.

Notification: Allows the user to choose a pre-existing e-mail to notify users via email of an action to be taken.

Pre Review: Allows the user to enter the Pre Review All mode to review the Effort Forms for any employee in the department or sub department, to enter Pre Review mode to review only Effort Forms for which the user is assigned as Pre Reviewer, or to enter the View Read Only Effort Forms mode to review only Effort Forms for which the user is assigned to your department or sub department, but charges to accounts in another department.

Certify: This option allows the user to access his/her Effort Form for certification and/or to certify for any employee for whom the user has been assigned as Certifier.

Post Review: Allows the user to enter the Post Review All mode to review the Effort Forms for any employee in the department or sub department or to enter Post Review mode to review only Effort Forms for which the user is assigned as Post Reviewer.

Reporting: This section offers Completion Reports, Effort Results and Administrative Reports.

Other Options available to the user on the log-in screen:

Profile: The user will be directed to their system profile where they can change their e-mail address, password, and other system related attributes.

Help Topics: FAQ's, Tutorials, Manuals, and a Glossary to assist the user in the Effort Reporting Process.

About ERS: This information is an introduction to Effort Reporting in Universities and Web-based Effort Reporting.

Log Off: This option allows the user to exit the Effort Reporting System. The user is returned to the Log In screen.

1.4 User Profile

Screen Description:
The user is presented with their ERS User Profile in an abbreviated ("Short Version") format. The specified user will be identified with their various system related attributes.   From this abbreviated User Profile screen, the user can select to change their ERS Password and e-mail address. Upon selection, the user will be redirected to a new screen where the new designated Password or e-mail address can be entered into the system. Questions or issues relating to system access or User Profile should be addressed to the system administrator. A help desk phone number should be listed on the login screen for your convenience.

A more comprehensive User Profile is available to the user, and can be accessed with the selection of the "Full Version" link. **NOTE: This Screen may not be applicable to Users who use their university wide sign on and password (LDAP or WEBSAC).**

Link Descriptions:

Change: The user will be redirected to the appropriate screen to designate a new Password or e-mail address. For security reasons, the Password is masked with asterisks.

Full Version: The user will be directed to the more comprehensive User Profile screen.

Screen Description:
This is the comprehensive ("Full Version") User Profile for the specified user. From this comprehensive User Profile screen, the user can select to change their ERS Password and e-mail address.   If the user is still utilizing a temporary password assigned by the system administrator, the 'Y' designation will be assigned next to the "Is Temporary Password?" information line. Upon selection, the user will be redirected to a new screen where the new designated Password or e-mail address can be entered into the system. Questions or issues relating to system access or User Profile should be addressed to the system administrator. A help desk phone number should be listed on the login screen for your convenience.

To return to the abbreviated User Profile screen, the user must select the "Short Version" link.
NOTE: This Screen may not be applicable to Users who use their university wide sign on and password (LDAP or WEBSAC).

Link Descriptions:

Change: The user will be redirected to the appropriate screen to designate a new Password or e-mail address. For security reasons, the Password is masked with asterisks.

Short Version: The user will be directed back to the abbreviated User Profile Screen.

2. Assignments

This section will introduce the process of Assignments through the logic flow of the ERS system. After the user selects the Assignments menu option, various options will be presented on the screen. Below is a breakout of the Assignments section, which is cataloged by the respective functional screen descriptions of the Assignments process. **NOTE: When assignment changes are made an e-mail will be sent to the user, to notify him/her of the assignment change.**

2.1   **Change Sub Department Assignments:**   The user is electing to change Sub DC/Update Sub DC Rights, or change Sub Department Pre Reviewer/Post Reviewer.

> **2.1.A Change Sub DC/Update Sub DC Rights**
> **2.1.B Change Sub Department Pre Reviewer**
> **2.1.C Change Sub Department Post Reviewer**

2.2   **Change Individual Assignments:**   Allows the user to change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department.

> **2.2.A Change Pre Reviewer**
> **2.2.B Change Certifier**
> **2.2.C Change Post Reviewer**
> **2.2.D Assign to a Different Sub Department**

2.A   **Search for an Employee:** Allows the user to search for a specific individual outside of the user's domain.

2.1 Change Sub Department Assignments

Screen Description:
Once the user selects the "Assignments" menu option, the user will be directed to select from the two options, "Change Assignments for Department or Sub Departments" or "Change Assignments for Individuals". By selecting "Change Assignments for Department or Sub Departments"", the user is electing to change Sub DC/Update Sub DC Rights, or change Sub Department Pre Reviewer/Post Reviewer. To change Sub Department Assignments, the user should select the "Change Sub Department Assignments" option to proceed with the Assignments process.

Link Descriptions:

Change Assignments for Department or Sub Departments:	The user can change Sub DC/Update Sub DC Rights, or change Sub Department Pre or Post Reviewer.
Change Assignments for Individuals:	The user can change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department.
Return to Home:	The user will be redirected to the home page of the Effort Reporting System.

Screen Description:
Once the user selects the "Change Sub Department Assignments" option, the user will be directed to select a Sub Department. The user will only be presented with Sub Department(s) assigned to the user.   The respective Sub DC, Pre Reviewer, and Post Reviewer for that department will be displayed next to the department name. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the 'Y' or 'N' designation. To select a Sub Department, select the radio button next to the listed Sub Department name. Hit "Proceed" to continue.
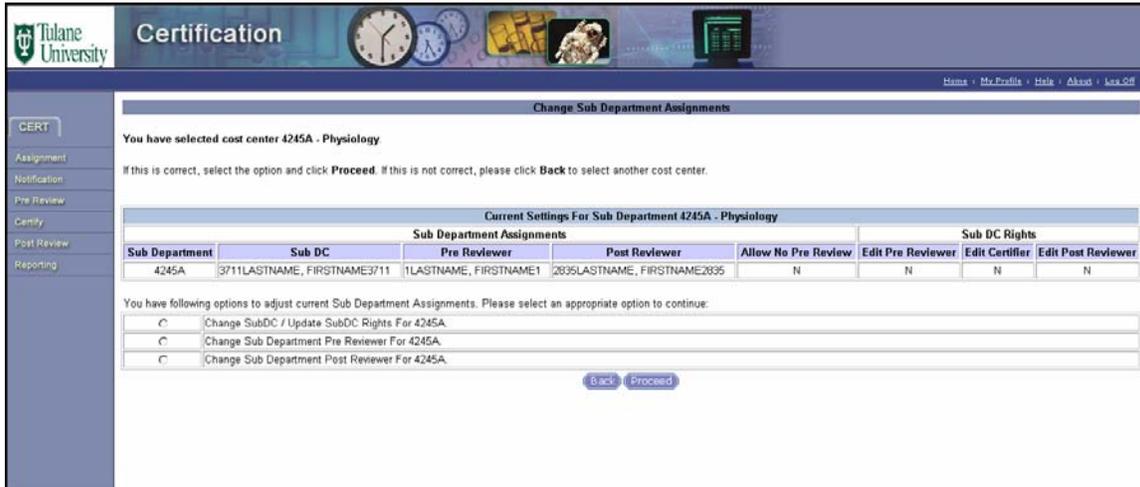

<u>**Button Functions:**</u>

Back: The current activity will be terminated.   The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select a department in order to proceed.

Screen Description:
Once the user selects the Sub Department, the user will be presented with relevant information for the selected Sub Department. The respective Sub DC, Pre Reviewer, and Post Reviewer for that department will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the 'Y' or 'N' designation. The user will have three options to choose from: "Change Sub DC/Update Sub DC Rights", "Change Sub Department Pre Reviewer", and "Change Sub Department Post Reviewer".

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select an option in order to proceed.

2.1.A Change Sub DC/Update Sub DC Rights

Screen Description:
Once the user selects the "Change Sub DC/Update Sub DC Rights" option, the user will be directed to select an individual to designate as the Sub DC. **The user must reconfirm the Sub DC status for the individual already designated as the Sub DC.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen.

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Sub DC designation.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select an option in order to proceed.

Screen Description:
Once the user designates an individual to be the Sub DC, they will be directed to set the Sub DC Rights for the selected individual. The specific Sub DC Rights are listed with radio buttons, enabling or disabling Sub DC Rights. The options will allow the Sub DC to assign no Pre Reviewer to specific individuals, or change the individual's Pre Reviewer, Certifier, and Post Reviewer. Upon completion, the user will be directed to a confirmation screen affirming the Sub DC designation.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:
Once the user designates the Sub DC for a specific Sub Department along with the Sub DC Rights, the user will be directed to reconfirm the Sub DC designation. If an individual has been replaced as the Sub DC, this reconfirmation will notify the user that the individual was released of their Sub DC designation and provide their new ERS role. If the individual was reconfirmed as the Sub DC, that action will also be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Sub DC assignment along with the updated Sub DC Rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the 'Y' or 'N' designation.
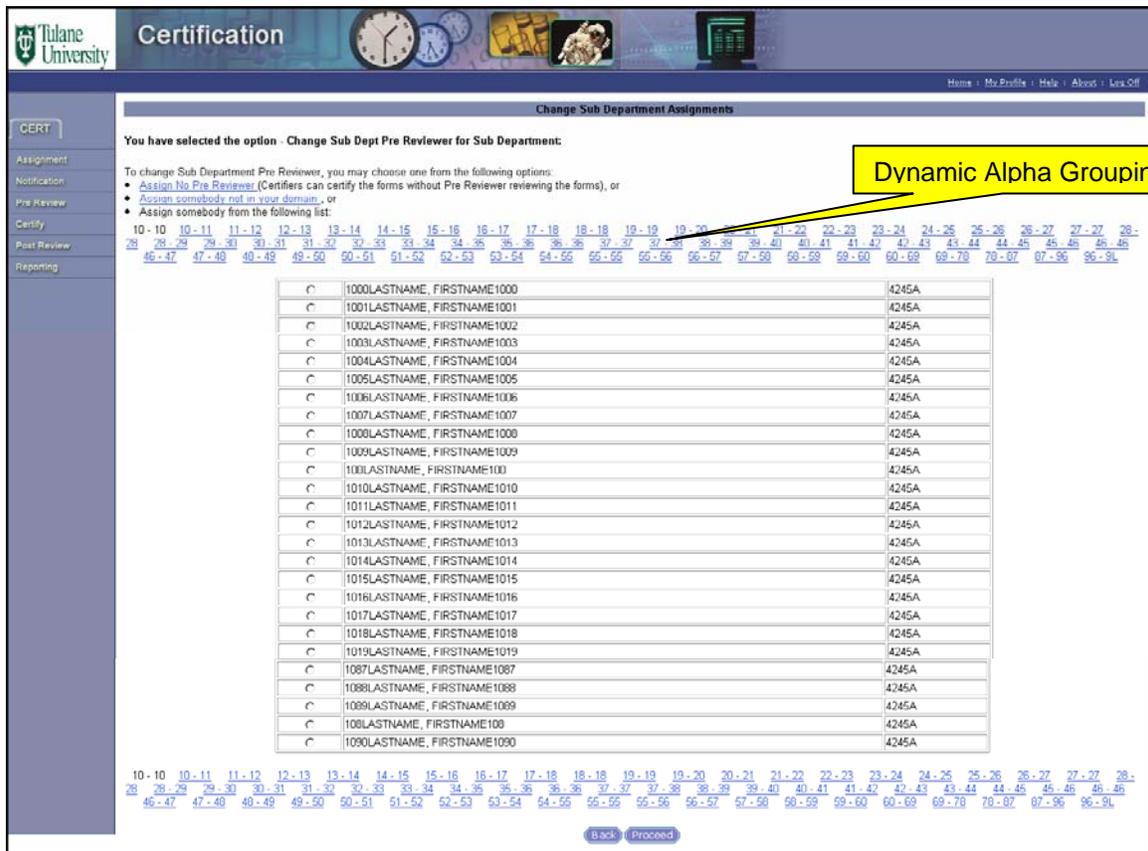

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.

2.1.B Change Sub Department Pre Reviewer

Screen Description:
Once the user selects the "Change Sub Department Pre Reviewer" option, the user will be directed to select an individual to designate as the Pre Reviewer. **The user must reconfirm the Pre Reviewer status for the individual already designated as the Pre Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen.

Link Descriptions/Button Functions:

Assign No Pre Reviewer: The user has the option of not assigning a Pre Reviewer for the selected individual(s). If selected, the Certifiers will be able to certify their Effort Forms without going through the Pre Review process.

Assign somebody not in your domain: To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Sub DC designation.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within
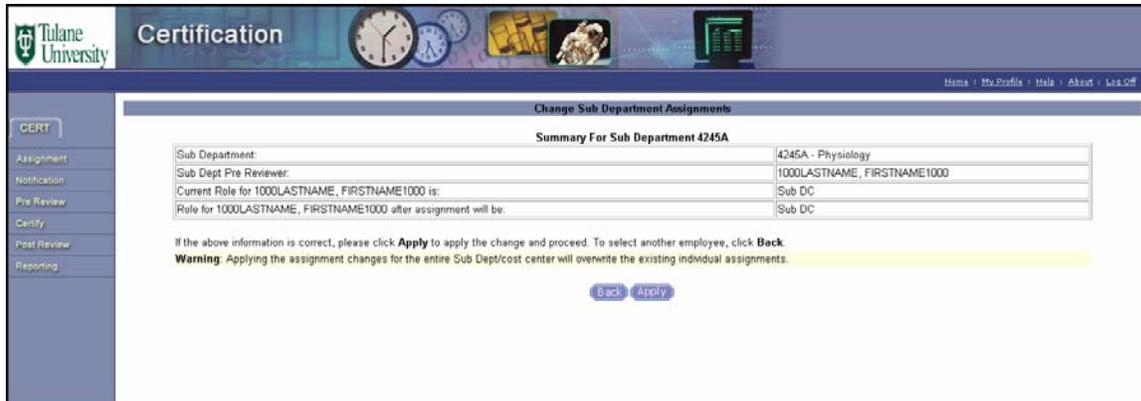
the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select an option in order to proceed.

Screen Description:
Once the user designates an individual to be the Sub Department Pre Reviewer, they will be directed to confirm the Pre Reviewer's department assignment and new ERS role for the selected individual. Upon completion, the user will be directed to a confirmation screen reaffirming the Pre Reviewer designation.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:

Once the user designates the Pre Reviewer for a specific Sub Department, the user will be directed to reconfirm the Pre Reviewer designation. If an individual has been replaced as the Pre Reviewer, this reconfirmation will notify the user that the individual was released of their Pre Reviewer designation and provide their new ERS role. If the individual was reconfirmed as the Pre Reviewer, that action will also be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Pre Reviewer assignment along with the updated Pre Reviewer rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the 'Y' or 'N' designation.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.

2.1.C Change Sub Department Post Reviewer

Screen Description:
Once the user selects the "Change Sub Department Post Reviewer" option, the user will be directed to select an individual to designate as the Post Reviewer. **The user must reconfirm the Post Reviewer status for the individual already designated as the Post Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen.

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Sub DC designation.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select an option in order to proceed.

Screen Description:
Once the user designates an individual to be the Sub Department Post Reviewer, they will be directed to confirm the Post Reviewer's department assignment and new ERS role for the selected individual. Upon completion, the user will be directed to a confirmation screen reaffirming the Post Reviewer designation.
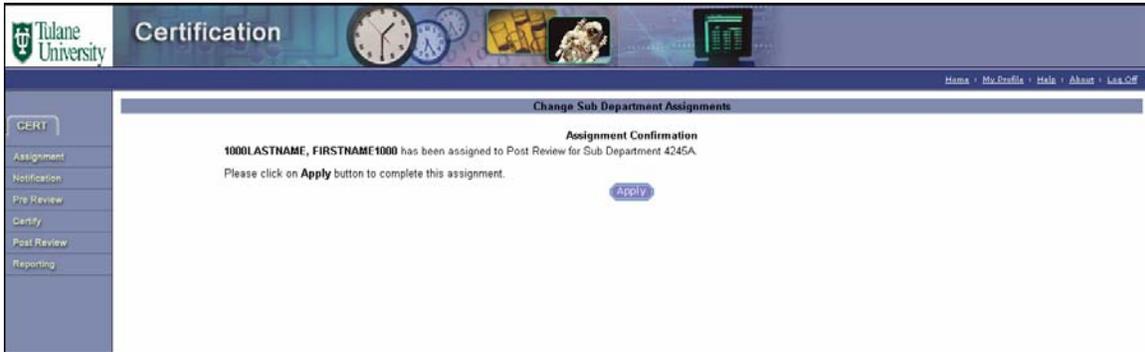

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:

Once the user designates the Post Reviewer for a specific Sub Department, the user will be directed to reconfirm the Post Reviewer designation. If an individual has been replaced as the Post Reviewer, this reconfirmation will notify the user that the individual was released of their Post Reviewer designation and provide their new ERS role. If the individual was reconfirmed as the Post Reviewer, that action will also be displayed on the screen.
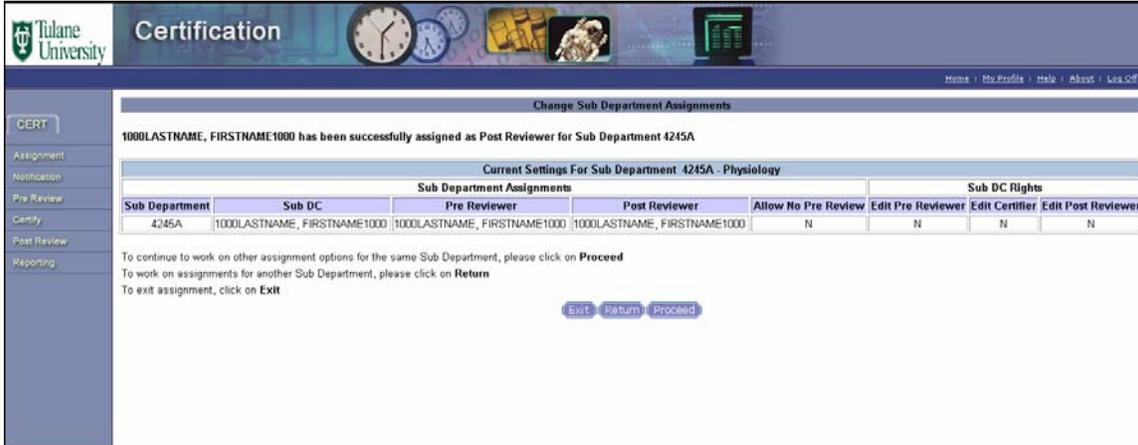

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Post Reviewer assignment along with the updated Post Reviewer rights are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Sub Department, the respective Sub DC, Pre Reviewer, and Post Reviewer will be displayed. In addition, the Sub DC Rights and the Pre Review requirements will be displayed with the 'Y' or 'N' designation.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.

2.2 Change Individual Assignments

Screen Description:
Once the user selects the "Assignments" menu option, the user will be directed to select from the two options, "Change Assignments for Departments or Sub Department " or "Change Assignments for Individuals". The "Change Assignments for Individuals" option allows the user to change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Sub Department. To change Individual Assignments, the user should select the "Change Assignments for Individuals" option to proceed with the Assignments process.

Link Descriptions:

|	
Change Department or Sub Department Assignments:	The user can change Sub DC/Update Sub DC Rights, or change Department or Sub Department Pre or Post Reviewer.
Change Assignments for Individuals	The user can change the Pre Reviewer, Certifier, or Post Reviewer on an individual basis; or assign the individual to a different Department or Sub Department.
Return to Home:	The user will be redirected to the home page of the Effort Reporting System.

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Screen Description:
Once the user selects the "Choose Individual Assignments" option, the user will be directed to select a Sub Department for the individual(s) whose assignment is to be changed. The user has the option of selecting more than one Sub Department. If more than one Sub Department is selected, a single pool of individuals will be generated.
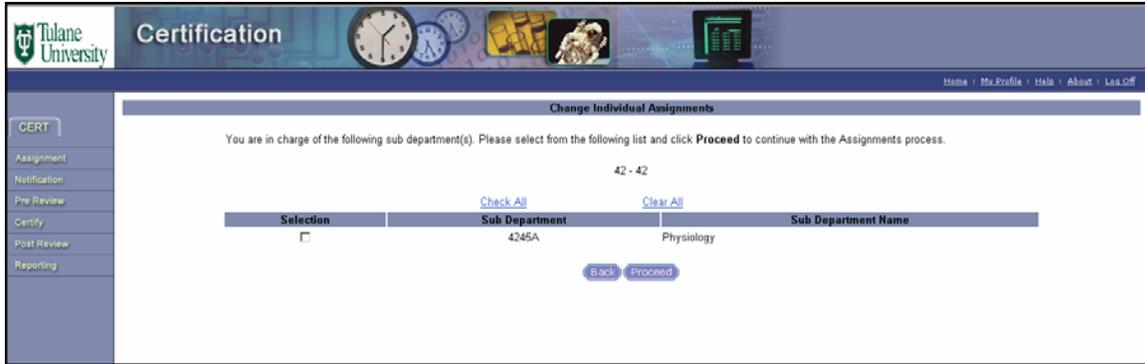
Button Functions:

Check All: The check boxes of the listed Sub Departments will be populated.

Clear All: The check boxes of the listed Sub Departments will be deselected.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process. You must select an option in order to proceed.

Screen Description:
Once the user selects the Sub Department(s), the user will be directed to select the individuals from a list drawn from the previously selected department(s). The user has the option of selecting more than one individual. When more than one individual is selected, a single assignment will apply to all of the selected individuals.

Button Functions:

Check All:	The check boxes of the listed Sub Departments will be populated.
Clear All:	The check boxes of the listed Sub Departments will be deselected.
Back:	The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.
Proceed:	The user can proceed with the Assignments process.

Screen Description:
Once the user selects the individual(s), the user will be presented with the available assignment options. For each selected individual, the respective Sub Department, Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will be displayed. In addition, the user will have the four following options to choose from: "Change Pre Reviewer", "Change Certifier", "Change Post Reviewer", and "Assign to a different Sub Department".

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process.

2.2.A Change Pre Reviewer

Screen Description:
Once the user selects the "Change Pre Reviewer" option, the user will be directed to select an individual to designate as the Pre Reviewer. **The user must reconfirm the Pre Reviewer status for the individual already designated as the Pre Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen. Also, the user has the option of not assigning a Pre Reviewer for the selected individual(s). If selected, the Certifiers will be able to certify their Effort Forms without going through the Pre Review process.

Link Descriptions/Button Functions:

Assign No Pre Reviewer:	The user has the option of not assigning a Pre Reviewer for the selected individual(s). If selected, the Certifiers will be able to certify their Effort Forms without going through the Pre Review process.
Assign somebody not in your domain:	To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Pre Reviewer designation.
Dynamic alpha grouping:	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Back:	The current activity will be terminated. The information populated within

the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process.

Screen Description:
Summary of the Pre Reviewer designation and the updated Pre Reviewer Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Pre Reviewer Assignments, the current and the intended role for the selected Pre Reviewer will be listed before the assignment is confirmed.

Button Functions:

Back: The current activity will be terminated. The information populated within this screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:
Once the user designates a Pre Reviewer for the specified individual(s), the user will be directed to reconfirm the Pre Reviewer designation. If an individual has been replaced as the Pre Reviewer, this reconfirmation will notify the user that the previous individual was released of their Pre Reviewer designation and will provide their new ERS role. If the same individual was reconfirmed as the Pre Reviewer, that action will also be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:

Summary of the Pre Reviewer Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Pre Reviewer, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.

Button Functions:

Exit: The current activity will be terminated.

Return: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: To continue to work on other assignment options for the same Sub Department.

2.2.B Change Certifier

Screen Description:
Once the user selects the "Change Certifier" option, the user will be directed to select an individual to designate as the Certifier. **The user must reconfirm the Certifier status for the individual already designated as the Certifier.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen.

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Certifier designation.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

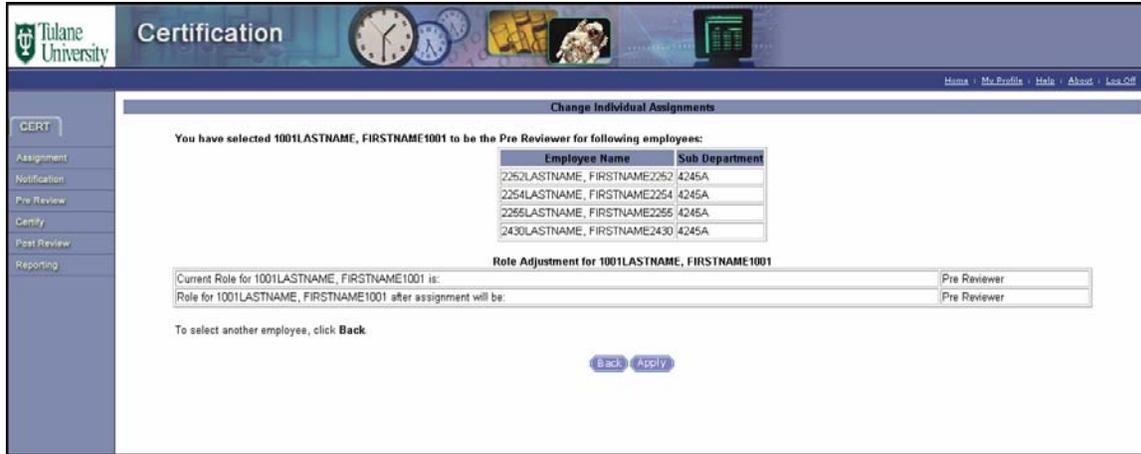**Back:** The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process.

Screen Description:
Summary of the Certifier designation and the updated Certifier Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Certifier Assignments, the current and the intended role for the selected Certifier will be listed before the assignment is confirmed.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:
Once the user designates a Certifier for the specified individual(s), the user will be directed to reconfirm the Certifier designation. If an individual has been replaced as the Certifier, this reconfirmation will notify the user that the previous individual was released of their Certifier designation and will provide their new ERS role. If the same individual was reconfirmed as the Certifier, that action will be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Certifier Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Certifier, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options for the same Sub Department.

2.2.C Change Post Reviewer

Screen Description:
Once the user selects the "Change Post Reviewer" option, the user will be directed to select an individual to designate as the Post Reviewer. **The user must reconfirm the Post Reviewer status for the individual already designated as the Post Reviewer.** If the requested individual is not within the specific domain (or not available for selection), the user may search for the individual by selecting the "Assign somebody not in your domain" option presented on the screen.

Link Descriptions/Button Functions:

Assign somebody not in your domain: To select an individual not listed or outside of the user's domain, the user will be directed to another screen to search for the individual. Upon location of the individual, the user can make the Post Reviewer designation.

Dynamic alpha grouping: The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented on the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Proceed: The user can proceed with the Assignments process

Screen Description:
Summary of the Post Reviewer designation and the updated Post Reviewer Assignments are presented to the user with the opportunity to review the information before confirming the assignment. In addition to the Post Reviewer Assignments, the current and the intended role for the selected Post Reviewer will be listed before the assignment is confirmed.

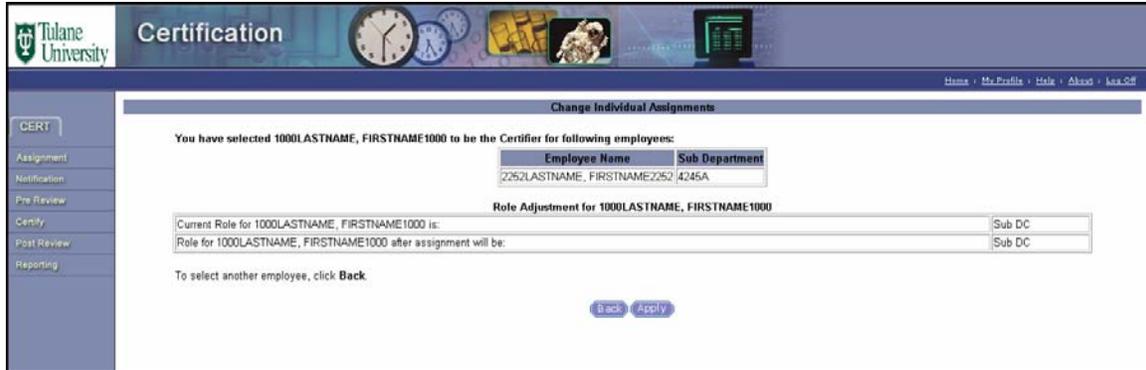**Button Functions:**

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply: The update or modification will be applied to the system.

Screen Description:
Once the user designates a Post Reviewer for the specified individual(s), the user will be directed to reconfirm the Post Reviewer designation. If an individual has been replaced as the Post Reviewer, this reconfirmation will notify the user that the previous individual was released of their Post Reviewer designation and will provide their new ERS role. If the same individual was reconfirmed as the Post Reviewer, that action will also be displayed on the screen.
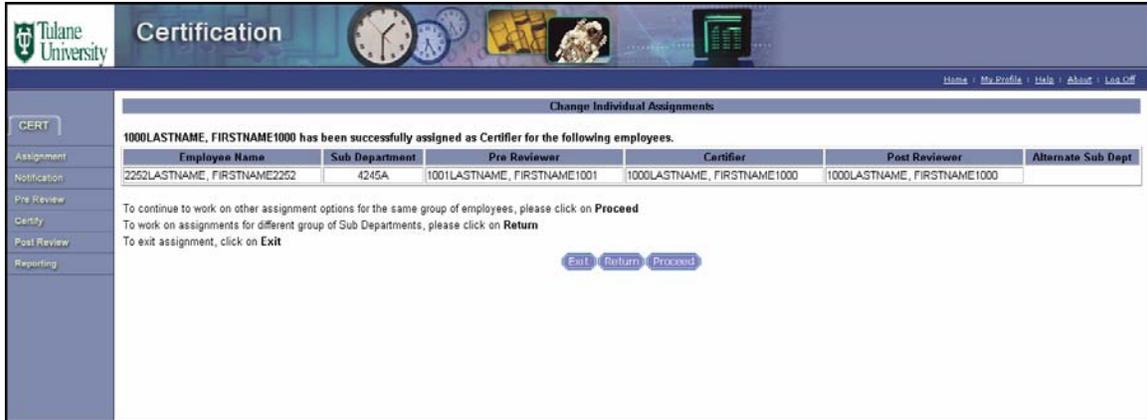

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Post Reviewer Assignments are presented to the user with the opportunity to review the information before proceeding to another assignment. For each Post Reviewer, the assigned individual and their Sub Department will be displayed. In addition, the respective Pre Reviewer, Certifier, Post Reviewer, and Alternate Sub Dept information will also be displayed.
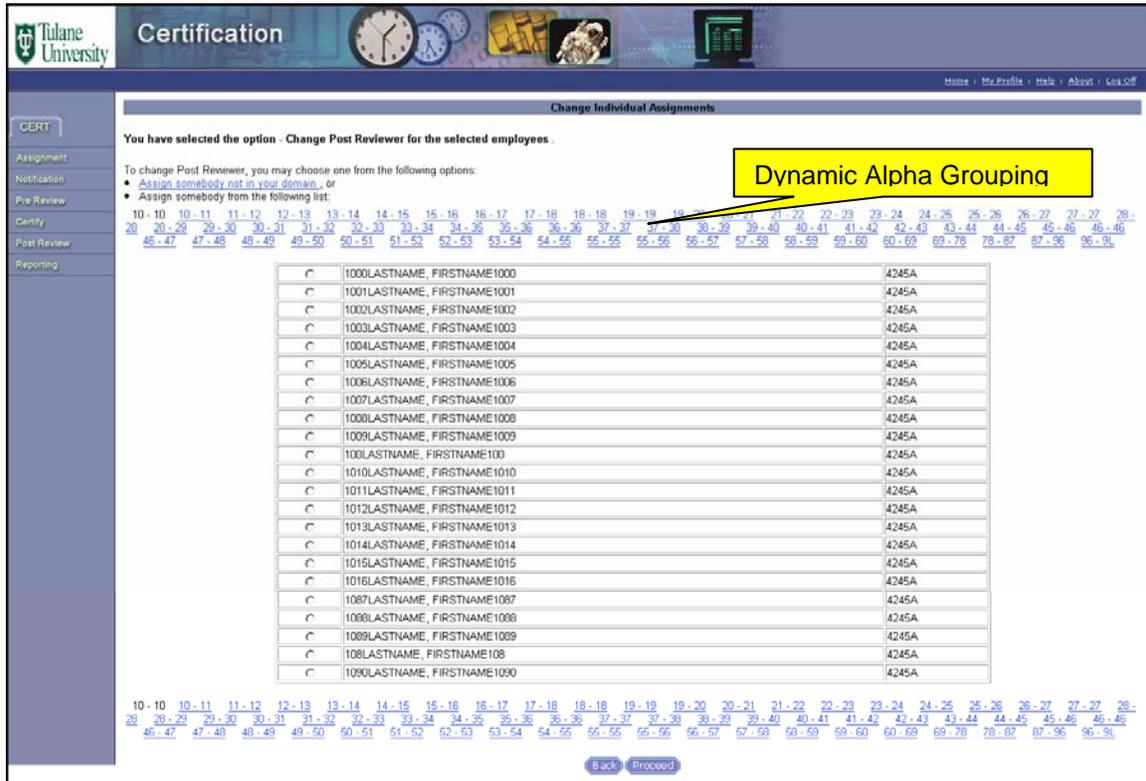

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on Assignments for another Sub Department.

Proceed: To continue to work on other assignment options for the same Sub Department.

2.2.D Assign to a Different Sub Department

Screen Description:
Once the user selects the "Assign to a different Sub Department" option, the user will be directed to select the specific Sub Department they wish to assign to the selected individual(s). The user will have to initially select the group list in which the specific Sub Department resides. After the menu selection for the selected group department is expanded, the user can select the desired Sub Department.

Button Function:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Screen Description:
Summary of the Sub Department reassignment is presented to the user with the opportunity to review the information before proceeding with the assignment process. The reassignment will change the Pre Reviewer, Certifier, and Post Reviewer for the selected individuals. The default Pre Reviewer, Certifier, and Post Reviewer of the newly assigned Sub Department will be designated as the new Pre Reviewer, Certifier, and Post Reviewer – and if a Sub Department does not have a default Certifier, then the default Certifier will be the specific individual.
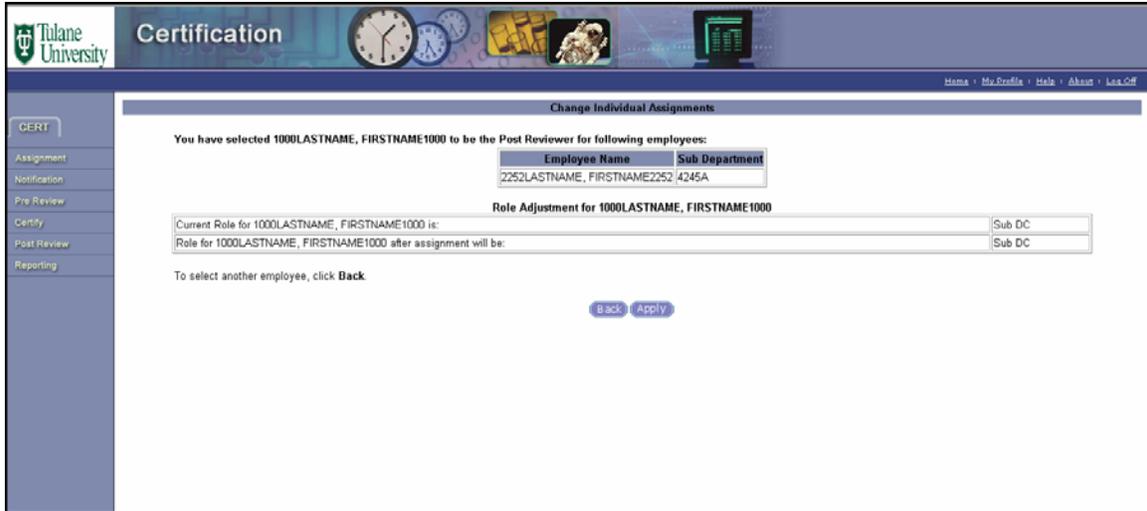

Button Functions:

Back:
The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Assignments process.

Apply:
The update or modification will be applied to the system.

Screen Description:
Once the user applies the Sub Department assignment, the user will be directed to reconfirm the new Sub Department designation. If the selected individual has been reassigned another system role due to the Sub Department reassignment, this reconfirmation will notify the user that the individual was released of their previous ERS role and assigned a new ERS role. If the same individual was reassigned with the identical role, the reconfirmation will be displayed on the screen.

Button Function:

Apply: The update or modification will be applied to the system.

Screen Description:
Summary of the Sub Department reassignment is presented to the user with the opportunity to review the information before proceeding to another assignment. For each individual reassigned, the respective individual and their specific ERS related information is displayed. The individual's Sub Department, Pre Reviewer, Certifier, Post Reviewer, and newly assigned Sub Department (Alternate Sub Dept) will also be displayed on screen.

Button Functions:

Exit: The current activity will be terminated.

Return: The user will be directed to work on assignments for another Sub Department.

Proceed: To continue to work on other assignment options within the same Sub Department.

2.A Search for an Employee

Screen Description:
When assigning an individual outside of the user's domain, the system will display a search screen. This option is engaged when the user selects the "Assign somebody not in your domain" link. Through this screen, the user will be directed to set search parameters for the specific query by Employee ID, Name, and/or Sub Department - using any combination of the three. The entered values do not have to be case specific and can consist of either complete or partial information. Upon completion of this form, the matching results will be listed on another screen.

Input Field Descriptions:

Employee ID: The user should populate this field with values that are applicable to the Employee ID of the intended individual. If the user does not enter an Employee ID in its entirety, the Effort Reporting System will display individuals whose Employee ID's contain the value segment entered into the field.

Name: The user should populate this field with values that are applicable to the name of the intended individual. If the user does not enter a name in its entirety, the Effort Reporting System will display individuals whose names contain the value segment entered into the field.

Sub Department: The user should populate this field with values that are applicable to the Sub Department of the intended individual. If the user does not enter a Sub Department in its entirety, the Effort Reporting System will display individuals whose Sub Departments contain the value segment entered into the field.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Assignments process.

Search: The user will be presented with a list of individuals that meet the criteria entered through this screen. From there, the user can select the specific individual.

Screen Description:
The user will be presented with a list of individuals that meet the criteria determined through the previous screen. From here, the user can select the desired individual and designate a specific ERS role or assignment. The list will be presented in alphabetical order, and the search result has a limit of 100 returns. If the requested individual is not present, please narrow the search query.

Button Functions:

Back: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Assignments process.

Proceed: The user can select the desired individual and designate a specific ERS role or assignment.

3. Notification

This section will introduce the process of Notification through the logic flow of the Effort Reporting System. After the user selects the Notification menu option, various options will be sequentially presented on the screen. Below is the breakout of the Notification section, which is cataloged by the respective functional screen descriptions of the Notification process.

3.1   **E-mail Options**

3.2   **Initial E-mail:** Allows the user to send an e-mail to Pre Reviewers and Certifiers with no pre review to start effort review.

3.3   **Reminding E-mail:** Allows the user to send e-mail concerning the Certify process of the Effort Reporting System.

3.4   **General E-mail:** Allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers or Department Coordinators within the Effort Reporting System.

3.1 E-Mail Options

Screen Description:
Once the user selects the "Notification" menu option, the user will be directed to select from one of the three general categories, "Initial E-mail", "Reminding E-mail", or "General E-mail". The "Initial E-mail" option allows the user to send e-mail notifying Pre Reviewers and Certifiers with no pre review to start effort reviews. The "Reminding E-mail" option allows the user to send e-mail concerning the Certify process of the Effort Reporting System. The "General E-mail" option allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers, or Department Coordinators within the Effort Reporting System.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.

3.2 Initial E-mail

Screen Description:
Once the user selects the "Notification" menu option, the user will be directed to select from one of the three general categories, "Initial E-mail", "Reminding E-mail", or "General E-mail".

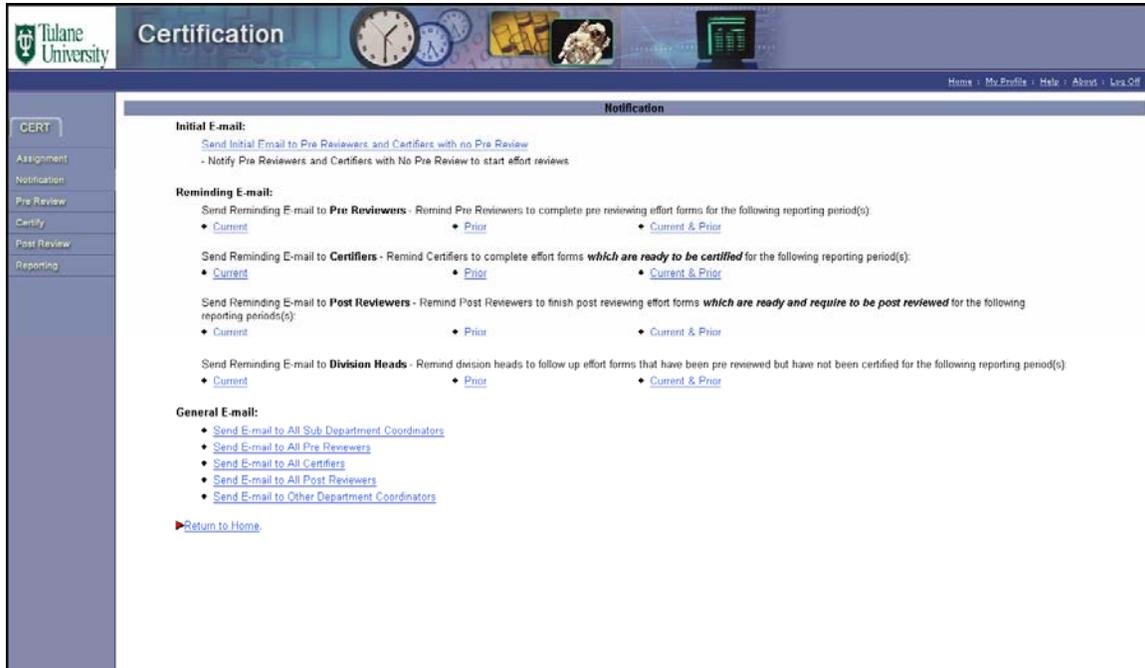The "Initial E-mail" option allows the user to send e-mail notifying Pre Reviewers and Certifiers with no pre review to start effort reviews. "Initial E-mail" is used at the start of a current reporting period.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.
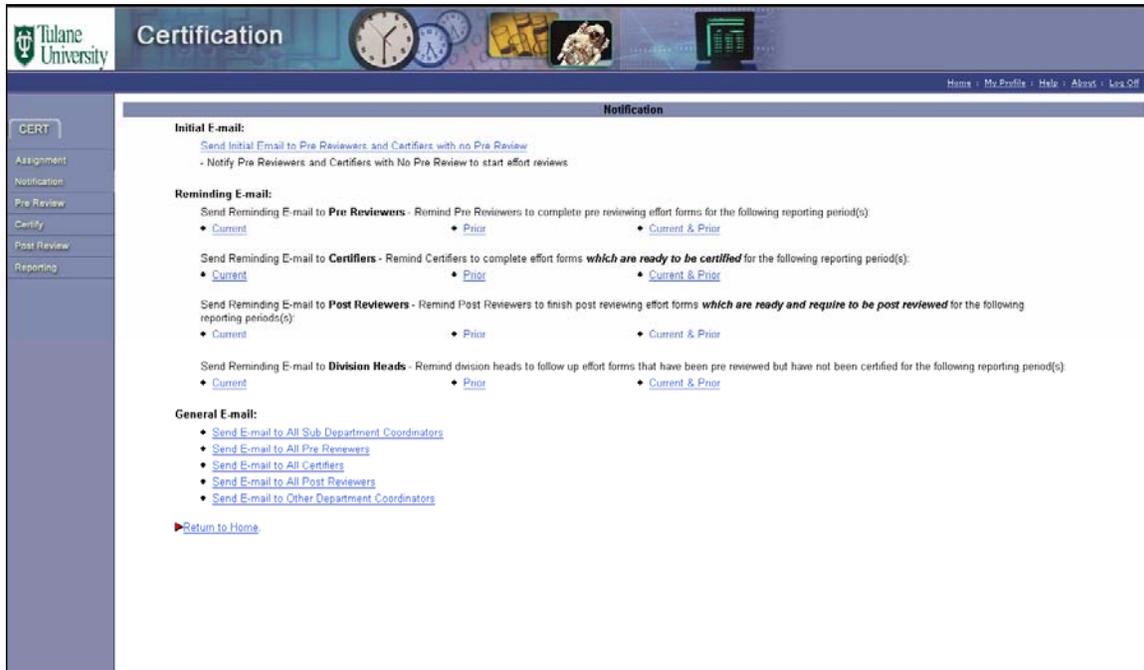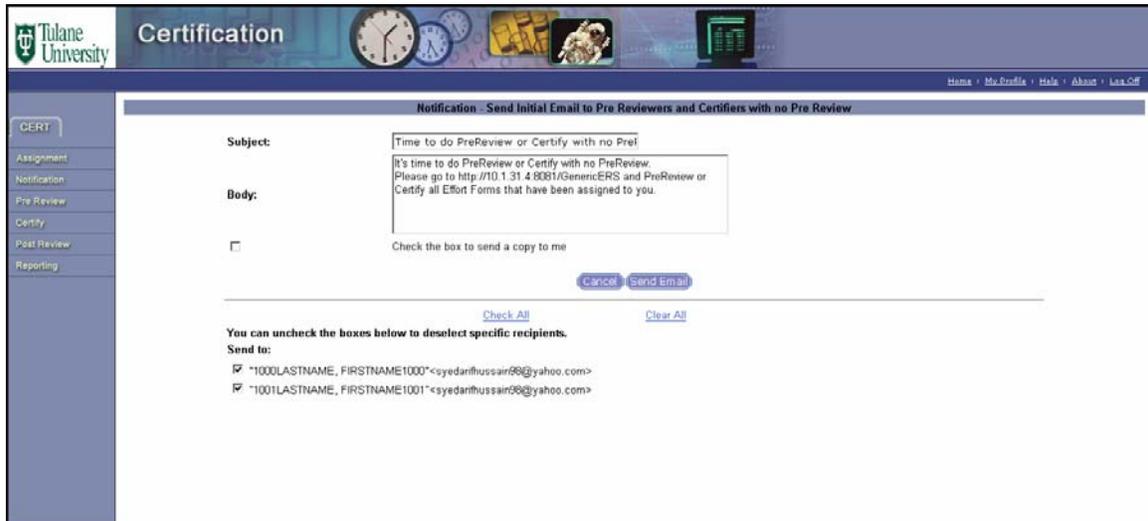
Return to Home: The user will be redirected to the home page of the Effort Reporting System.

Screen Description:
Once the user selects from the "Initial E-mail" category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the "Check the box to send a copy to me" option on the template.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Notification process.

Send E-mail: The Effort Reporting System will send the e-mail as populated by the user, and will be presented with a confirmation screen after the action is executed.

Check All: The check boxes of the listed Pre Reviewers or Certifiers with no pre review will be populated.

Clear All: The check boxes of the listed Pre Reviewers or Certifiers with no pre review will be deselected.

Screen Description:
Once the user selects the "Send E-mail" option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.
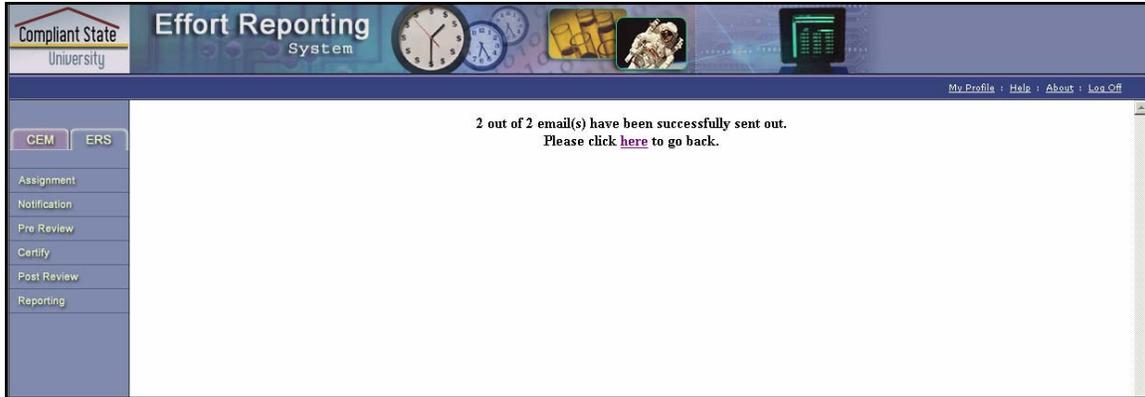
Link Description:

Here: The user will be redirected to the Notification homepage.

3.3 Reminding E-mail

Screen Description:
Once the user selects the "Notification" menu option, the user will be directed to select from one of the three general categories, "Initial E-mail", "Reminding E-mail", or "General E-mail".

The "Reminding E-mail" option allows the user to send e-mail concerning the Certify process of the Effort Reporting System. Current Reminding E-mail can be used to notify the Certifier that their Effort Forms are ready to be certified, whereas Prior Reminding E-mail can be used to notify Certifiers of delinquent Effort Forms. Both can be achieved through the selection of Current & Prior Reminding E-mail.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.

Screen Description:
Once the user selects from the "Reminding E-mail" category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the "Check the box to send a copy to me" option on the template.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Notification process.

Send E-mail: The Effort Reporting System will send the e-mail as populated by the user, and will be presented with a confirmation screen after the action is executed.

Check All: The check boxes of the listed Pre Reviewers will be populated.

Clear All: The check boxes of the listed Pre Reviewers will be deselected.

Screen Description:
Once the user selects the "Send E-mail" option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.

Link Description:

Here: The user will be redirected to the Notification homepage.

3.4 General E-mail

Screen Description:
Once the user selects the "Notification" menu option, the user will be directed to select from one of the three general categories, "Initial E-mail", "Reminding E-mail", or "General E-mail".

The "General E-mail" option allows the user to send group e-mail to all of the Sub Department Coordinators, Pre Reviewers, Certifiers or Department Coordinators within the system.

Link Descriptions:

E-mail Link: The user will be presented with the appropriate e-mail template. The template will contain a customized listserv of individual e-mails and subject line.

Return to Home: The user will be redirected to the home page of the Effort Reporting System.

Screen Description:
Once the user selects from the "General E-mail" category, the user will be presented with a customized e-mail template. The listserv of individual e-mail addresses will be presented on the template with a check box next to each address. The user has the option of excluding the individual from receiving the specific e-mail by deselecting the check box next to the specific individual. The Subject and the Body may be pre-populated, but the Effort Reporting System allows the sender to make amendments and further customize the e-mail. The sender is also presented with the option of sending a copy of the e-mail to his or her own e-mail account by selecting the "Check the box to send a copy to me" option on the template.

<u>**Button Functions:**</u>

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Notification process.

Send E-mail: The Effort Reporting System will send the e-mail as populated by the user, and will be presented with a confirmation screen after the action is executed.

Check All: The check boxes of the listed Pre Reviewers will be populated.

Clear All: The check boxes of the listed Pre Reviewers will be deselected.

Screen Description:
Once the user selects the "Send E-mail" option, the user will be presented with a confirmation screen. If the e-mail was successfully sent, the user will be shown the screen below and will have the option to go back to the Notification homepage. If not, ERS will display an error message.
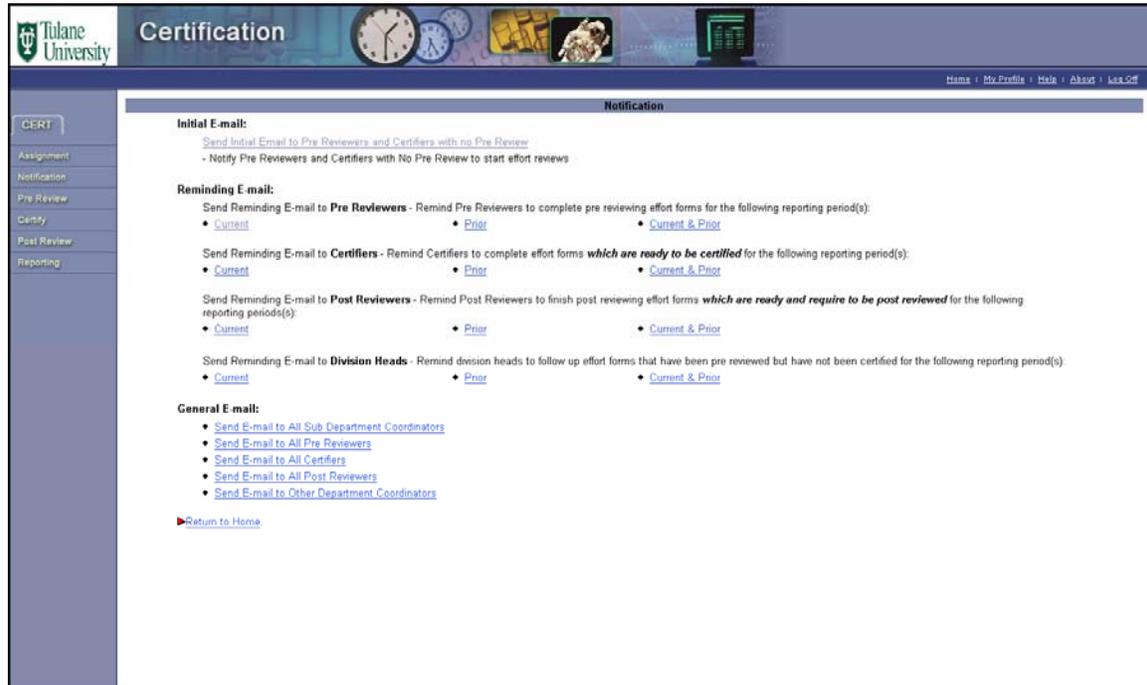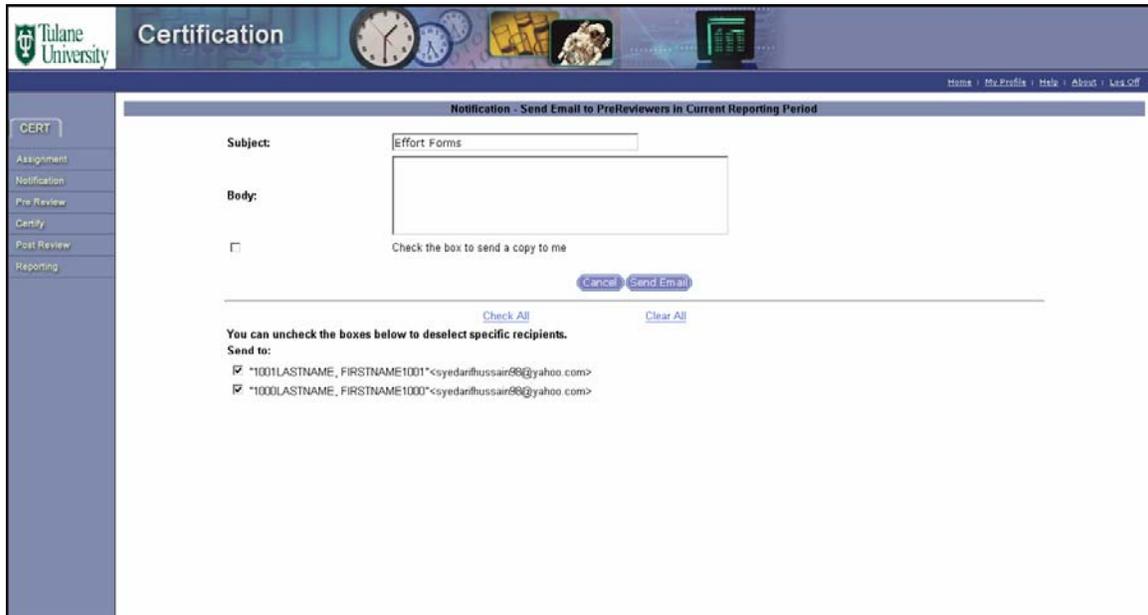

Link Description:

Here: The user will be redirected to the Notification homepage.

4. Pre Review

This section will introduce the process of Pre Reviewing an Effort Form through the logic flow of the ERS system. After the user selects the Pre Review menu option, various options will be sequentially presented on the screen. Below is a breakout of the Pre Review section, which is cataloged by the respective functional screen descriptions of the Pre Review process.

4.1 Pre Reviewed Effort Form by Status/My To Do List: By selecting Pre Review from the Status/My To Do List the user is electing to view a list of Effort Forms to Pre Review from the user's domain that is from the "Current" or "Delinquent" reporting period.

4.2 Pre Review Effort Form by Assignment: By selecting "Pre Review All", the user is electing to Pre Review an Effort Form from a pool of the entire department(s) or sub department(s) in the Pre Reviewer's domain. The "Pre Review" option only allows the user to Pre Review an Effort Form specifically assigned to the Pre Reviewer within the department or sub department. The "View Read Only Effort Forms" allows the user to review only Effort Forms for which the user is assigned to your department or sub department, but charges to accounts in another department.

4.3 Pre Review Effort Form by Reporting Period: By selecting a specific reporting period, the user is electing to Pre Review an Effort Form applicable to the respective start and end dates.

4.4 Pre Review Effort Form by Department: By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s).

4.5 Pre Review Effort Form by Employee: By selecting an employee, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual.

4.6 Pre Reviewing an Effort Form: The user will be provided with a functional explanation of the buttons respective to the Pre Review Effort Form, and instructed on how to properly populate the various input fields within the Form.

> **4.6 Defining A Cost Transfer:** The user can populate the appropriate time period for the Cost Transfer and then define the cost transfer by applicable Pay Period, Account, and Natural Account.

4.7 Summary of the Pre Reviewed Effort Form: The user is presented with the opportunity to review the information populated to the Effort Form before proceeding to another Effort Form.

4.A Adding Accounts to the Effort Form

4.B Populating the Effort Form in Percentage Format

4.C Rounding

4.D Pre Review Effort Form – University Summary

4.1 Pre Review Effort Form by Status/My To Do List

Screen Description:
This screen presents the user with a list of individuals that have not yet been Pre Reviewed. By selecting an individual, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee's Effort Form can be selected at a time. On the screen the user is shown the individuals Name, the Reporting Period that is pending Pre Review, the individuals Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. **NOTE: If accessing effort forms through the Status/My To Do List please proceed to section 4.6 for a continued sequence.**

Link Description

| **Dynamic alpha grouping:**	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Name:	The user may click on an employee name to bring up the effort report of that employee.

4.2 Pre Review Effort Form by Assignment

Screen Description:
Once the user selects the "Pre Review" button from the menu options, the user will be directed to select from the three options, "Pre Review All", "Pre Review", or "View Read Only Effort Forms". By selecting "Pre Review All", the user is electing to Pre Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Pre Reviewer's domain. The "Pre Review" option only allows the user to Pre Review an Effort Form specifically assigned to the Pre Reviewer within the department or sub department. By selecting "View Read Only Effort Forms", the user is electing to view the effort forms of individuals outside of their department.
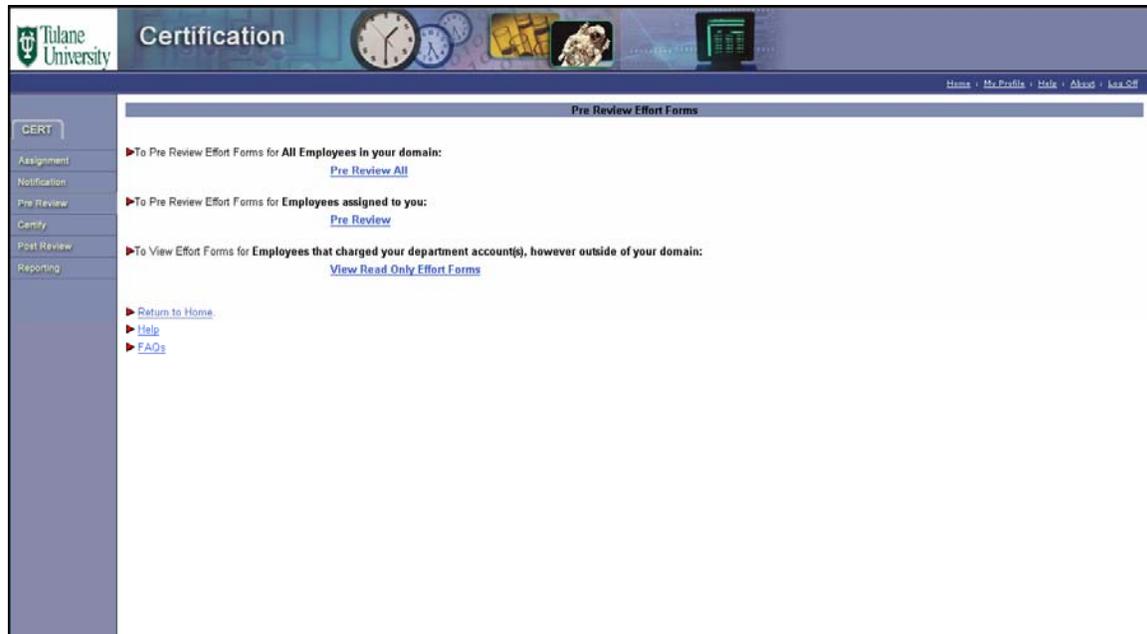
Link Descriptions:

Pre Review All: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn from the entire department(s) or sub department(s) in the Pre Reviewer's domain.

Pre Review: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn only from the Effort Forms assigned to the Pre Reviewer.

View Read Only   This option allows you to view employees that charged an account(s)
Effort Forms: belonging to your sub department. However, the individual is outside of your domain. Therefore, you do not have access to modify the form. If modifications to your account(s) are needed, you have the option to email the Pre Reviewer of the form to request that he/she modify it accordingly to reflect the effort performed.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

Help: A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

FAQs: An online aide with frequently asked questions related the Pre Review process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

4.3 Pre Review Effort Form by Reporting Period

Screen Description:
Once the user selects the "Pre Review All", "Pre Review" or "View Read Only Effort Forms" button, the user will be directed to select an Effort Form to Pre Review by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to Pre Review an Effort Form applicable to the specified start and end dates. Note, the current period is identified with an arrowhead and "Current Period" designation.

Link Description:

Reporting Period: The pool of Effort Forms (from which the Pre Reviewer can choose to Pre Review) will be drawn from the specific Effort Reporting Period chosen. The format of the Reporting Period sequence is month/day/year.

4.4 Pre Review Effort Form by Department

Screen Description:
Once the user selects the applicable Reporting Period for Pre Review, the user will be directed to select an Effort Form to Pre Review by departments or sub departments specifically assigned to the Pre Reviewer. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single pool of Effort Forms will be generated.

Link Descriptions/Button Functions:

Apply Filter: Using a drop-down menu, Effort Forms can be filtered by department on their Pre Review (Pre Review, Y or Not Pre Reviewed, N or N Saved) and Certify (Certify, Y or Not Certified, N or Saved) status.

Check All: The check boxes of the listed departments or sub departments will be populated.

Clear All: The check boxes of the listed departments or sub departments will be deselected.

Up/Down Arrow: The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.

Continue: Once the departments or sub departments are selected, the user must click on this button to proceed with the Pre Review process. The user will be presented with a list of Effort Forms, in which the user will select a specific Effort Form to Pre Review.

Help: A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

4.5 Pre Review Effort Form by Employee

Screen Description:
Once the user selects the departments or sub departments to Pre Review, the user will be directed to select an Effort Form to Pre Review by employee name. By selecting an employee, the Pre Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee's Effort Form can be selected at a time.

Link Descriptions:

Dynamic alpha grouping:	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Name:	The user may click on an employee name to bring up the effort report of that employee.
Work on another Sub Dept group:	The user will be redirected to the previous screen in which the user will be directed to choose the departments or sub departments to Pre Review.
Work on another Reporting Period:	The user will be redirected to the screen to choose the appropriate Reporting Period to Pre Review. Once the Reporting Period is selected, the user will be directed to the department/sub department selection screen.
Help:	A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

4.6 Pre Reviewing an Effort Form

Screen Description:
After selecting the Effort Form to Pre Review, the user will be presented with information consistent with the selections made through the previous screens. Thus, the specific Reporting Period, department (or sub department), or other information previously selected will be reflected in the Effort Form. Appropriate input fields should be populated to Pre Review the Effort Form. The user can also add accounts and populate input fields in a percentage format. Upon completion, the Pre Reviewer can finish the Pre Review if Cost Transfers were not entered into the system. Otherwise, the Pre Reviewer will be directed to another screen to confirm and date the Cost Transfers entered into the Effort Reporting System.

For Effort Forms designated to complete the University Summary Form, please refer to section 4.D, Pre Review Effort Form – University Summary, for detailed information.

Input Field Descriptions:

Cost Transfer/Cost Sharing: When in "Input as $" mode, the user should populate these fields with numeric values of no more than two decimal places. Negative values should be marked with the negative sign in front of the value. By entering Cost Transfers or Cost Sharing values, the user is amending the payroll amount. The sum of each column, if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a percentage format available to the user through the "Input as %" button. When in "Input as %" the user must use whole numbers. **Note, the user must be in "Input as $" mode to proceed with the Pre Review process. The default presentation of the Effort Form is in the "Input as $" mode.**

Notes: The user can populate this field to enter necessary documentation relating to the Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.

Salary Cap: The user may notice a Salary Cap message at the top of the page or see a **CAP** next to an account. Some agencies, such as the National Institute of Health (NIH), provide a salary cap limit for certain awards. Employees that perform effort on grants, which are subject to the NIH Salary Cap rules, must make sure that they have a Cost Share or Cost Transfer in order for payroll to accurately reflect their effort.

Companion Cost Share: The user may notice a CS next to an account. Cost sharing has been recorded in these accounts via payroll. Changes or adjustments to these accounts require a cost transfer to be made.

Button Functions:

Add Account: The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account.

Input as %:   The user can populate the Cost Sharing or Cost Transfer information using percentage values instead of dollar amounts. **Note, the user must be in "Input as $" mode to proceed with the Pre Review process.** Also, if dollar amounts have been entered, the user can view their respective percentage values by shifting to the "Input as %" mode or by clicking on "Update Form".

Update Form: The Effort Form will be refreshed with the appropriate subtotals and percentage values.

Reset Form: The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Pre Review the Effort Form.

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Pre Review. The system will not save changes, and the user can return to Pre Review the Effort form at a later time.

Save Form: The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the "Save Form" option was selected.

Proceed: The user can proceed with the Pre Review process. **Note, the user must be in "Input as $" mode to proceed to the next screen.**

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Top/Previous/ Next/Last Form: The user can navigate within the Effort Reporting System to view additional Effort Forms to Pre Review. Note, the user will only have access to Effort Forms specifically assigned to the individual to Pre Review.

Link Descriptions:

Payroll Amount Link:

The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. The user can filter the payroll detail by Account ID by using the filter at the top of the screen.

Payroll Details
Reporting Period: 043005

Name: Codae, Doyle   Employee ID: 167982222   Title: Tulane Title
Sub Dept: 4245A   Division: DT   Title Code: 444444

Change to All   Go

ACCT ID	Begin Date	End Date	Area	Org	Fund	Obj	Appt	Pre Amount	DatePaid	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %
0600-3700-2	02/01/2005	02/28/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	03/01/2005	03/31/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	04/01/2005	04/30/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
									SubTL:	$3,126.63	$781.65	$2,344.98	6%
0995-3008-3	02/01/2005	02/28/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	03/01/2005	03/31/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	04/01/2005	04/30/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
									SubTL:	$25,599.99	$6,399.99	$19,200.00	49%
2323-5674-2	02/01/2005	02/28/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	03/01/2005	03/31/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	04/01/2005	04/30/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
									SubTL:	$8,799.99	$2,199.99	$6,600.00	17%
1414-3300-2	02/01/2005	02/28/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	03/01/2005	03/31/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	04/01/2005	04/30/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
									SubTL:	$666.69	$166.68	$500.01	1%
2525-3300-4	02/01/2005	02/28/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	03/01/2005	03/31/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	04/01/2005	04/30/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
									SubTL:	$14,400.00	$3,600.00	$10,800.00	27%
									Total:	$52,593.30	$13,148.31	$39,444.99	100%

View payroll details

Close Window

Account Numbers Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

Sponsored Account Detail Information

Account ID:	0600-3700-2
Department/ SubDepartment:	4245A
Description:	Gene Proj
Short Description:	Gene Proj
Grantor Code:	22222
Grantor Name:	NIH
Project ID:	
Project Begin Date:	
Project End Date:	
Budget Begin Date:	
Budget End Date:	
PI Emp ID:	
PI Name:	
Award Date:	
Award Year:	
Status:	
Award ID:	

View sponsored account details

Close Window

4.6.A Defining a Cost Transfer

Screen Description:
If the user logs a Cost Transfer during the Pre Review process of the Effort Form, the user will be presented with the confirmation screen of the entered Cost Transfer. The screen will contain the accounts impacted by the Cost Transfer and the amount to be transferred. The user is directed to enter the Pay Period Begin Date and End Date for the transaction. The Begin and End Dates for the entire reporting period are defaulted. All payroll transactions that are impacted by the Begin and End Dates will be displayed for the accounts selected for the cost transfer

<u>**Input Field Descriptions:**</u>

Begin/End Date: The format of the input field is Month/Day/Year. The dates will be pre-populated with the dates for the entire reporting period. The user can enter a specific date range. Date values should be positive integers and the date related to the Cost Transfer must be within the Reporting Period. If the Effort Reporting System does not accept the values entered into the fields, the user will be directed to an error message page.

<u>**Button Functions:**</u>

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Manual Trans: This option will direct the user to another screen to log multiple transactions for each Cost Transfer.

Submit: The user has entered the Cost Transfer Period and has completed the Pre Review for the specific Effort Form. The user will be directed to a summary screen of the Pre Reviewed Effort Form in a read only format. Information relevant to the Effort Form and the Pre Review process will be displayed.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

4.6.A Defining a Cost Transfer (Cont)

Screen Description:
After entering the Pay Period Begin and End Dates the user is presented with all impacted payroll transactions for the accounts to be defined. The screen is split into two parts; the top part contains a status box of the transactions that took place on the effort form. The status box lists the Account, the Amount to Define, the Amount Defined, and the Amount Undefined. The Bottom part of the screen lists all Accounts impacted, by Pay Period End Date, by Natural Account. The user must define each transaction within the appropriate Pay Period. The user may not proceed until the transactions are fully defined. **Note: The user may add an account to define as long as it was on the effort form, this feature has been provided, to allow for Cost Transfers on different Natural Accounts within the same Account Number.**

Input Field Descriptions

Debit/Credit: Open fields used for defining the transaction. The user does not need to enter (+) or (-) before the entry. Debit/Credit entries automatically updated in the Status Box at the top of the screen.

Button Functions

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Reset Form:	This option will clear the form and restore the Cost Transfer Values back to zero.
Proceed:	The user has defined the Cost Transfer specific Effort Form. The user will be directed to a summary screen of the Cost Transfer in a read only format.
Back:	The user will be returned to the Effort Form. All information entered on the Cost Transfer Screen will be lost.
Help:	A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Link Descriptions:

View Effort Form:	Allows the user to view a snapshot of the Pre Review Effort Form
View Payroll Detail:	The user will be presented with detailed payroll information for the Effort Form.
View Natural Accounts:	The user will be presented with the Natural Accounts for Tulane University and their short descriptions.

4.6.A Defining a Cost Transfer (Cont)

Screen Description:

After defining the Cost Transfer the user is presented with a summary screen. The summary screen allows the user to view the defined Cost Transfer. The user has the option to print the Cost Transfer Summary if desired.

Button Functions

Cancel: The current activity will be terminated. The user will be returned to the Effort Form.

Proceed: The user will continue to the Pre Review Summary screen.

Print Form: Allows the user to print the Cost Transfer Summary for their own records.

4.6 Summary of the Pre Reviewed Effort Form

Screen Description:
Summary of the Pre Reviewed Effort Form is presented to the user with the opportunity to review information populated to the Effort Form before proceeding to another Effort Form. Information pertaining to the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. In addition to the information already presented in the Pre Review Summary, a detailed breakout of the University Summary is presented to the user for review. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary. Under the Cost Transfer Section, a detailed breakout of the Cost Transfer, consisting of single or multiple transactions, is also included with the status of the export of the Cost Transfer to the institution's payroll system. Under the "Exported?" data field, a 'Y' or 'N' designation will be used to alert the user of the Cost Transfer status. Click on the Trans ID to see the complete details of the Cost Transfer.

Button Functions:

Exit: The user will be directed to select another Effort Form to Pre Review within a selected reporting period and department/sub department.

Print Form/Print Button: The Effort Reporting System will print the summary of the Pre Reviewed Effort Form.

Top/Previous/ Next/Last Form: The user can navigate within the Effort Reporting System to view additional Effort Forms to Pre Review. Note, the user will only have access to Effort Forms specifically assigned to the individual to Pre Review.

Print to Adobe: The Effort Reporting System will print the summary of the Pre Reviewed Effort Form to Adobe Acrobat (PDF)

4.A Adding Accounts to the Effort Form

Screen Description:
Each Effort Form consists of accounts that are specific to each individual. If an applicable account is not listed within the Effort Form, the Pre Reviewer has the option of adding accounts to the Effort Form. This option is engaged when the user selects the "Add Account" button on the Effort Form. Upon selection, the user will be directed to determine the parameters of the initial search by selecting the sponsor, Sub Department code, and fund attribute of the desired account.

Input Field Descriptions:

Sponsored/Non-Sponsored Account:	The user must determine if the desired account is sponsored or non-sponsored. A radio button must be selected in order to proceed with the process.
CNAC Code, Org Code, Fund Code:	The user should populate these fields with numeric values that are applicable to a certain charge center(s). If the user does not enter a code in its entirety, the Effort Reporting System will display accounts that contain the code segment entered into the field.

Button Functions:

Cancel:	The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.
Continue:	The user will be presented with a list of accounts that meet the criteria entered through this screen. From there, the user can select the specific account to add to the Effort Form.
Help:	A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Screen Description:

The user can further specify the pool of accounts to select from and then add to the Effort Form by account number, account description, or the account status. The Effort Reporting System will automatically adapt to display only the applicable accounts. For example, if the user selects "Active" from the Account Status drop-down box, the user will only be presented with accounts (by description and number) that are active.

Link Descriptions/Button Functions:

Account/Account Description/ Account Status:	The user can select the account by using the drop down boxes categorized by account number, account description, or account status. Once a selection has been made, the other account attributes will automatically be adjusted to reflect the most recent category selection.
Here:	The current query will be terminated and the user will be directed to initiate a new search.
Add Account:	The new account will be respectively added to the sponsored or non-sponsored subsection of the Effort Form. The payroll amount for the new account will be zero; the user can make adjustments through the Cost Transfer or Cost Sharing column. Added accounts will have an icon next to each respective account description, and the user can click on the icon to remove the account from the Effort Form.

4.B Populating the Effort Form in Percentage Format

Screen Description:
Instead of entering Cost Transfer and Cost Sharing information in dollar amounts, the user can enter Percentage values to record Cost Transfers and Cost Sharing. Please note, the Effort Form must be in "Input as $" mode to proceed with the Pre Review process, and the sum of the Cost Transfers and Cost Sharing must equal zero. The "Proceed" button is not offered as an option on this screen.

Input Field Descriptions:

Cost Transfer/Cost Sharing:

The user should populate these fields with numeric data that reflect a percentage value. The user must use whole numbers only in "Input as %" mode. Negative values should be marked with the negative sign in front of the value. By adding Cost Transfers or Cost Sharing, the user is amending the payroll amount. The sum of each column (in percentage), if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a dollar format available to the user through the "Input as $" button. **Note, the user must be in the "Input as $" mode to proceed with the Pre Review process.**

Notes:

The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.

Button Functions:

Add Account: The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account.

Input as $: The user can populate the Cost Sharing or Cost Transfer information using dollar amounts instead of percentage values. **Note, the user must be in "Input as $" mode to proceed with the Pre Review process.** Also, if percentage values have been entered, the user can view their respective dollar amounts by shifting to the "Input as $" mode or clicking on "Update Form".

Update Form: The Effort Form will be refreshed with the appropriate subtotals and dollar amounts.

Reset Form: The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Pre Review the Effort Form.

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Pre Review. The system will not save changes, and the user can return to the Effort Form to Pre Review the Effort Form at a later time.

Save Form: The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the "Save Form" option was selected.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

 Link Descriptions:

Payroll Amount Link: The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. The user can filter the payroll detail by Account ID by using the filter at the top of the screen.

The user will be related payroll lin To return to the Ef

Payroll Details
Reporting Period: 043005

Name: Codae, Doyle · Employee ID: 167982222 · Title: Tulane Title
Sub Dept: 4245A · Division: DT · Title Code: 444444

Change to [All ▾] (Go)

ACCT ID	Begin Date	End Date	Area	Org	Fund	Obj	Appt	Pre Amount	DatePaid	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %
0600-3700-2	02/01/2005	02/28/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	03/01/2005	03/31/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	04/01/2005	04/30/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
									SubTL:	$3,126.63	$781.65	$2,344.98	6%
0995-3008-3	02/01/2005	02/28/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	03/01/2005	03/31/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	04/01/2005	04/30/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
									SubTL:	$25,599.99	$6,399.99	$19,200.00	49%
2323-5674-2	02/01/2005	02/28/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	03/01/2005	03/31/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	04/01/2005	04/30/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
									SubTL:	$8,799.99	$2,199.99	$6,600.00	17%
1414-3300-2	02/01/2005	02/28/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	03/01/2005	03/31/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	04/01/2005	04/30/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
									SubTL:	$666.69	$166.68	$500.01	1%
2525-3300-4	02/01/2005	02/28/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	03/01/2005	03/31/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	04/01/2005	04/30/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
									SubTL:	$14,400.00	$3,600.00	$10,800.00	27%
									Total:	$52,593.30	$13,148.31	$39,444.99	100%

(View payroll details)

(Close Window)

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Account Numbers Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

Sponsored Account Detail Information

Account ID:	0600-3700-2
Department/ SubDepartment:	4245A
Description:	Gene Proj
Short Description:	Gene Proj
Grantor Code:	22222
Grantor Name:	NIH
Project ID:	
Project Begin Date:	
Project End Date:	
Budget Begin Date:	
Budget End Date:	
PI Emp ID:	
PI Name:	
Award Date:	
Award Year:	
Status:	
Award ID:	

View sponsored account details

Close Window

4.C Rounding

ERS Rounding Steps:

1. ERS applies rounding logic to all %'s within the appropriate columns on the Effort Form by rounding up or down to the nearest whole number. For example, 5.4 = 5% or 5.5 = 6%.
2. ERS summarizes all %'s within the appropriate columns (rounded to the nearest whole number from Step 1 above) to see if they total 100%. If all %'s within the appropriate columns total 100%, the Effort Form passes and ERS takes no further rounding action. If the %'s within the appropriate columns does not total 100%, ERS proceeds to step 3.
3. ERS determines if the summed total %'s within each appropriate column are (A) greater than 100% or (B) less than 100%.

   A. **ERS Determines the Percentages are Greater than 100%.**
      ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded up per Step 1. If so, the Non-sponsored account is rounded down 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded up in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded up per Step 1. If so, the Sponsored account is rounded down 1%. The routine continues until the Total % sums to 100%.   If the Total % still does not sum to 100% after considering sponsored accounts that were rounded up in Step 1, "Added Accounts" are then selected to round down to arrive at a summed total of 100%.   Payroll Clearing Accounts and Suspense Accounts are not considered in Rounding. (See Chart 3A for example) NOTE: ERS will only round 1% from each account.

Chart 3A

The Non Sponsored 4 account was rounded up from 11.6% to 12% per Step 1. Step 2 summarized the percentages totaling 101%. Step 3A took the first Non-Sponsored account, #4 that was rounded up in Step 1 and further rounded the NonSponsored 4 account down 1% (from 12% to 11%) and summed the profile to arrive at 100%.

Account	Actual % Before Rounding	Step 1 & 2 ERS Rounding	Step 3A Final Rounding
Sponsored 1	50.0%	50%	50%
Sponsored 2	27.0%	27%	27%
Non Sponsored 3	12.3%	12%	12%
Non Sponsored 4	11.6%	12%	11%
Total	**101%**	**101%**	**100%**

4.C Rounding (continued)

ERS Determines the Percentages are Less than 100%.
ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded down per Step 1. If so, the Non-sponsored account is rounded up 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded down in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded down per Step 1. If so, the Sponsored account is rounded up 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded down in Step 1, "Added Accounts" are then selected to round up to arrive at a summed total of 100%. Payroll Clearing Accounts and Suspense Accounts are not considered in rounding. (See Chart 3B for example) NOTE: ERS will only round 1% from each account.

Chart 3B

The Non Sponsored Account 4 was rounded up from 11.6 to 12% Step 1. In addition Non-Sponsored 3 was rounded down from 12.3 to 12%. Step 2 summarized the percentages to total 99%. Step 3a took the first Non-Sponsored account that was rounded down in Step 1 and rounded Non Sponsored 3 1% (from 12 to 13%) and summed the profile to arrive at 100%.

Account	Actual % Before Rounding	Step 1 & 2 ERS Rounding	Step 3A Final Rounding
Sponsored 1	50.0%	50%	50%
Sponsored 2	25.0%	25%	25%
Non Sponsored 3	12.3%	12%	13%
Non Sponsored 4	11.6%	12%	12%
Total	98.9%	99%	100%

4.D Pre Review Effort Form – University Summary

Screen Description:
If an Effort Form has effort associated with non-sponsored funding, the form will be directed to the University Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity. NOTE: The Pre Reviewer does not have to populate the University Summary.

Input Field Descriptions:

Numeric Fields: The user should populate these fields with percentage values, itemizing effort associated with non-sponsored funding by non-sponsored, University activities. Values should be positive integers, no decimals. The sum of the entries should equal the sum of the effort associated with University Funded Accounts. ERS will not accept lesser or greater totals, and for a detailed definition of each activity, click on the activity link. **By not populating the entry fields, the user has the option of not itemizing effort by activity.**

Button Functions:

Cancel: The user will be redirected back to the effort form. The system will not save the changes made to the University Summary.

Proceed: The user can proceed with the Pre Review process. **Note: If the University Summary was populated the sum of the entered values should equal the effort associated with non-sponsored funding.**

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

5. Certify

This section will introduce the process of Certifying an Effort Form through the logic flow of the ERS system. After the user selects the Certify menu option, various options will be sequentially presented on the screen. Below is a breakout of the Certify section, which is cataloged by the respective functional screen descriptions of the Certify process.

5.1 **Certify Effort Form by Status/My To Do List:** By selecting to Certify by Status/My To Do List, the user is presented with a list of individuals that have not yet been certified for the current or delinquent period.

5.2 **Certify Effort Form by Assignment:** The "Certify" option only allows the user to Certify an Effort Form specifically assigned to the Certifier.

5.3 **Certify Effort Form by Reporting Period:** By selecting a specific reporting period, the user is electing to Certify an Effort Form applicable to the respective start and end dates.

5.4 **Certify Effort Form by Employee:** By selecting an employee, the individual will be presented with the appropriate Effort Form of the selected individual.

5.5 **Certifying an Effort Form:** The user will be provided with a functional explanation of the buttons respective to the Effort Form, and instructed on how to properly populate the various input fields within the Form.

5.6 **Electronic Certification of the Effort Form:** A summary of the Certified Effort Form is presented to the user with the opportunity to review the information populated to the Effort Form before electronically Certifying the Effort Form.

5.7 **Summary of the Certified Effort Form:** The user is presented with the opportunity to review the Certified Effort Form before proceeding to another Effort Form.

5.A **Pre Review Details**

5.B **Adding Accounts to the Effort Form**

5.C **Certify Effort Form – University Summary**

5.1 Certify Effort Form by Status/My To Do List

Screen Description:

After choosing to Certify by Status/My To Do List, the user is presented with a list of individuals that are available to certify. By selecting an individual, the certifier will be presented with the appropriate Effort Form of the selected individual. Only one employee's Effort Form can be selected at a time. On the screen the user is shown the individuals Name, the Reporting Period that is pending Certification, the individuals Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. **NOTE: If accessing effort forms through the Status/My To Do List please proceed to section 5.5 for a continued sequence.**

Link Description

Dynamic alpha grouping:	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Name:	The user may click on an employee name to bring up the effort report of that employee.

5.2 Certify Effort Form by Assignment

Screen Description:
Once the user selects the "Certify" button from the menu options, the user will be electing to Certify an Effort Form. The "Certify" option only allows the user to Certify an Effort Form specifically assigned to the Certifier.

Link Descriptions:

Certify: The user will proceed with the Certify process. The pool of Effort Forms (from which the Certifier can choose to Certify) will be drawn only from the Effort Forms assigned to the Certifier.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

FAQs: An online aid with frequently asked questions related to the Certify process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

5.3 Certify Effort Form by Reporting Period

Screen Description:
Once the user selects the "Certify" link, the user will be directed to select an Effort Form to Certify by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. Note, the current period is identified with an arrowhead and "Current Period" designation. By selecting a specific reporting period, the user is electing to Certify an Effort Form applicable to the specified start and end dates.

Link Description:

Reporting Period: The pool of Effort Forms (from which the Certifier can choose to Certify) will be based on the specific Effort Reporting Period chosen. The format of the Reporting Period sequence is month/day/year.

5.4 Certify Effort Form by Employee

Screen Description:
Once the user selects the Department and the Reporting Period, the user will be directed to select an Effort Form to Certify by employee name. The Effort Forms available for Certification will be under the header, "Effort Forms Available to Certify", and the status of each Effort Form will be designated with a 'Y' or 'N" under the "Certified" header. By selecting an employee, the Certifier will be presented with the appropriate Effort Forms of the selected individual. Only one employee's Effort Form can be selected at one time.

Link Descriptions/Button Functions:

First/Previous/ Next/Last:	The user can navigate to view additional names not displayed on the current screen.
Up/Down Arrow:	The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.
Work on another Reporting Period:	The user will be redirected to the screen in which the user will have an option to choose the appropriate Reporting Period to Certify. Once the Reporting Period is selected, the user will be directed to the current selection screen.
Help:	A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

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5.5 Certifying an Effort Form

Screen Description:

After selecting the Effort Form to Certify, the user will be presented with information pertaining to the specific Effort Form. Appropriate input fields should be populated to Certify the Effort Form. Please note, if the Payroll % is designated with an asterisk – the value has been adjusted through the Pre Review process. The Total % values reflect the Payroll and Cost Sharing percentages. The user can also add accounts and view the Pre Review Details.

For Effort Forms designated to complete the University Summary Form, please refer to section 5.C, Certify Effort Form – University Summary, for detailed information.

Input Field Descriptions:

Certified Effort %: Upon selecting the Effort Form, the Certified Effort % will be populated with their respective percentages. If the Certifier agrees with the Certified Effort %, the form can be Certified. Otherwise, the Certified Effort % column should be amended to reflect the appropriate % values.

Notes: The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.

Button Functions:

Pre Review Details: Summary of the Pre Reviewed Effort Form is presented to the user. Any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

Add Account: The user can add additional accounts to the Effort Form. The user will be directed to another screen initiating an account search to locate the desired account.

Update Form: The Effort Form will be refreshed with appropriate subtotals and percentage values.

Reset Form: The Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to certify the Effort Form.

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Certify. The system will not save changes, and the user can return to certify the Effort Form at a later time.

Save Form: The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the "Save Form" option was selected.

Proceed: The user can proceed with the Certify process.

Notify: The user can notify your Pre Reviewer via e-mail within the Effort Reporting System.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Link Descriptions:

Payroll Amount Link: The user will be presented with detailed payroll information of the related payroll link. Below is a sample of the Payroll Amount screen. To return to the Effort Form, the user can close the browser window. The user can filter the payroll detail by Account ID by using the filter at the top of the screen.

<div align="center">

Payroll Details
Reporting Period: 043005

Name: Codae, Doyle   Employee ID: 167982222   Title: Tulane Title
Sub Dept: 4245A   Division: DT   Title Code: 444444

Change to [All ▾] (Go)

</div>

ACCT ID	Begin Date	End Date	Area	Org	Fund	Obj	Appt	Pre Amount	DatePaid	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %
0600-3700-2	02/01/2005	02/28/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	03/01/2005	03/31/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
0600-3700-2	04/01/2005	04/30/2005	0600	3700	2	0060	0	$781.66		$1,042.21	$260.55	$781.66	
									SubTL:	$3,126.63	$781.65	$2,344.98	6%
0995-3008-3	02/01/2005	02/28/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	03/01/2005	03/31/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
0995-3008-3	04/01/2005	04/30/2005	0995	3008	3	0010	0	$6,400.00		$8,533.33	$2,133.33	$6,400.00	
									SubTL:	$25,599.99	$6,399.99	$19,200.00	49%
2323-5674-2	02/01/2005	02/28/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	03/01/2005	03/31/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
2323-5674-2	04/01/2005	04/30/2005	2323	5674	2	0060	0	$2,200.00		$2,933.33	$733.33	$2,200.00	
									SubTL:	$8,799.99	$2,199.99	$6,600.00	17%
1414-3300-2	02/01/2005	02/28/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	03/01/2005	03/31/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
1414-3300-2	04/01/2005	04/30/2005	1414	3300	2	0060	0	$166.67		$222.23	$55.56	$166.67	
									SubTL:	$666.69	$166.68	$500.01	1%
2525-3300-4	02/01/2005	02/28/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	03/01/2005	03/31/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
2525-3300-4	04/01/2005	04/30/2005	2525	3300	4	0010	0	$3,600.00		$4,800.00	$1,200.00	$3,600.00	
									SubTL:	$14,400.00	$3,600.00	$10,800.00	27%
									Total:	$52,593.30	$13,148.31	$39,444.99	100%

<div align="center">

(Close Window)

</div>

Account Numbers Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

Sponsored Account Detail Information

View sponsored account details

Account ID:	0600-3700-2
Department/ SubDepartment:	4245A
Description:	Gene Proj
Short Description:	Gene Proj
Grantor Code:	22222
Grantor Name:	NIH
Project ID:	
Project Begin Date:	
Project End Date:	
Budget Begin Date:	
Budget End Date:	
PI Emp ID:	
PI Name:	
Award Date:	
Award Year:	
Status:	
Award ID:	

Close Window

5.6 Electronic Certification of the Effort Form

Screen Description:

A summary of the Certified Effort Form is presented to the user with the opportunity to review the information entered to the Form before electronically certifying the Form. If the user does not agree with the information presented, the user will have the option of returning to the Effort Form to make necessary adjustments. In addition, a detailed breakout of the University Summary is presented to the user for review.

.

Link Descriptions/Button Functions:

Certify: This is an electronic Certification of the Effort Form.

Exit Form: The user will be directed to select another Effort Form to Certify from the available list.

Return: The user will be redirected to the Effort Form. The necessary amendments can be made before Certifying the Effort Form.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Notify: If the information on the Effort Form does **not** reflect your Effort, do not Certify your Effort Form and Notify your Effort Administrator.

5.7 Summary of the Certified Effort Form

Screen Description:
Summary of the Certified Effort Form is presented to the user with the opportunity to review the information pertaining to the Effort Form. The date of the Certification and the name of the Certifier are also included in the summary. In addition, a detailed breakout of the University Summary is presented to the user for review. Upon completion of the Certification, e-mail will be sent to the Post Reviewer and Certifier.
.

Link Descriptions/Button Functions:

Exit Form: The user will be directed to select another Effort Form to Certify from the available list.

Print Form: The Effort Reporting System will print the summary of the Certified Effort Form. The user can also use the printer icon at the top of the screen, or the user can print to Adobe PDF.

Pre Review Details: Summary of the Pre Reviewed Effort Form is presented to the user. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

5.A Pre Review Details

Screen Description:
Summary of the Pre Reviewed Effort Form is presented to the user with the opportunity to review the information populated to the Effort Form during the Pre Review process.

Button Function:

Return: The user will be redirected to the Summary of the Certified Effort Form.

5.B Adding Accounts to the Effort Form

Screen Description:
Each Effort Form consists of accounts that are specific to each individual. If an applicable account is not listed within the Effort Form, the Pre Reviewer has the option of adding accounts to the Effort Form. This option is engaged when the user selects the "Add Account" button on the Effort Form. Upon selection, the user will be directed to determine the parameters of the initial search by selecting the sponsor, Sub Department code, and fund attribute of the desired account.

Input Field Descriptions:

Sponsored/Non-Sponsored Account:	The user must determine if the desired account is sponsored or non-sponsored. A radio button must be selected in order to proceed with the process.
CNAC Code, Org Code, Fund Code:	The user should populate these fields with numeric values that are applicable to a certain charge center(s). If the user does not enter a code in its entirety, the Effort Reporting System will display accounts that contain the code segment entered into the field.
Here:	Allows the user to search for an account to add to the Effort form by using the proposal number.

Button Functions:

Cancel:	The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Pre Review process.
Continue:	The user will be presented with a list of accounts that meet the criteria entered through this screen. From there, the user can select the specific account to add to the Effort Form.
Help:	A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Screen Description:
The user can further specify the pool of accounts to select from and then add to the Effort Form by account number, account description, or the account status. The Effort Reporting System will automatically adapt to display only the applicable accounts. For example, if the user selects "Active" from the Account Status drop-down box, the user will only be presented with accounts (by description and number) that are active.

Add Account

You are going to add a **Sponsored** Account to **Koehne,Potter**. Please select an account to add to the form. The account description and the status will be populated automatically.

Please select an account	
Account (charged center + fund)	Select an account ▾
Account Description	Account Description ▾
Account Status	Account Status ▾

(Cancel) (Add Account) (Help)

Please select a valid account. Click here to start a new search.

Link Descriptions/Button Functions:

Account/Account Description/Account Status: The user can select the account by using the drop down boxes categorized by account number, account description, or account status. Once a selection has been made, the other account attributes will automatically be adjusted to reflect the most recent category selection.

Here: The current query will be terminated and the user will be directed to initiate a new search.

Add Account: The new account will be respectively added to the sponsored or non-sponsored subsection of the Effort Form. The payroll amount for the new account will be zero; the user can make adjustments through the Cost Transfer or Cost Sharing column. Added accounts will have an icon next to each respective account description, and the user can click on the icon to remove the account from the Effort Form.

5.C Certify Effort Form – University Summary

Screen Description:
If an Effort Form has effort associated with non-sponsored funding – certain forms can be directed to the University Summary. Only forms specifically designated by the Central Administrator to utilize this feature will have access to the University Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity. **Note: Medical School Certifiers will have to populate the field for "Average Hours Worked".**

Input Field Descriptions:

Numeric Fields: The user should populate these fields with percentage values, itemizing effort associated with non-sponsored funding by non-sponsored, University activities. Values should be positive integers, no decimals. The sum of the entries should be equal to the sum of the effort associated with University Funded Accounts. ERS will not accept lesser or greater totals, and for a detailed definition of each activity, click on the activity link.

Link Descriptions/Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase in the Certify process.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Proceed: The user can proceed with the Certify process. **Note, the sum of the entered values should be equal to the effort associated with non-sponsored funding.**

Reset Form: The University Summary Form will be reset – removing any current amendments.   All input fields will be cleared, and the user can repopulate the University Summary Form.

6. Post Review

This section will introduce the process of Post Reviewing an Effort Form through the logic flow of the ERS system. After the user selects the Post Review menu option, various options will be sequentially presented on the screen. Below is a breakout of the Post Review section, which is cataloged by the respective functional screen descriptions of the Post Review process.

6.1 **Post Review Effort Form by Status/My To Do List:** By selecting Post Review from the Status/My To Do List the user is electing to view a list of Effort Forms to Post Review from the user's domain that is from the "Current" or "Delinquent" reporting period.

6.2 **Post Review Effort Form by Assignment:** By selecting "Post Review All", the user is electing to Post Review an Effort Form from a pool of the entire department(s) or sub department(s) in the Post Reviewer's domain. The "Post Review" option only allows the user to Post Review an Effort Form specifically assigned to the Post Reviewer within the department or sub department.

6.3 **Post Review Effort Form by Reporting Period:** By selecting a specific reporting period, the user is electing to Post Review an Effort Form applicable to the respective start and end dates.

6.4 **Post Review Effort Form by Department:** By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s).

6.5 **Post Review Effort Form by Employee:** By selecting an employee, the Post Reviewer will be presented with the appropriate Effort Form of the selected individual.

6.6 **Post Reviewing an Effort Form:** The user will be provided with a functional explanation of the buttons respective to the Post Review Effort Form, and instructed on how to properly populate the various input fields within the Form.

      6.6.A **Defining A Cost Transfer:** The user can populate the appropriate time period for the Cost Transfer and then define the cost transfer by applicable Pay Period, Account, and Natural Account.

6.7 **Summary of the Post Reviewed Effort Form:** The user is presented with the opportunity to review the information populated to the Effort Form before proceeding to another Effort Form.

6.A **Populating the Effort Form in Percentage Format**

6.B **Rounding**

6.C **Pre Review Details**

6.D **Post Review Threshold**

6.1 Post Review Effort Form by Status/My To Do List

Screen Description:

This screen presents the user with a list of individuals that have not yet been Post Reviewed. By selecting an individual, the Post Reviewer will be presented with the appropriate Effort Form of the selected individual. Only one employee's Effort Form can be selected at a time. On the screen the user is shown the individuals Name, the Reporting Period that is pending Post Review, the individuals Sub Department, Title Code, and the Pre Review, Certified, and Post Reviewed Status. **NOTE: If accessing effort forms through the Status/My To Do List please proceed to section 4.6 for a continued sequence.**

Link Description

Dynamic alpha grouping:	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Name:	The user may click on an employee name to bring up the effort report of that employee.

6.2 Post Review Effort Form by Assignment

Screen Description:
Once the user selects the "Post Review" button from the menu options, the user will be directed to select from the two options, "Post Review All" or "Post Review". By selecting "Post Review All", the user is electing to Post Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Post Reviewer's domain. The "Post Review" option only allows the user to Post Review an Effort Form specifically assigned to the Post Reviewer within the department or sub department.
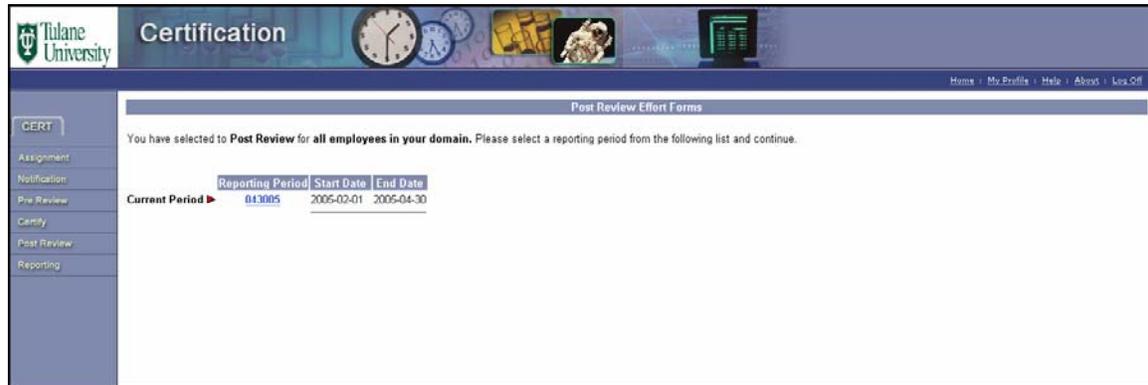

Link Descriptions:

Post Review All: The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn from the entire department(s) or sub department(s) in the Post Reviewer's domain.

Post Review: The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn only from the Effort Forms assigned to the Post Reviewer.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

FAQs: An online aid where frequently asked questions related to the Post Review process will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

6.3 Post Review Effort Form by Reporting Period

Screen Description:
Once the user selects the "Post Review All" or "Post Review" link, the user will be directed to select an Effort Form to Post Review by predetermined Reporting Periods. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to Post Review an Effort Form applicable to the specified start and end dates. Note, the Current Period is identified with an arrowhead and "Current Period" designation.
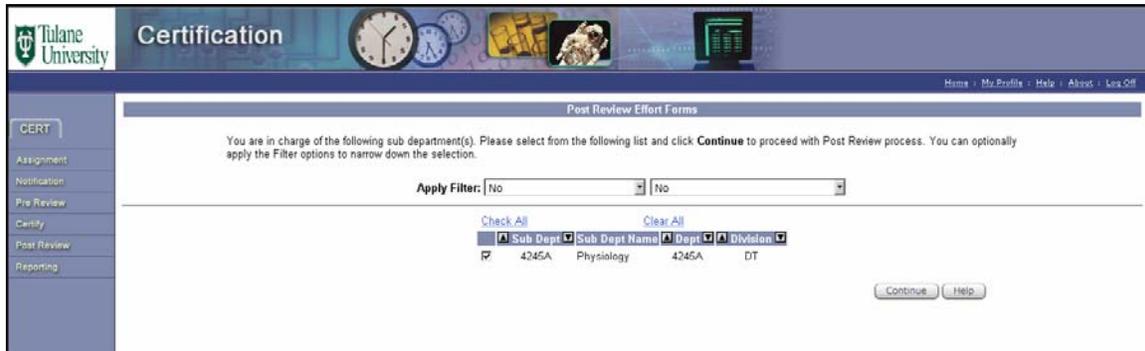

Link Description:

Reporting Period: The pool of Effort Forms (from which the Post Reviewer can choose to Post Review) will be drawn from the specific Effort Reporting Period chosen. The format of the Reporting Period sequence is month/day/year.

6.4 Post Review Effort Form by Department

Screen Description:
Once the user selects the applicable Reporting Period for Post Review, the user will be directed to select an Effort Form to Post Review by departments or sub departments specifically assigned to the Post Reviewer. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single pool of Effort Forms will be generated.

Link Descriptions/Button Functions:

Apply Filter: Using a drop-down menu, Effort Forms can be filtered by department on their Pre Review and Certify status.

Check All: The check boxes of the listed departments or sub departments will be populated.

Clear All: The check boxes of the listed departments or sub departments will be deselected.

Up/Down Arrow: The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.

Continue: Once the departments or sub departments are selected, the user must click on this button to proceed with the Post Review process. The user will be presented with a list of Effort Forms, in which the user will select a specific Effort Form to Post Review.

Help: A related online help description will be presented to the user in a new web browser window. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the effort reporting screen is shown.

6.5 Post Review Effort Form by Employee

Screen Description:
Once the user selects the departments or sub departments to Post Review, the user will be directed to select an Effort Form to Post Review by employee name. By selecting an employee, the Post Reviewer will be presented with the appropriate Effort Form for the selected individual. Only one employee's Effort Form can be selected at one time. Note, the status of each Effort Form is displayed with a "Y" or "N" under the "Certify" and "Post Review" columns. The status of Cost Transfers is listed in the far right hand column with symbols of P, R, and E. Only Effort Forms listed under "Post Review Required" need to be Post Reviewed.

Link Descriptions/Button Functions:

Dynamic alpha grouping:	The Effort Reporting System presents the listing of individuals in alphabetical order. The list may be presented in multiple screens. The starting and ending alpha sequence is presented at the top and bottom of the screen, and the user can navigate the list by selecting a specific alpha link.
Name:	The user may click on an employee name to bring up the effort report of that employee.
Work on another Sub Dept group:	The user will be redirected to the previous screen in order to choose the departments or sub departments to Post Review.
Work on another Reporting Period:	The user will be redirected to the screen to choose the appropriate Reporting Period to Post Review. Once the Reporting Period is selected, the user will be directed to the department/sub department selection screen.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

6.6 Post Reviewing an Effort Form

Screen Description:
After selecting the Effort Form to Post Review, the user will be presented with information consistent with the selections made through the previous screens. Thus, the specific Reporting Period, department (or sub department), or other information previously selected will be reflected in the Effort Form.

Link Descriptions/Button Functions:

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to the Effort Form to Post Review the form.

Proceed: The user can proceed with the Post Review process.

Next/Last Form: The user can navigate within the Effort Reporting System to view additional Effort Forms to Post Review. Note, the user will only have access to Effort Forms specifically assigned to the individual to Post Review.

Screen Description:
Appropriate input fields should be populated to Post Review the Effort Form. The user can also populate input fields in a percentage format. Upon completion, the Post Reviewer can finish the Post Review if Cost Transfers were not entered into the system. Otherwise, the Post Reviewer will be directed to another screen to define the Cost Transfers entered into the Effort Reporting System.

Input Field Descriptions:

Cost Transfer/ Cost Sharing: When in "Input as $" mode, the user should populate these fields with numeric values of no more than two decimal places. Negative values should be marked with the negative sign in front of the value. By entering Cost Transfers or Cost Sharing values, the user is amending the payroll amount. The sum of each column, if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a percentage format available to the user through the "Input as %" button. When in "Input as %" the user must use whole numbers. **Note, the user must be in "Input as $" mode to proceed with the Post Review process. The default presentation of the Effort Form is in the "Input as $" mode.**

Notes: The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.

Button Functions:

Pre Review Details: Summary of the Pre Reviewed Effort Form is presented to the user. Any applicable Cost Transfers and Cost Sharing entered during the Pre Review will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

Input as %:   The user can populate the Cost Sharing or Cost Transfer information using percentage values instead of dollar amounts. **Note, the user must be in "Input as $" mode to proceed with the Post Review process.** Also, if dollar amounts have been entered, the user can view their respective percentage values by shifting to "Input as %" mode or by clicking on "Update Form".

Update Form: The Post Review Effort Form will be refreshed with the appropriate subtotals and percentage values.

Reset Form: The Post Review Effort Form will be reset, removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Post Review the Effort Form.

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to Post Review the Effort Form at a later time.

Back: The user will be redirected to the previous screen.

Save Form: The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the "Save Form" option was selected.

Proceed: The user can proceed with the Post Review process. **Note, the user must be in "Input as $" mode to proceed to the next screen.**

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Link Descriptions:

Account Detail Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link.**

Sponsored Account Detail Information

Account ID: 0600-3700-2
Department/ SubDepartment: 4245A
Description: Gene Proj
Short Description: Gene Proj
Grantor Code: 22222
Grantor Name: NIH
Project ID:
Project Begin Date:
Project End Date:
Budget Begin Date:
Budget End Date:
PI Emp ID:
PI Name:
Award Date:
Award Year:
Status:
Award ID:

Close Window

6.6.A Defining a Cost Transfer

Screen Description:
If the user logs a Cost Transfer during the Pre Review process of the Effort Form, the user will be presented with the confirmation screen of the entered Cost Transfer. The screen will contain the accounts impacted by the Cost Transfer and the amount to be transferred. The user is directed to enter the Pay Period Begin Date and End Date for the transaction. The Begin and End Dates for the entire reporting period are defaulted. All payroll transactions that are impacted by the Begin and End Dates will be displayed for the accounts selected for the cost transfer

Input Field Descriptions:

Begin/End Date: The format of the input field is Month/Day/Year. The dates will be pre-populated with the dates for the entire reporting period. The user can enter a specific date range. Date values should be positive integers and the date related to the Cost Transfer must be within the Reporting Period. If the Effort Reporting System does not accept the values entered into the fields, the user will be directed to an error message page.

Button Functions:

Cancel: The current activity will be terminated. The information populated within the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Manual Trans: This option will direct the user to another screen to log multiple transactions for each Cost Transfer.

Submit: The user has entered the Cost Transfer Period and has completed the Pre Review for the specific Effort Form. The user will be directed to a summary screen of the Pre Reviewed Effort Form in a read only format. Information relevant to the Effort Form and the Pre Review process will be displayed.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

6.6.A Defining a Cost Transfer (Cont)

Screen Description:

After entering the Pay Period Begin and End Dates the user is presented with all impacted payroll transactions for the accounts to be defined. The screen is split into two parts; the top part contains a status box of the transactions that took place on the effort form. The status box lists the Account, the Amount to Define, the Amount Defined, and the Amount Undefined. The Bottom part of the screen lists all Accounts impacted, by Pay Period End Date, by Natural Account. The user must define each transaction within the appropriate Pay Period. The user may not proceed until the transactions are fully defined. Note: The user may add an account to define as long as it was on the effort form, this feature has been provided, to allow for Cost Transfers on different Natural Accounts within the same Account Number.

<table>
<tr><td colspan="9" align="center">COST TRANSFER DEFINED
Reporting Period: 043005 (02/01/2005 - 04/30/2005)</td></tr>
<tr><td colspan="2">Name: Codae, Doyle
Sub Dept: 4245A</td><td colspan="3">Employee ID: 167982222
Division: DT</td><td colspan="2">Job Title: Tulane Title
Title Code: 444444</td><td colspan="2">View Effort Form
View Payroll Detail
View Natural Accounts</td></tr>
</table>

Cost Transfer ID to be assigned: POS-1158009461296-00

	Status		
Account Number	Amount to Define	Defined	Undefined
0600-3700-2	$2,366.70	$2366.7	$0
2525-3300-4	$-2,366.70	$-2366.7	$0

				Earned/Accrual Basis			
Pay Period End Date	Account Number	Natural Account	Amount	Debit(+)	Credit(-)	Balance	Change
02/28/2005	0600-3700-2	0600	1542.21	1300	0	2842.21	1300
	2525-3300-4	2525	3800.00	0	1300	2500	-1300
Add Account	Select Account	Natural Account					
	TOTAL			1300	1300		0

				Earned/Accrual Basis			
Pay Period End Date	Account Number	Natural Account	Amount	Debit(+)	Credit(-)	Balance	Change
03/31/2005	0600-3700-2	0600	1542.21	066.70	0	2608.91	1066.7
	2525-3300-4	2525	4300.00	0	066.70	3233.3	-1066.7
Add Account	Select Account	Natural Account					
	TOTAL			1066.7	1066.7		0

				Earned/Accrual Basis			
Pay Period End Date	Account Number	Natural Account	Amount	Debit(+)	Credit(-)	Balance	Change
04/30/2005	0600-3700-2	0600	1042.21	0	0	1042.21	0
	2525-3300-4	2525	4300.00	0	0	4300	0
Add Account	Select Account	Natural Account					
	TOTAL			0	0		0

REASON (Limit: 255 characters)

Committed extended effort on Sponsored Account # 0600-3700-2

Cancel   Reset Form

Proceed   Back   Help

Input Field Descriptions

Debit/Credit: Open fields used for defining the transaction. The user does not need to enter (+) or (-) before the entry. Debit/Credit entries automatically updated in the Status Box at the top of the screen.

Button Functions

Cancel: The current activity will be terminated. The information populated within

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the screen will not be saved and the user will be directed to the previous screen or phase within the Pre Review process.

Reset Form: This option will clear the form and restore the Cost Transfer Values back to zero.

Proceed: The user has defined the Cost Transfer specific Effort Form. The user will be directed to a summary screen of the Cost Transfer in a read only format.

Back: The user will be returned to the Effort Form. All information entered on the Cost Transfer Screen will be lost.

Help: A related online help description will be presented to the user in a new web browser. To return to the Effort Reporting System, the user can either close the online help window or select the browser window in which the Effort Reporting Screen is shown.

Link Descriptions:

View Effort Form:	Allows the user to view a snapshot of the Pre Review Effort Form
View Payroll Detail:	The user will be presented with detailed payroll information for the Effort Form.
View Natural Accounts:	The user will be presented with the Natural Accounts for Tulane University and their short descriptions.

4.6.A Defining a Cost Transfer (Cont)

Screen Description:

After defining the Cost Transfer the user is presented with a summary screen. The summary screen allows the user to view the defined Cost Transfer. The user has the option to print the Cost Transfer Summary if desired.

Button Functions

Cancel: The current activity will be terminated. The user will be returned to the Effort Form.

Proceed: The user will continue to the Pre Review Summary screen.

Print Form: Allows the user to print the Cost Transfer Summary for their own records.

6.6 Summary of the Post Reviewed Effort Form

Screen Description:

Summary of the Post Reviewed Effort Form is presented to the user with the opportunity to review information populated to the Effort Form before proceeding to another Effort Form. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. In addition, a detailed breakout of the University Summary is presented to the user for review. The date of the Post Review and the name of the Post Reviewer are also included in the summary. Under the Cost Transfer Section, a detailed breakout of the Cost Transfer, consisting of single or multiple transactions, is also included with the status of the export of the Cost Transfer to the institution's payroll system. Under the "Exported?" data field, a 'Y' or 'N' designation will be used to alert the user of the Cost Transfer status. Click on the Trans ID to see the complete details of the Cost Transfer.

Button Functions:

Exit Form: The user will be directed to select another Effort Form to Post Review within a selected reporting period and department/sub department.

Print Form: The Effort Reporting System will print the summary of the Post Review Effort Form.

Pre Review Details: Summary of the Pre Reviewed Effort Form is presented to the user. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

6.A Populating the Effort Form in Percentage Format

Screen Description:
Instead of entering Cost Transfer and Cost Sharing information in dollar amounts, the user can enter Percentage values to record Cost Transfers and Cost Sharing. Please note, the Effort Form must be in "Input as $" mode to proceed with the Post Review process, and the sum of the Cost Transfers and Cost Sharing must equal zero. The "Proceed" button is not offered as an option on this screen.

Input Field Descriptions:

Cost Transfer/Cost Sharing: The user should populate these fields with numeric data that reflect a percentage value. The user must use whole numbers only in "Input as %" mode. Negative values should be marked with the negative sign in front of the value. By adding Cost Transfers or Cost Sharing, the user is amending the payroll amount. The sum of each column (in percentage), if an entry is populated to the Effort Form, must equal zero. The information can also be populated in a dollar format available to the user through the "Input as $" button. **Note, the user must be in the "Input as $" mode to proceed with the Post Review process.**

Notes: The user can populate this field to enter necessary documentation relating to the certain Effort Form. The populated information will be made available to other users who have access to this specific Effort Form through the entire Effort process.

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Button Functions:

Pre Review Details: Summary of the Pre Reviewed Effort Form is presented to the user. The selection criteria of the Effort Form, and any applicable Cost Transfers and Cost Sharing will be reflected in the summary of the Effort Form. Detailed breakout of the Cost Transfer, single or multiple transactions will also be included. The date of the Pre Review and the name of the Pre Reviewer are also included in the summary.

Input as $:   The user can populate the Cost Sharing or Cost Transfer information using Dollar amounts instead of Percentage values. **Note, the user must be in "Input as $" mode to proceed with the Post Review process.** Also, if Percentage values have been entered, the user can view their respective dollar amounts by shifting to "Input as $" mode.

Update Form: The Post Reviewed Effort Form will be refreshed with the appropriate subtotals and dollar amounts.

Reset Form: The Post Reviewed Effort Form will be reset – removing any current amendments. All input fields will be cleared, and the user can repopulate the Effort Form to Post Review the Effort Form.

Exit Form: The user will be redirected to the previous menu and the system will direct the individual to select another Effort Form to Post Review. The system will not save changes, and the user can return to the Effort Form to Post Review the Effort Form at a later time.

Save Form: The system will save any changes made to the Effort Form. If the user selects to leave the form and return at a later time, the user will be presented an Effort Form with the changes from the last time the "Save Form" option was selected.

Link Descriptions:

Account Detail Link: The user will be presented with detailed account information of the related account link. Below is a sample of the Account Detail screen. To return to the Effort Form, the user can close the browser window. **Note, only Sponsored Accounts will have a detail link**.

6.B Rounding

ERS Rounding Steps:

4. ERS applies rounding logic to all %'s within the appropriate columns on the Effort Form by rounding up or down to the nearest whole number. For example, 5.4 = 5% or 5.5 = 6%.
5. ERS summarizes all %'s within the appropriate columns (rounded to the nearest whole number from Step 1 above) to see if they total 100%. If all %'s within the appropriate columns total 100%, the Effort Form passes and ERS takes no further rounding action. If the %'s within the appropriate columns does not total 100%, ERS proceeds to step 3.
6. ERS determines if the summed total %'s within each appropriate column are (A) greater than 100% or (B) less than 100%.

    A. ERS Determines the Percentages are Greater than 100%.
ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded up per Step 1. If so, the Non-sponsored account is rounded down 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded up in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded up per Step 1. If so, the Sponsored account is rounded down 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded up in Step 1, "Added Accounts" are then selected to round down to arrive at a summed total of 100%. Payroll Clearing Accounts and Suspense Accounts are not considered in Rounding. (See Chart 3A for example) NOTE: ERS will only round 1% from each account.

Chart 3A

The Non Sponsored 4 account was rounded up from 11.6% to 12% per Step 1. Step 2 summarized the percentages totaling 101%. Step 3A took the first Non-Sponsored account, #4 that was rounded up in Step 1 and further rounded the NonSponsored 4 account down 1% (from 12% to 11%) and summed the profile to arrive at 100%.

Account	Actual % Before Rounding	Step 1 & 2 ERS Rounding	Step 3A Final Rounding
Sponsored 1	50.0%	50%	50%
Sponsored 2	27.0%	27%	27%
Non Sponsored 3	12.3%	12%	12%
Non Sponsored 4	11.6%	12%	11%
Total	**101%**	**101%**	**100%**

6.B Rounding (continued)

ERS Determines the Percentages are Less than 100%.
ERS takes the first Non-Sponsored account (in account number order) to determine if it has been rounded down per Step 1. If so, the Non-sponsored account is rounded up 1%. If the Total % still does not sum to 100%, ERS will select the next Non-Sponsored Account and perform the same routine. If there were no further Non-Sponsored Accounts rounded down in Step 1, ERS will consider the first Sponsored Account (in account number order) to determine if it has been rounded down per Step 1. If so, the Sponsored account is rounded up 1%. The routine continues until the Total % sums to 100%. If the Total % still does not sum to 100% after considering sponsored accounts that were rounded down in Step 1, "Added Accounts" are then selected to round up to arrive at a summed total of 100%. Payroll Clearing Accounts and Suspense Accounts are not considered in rounding. (See Chart 3B for example) NOTE: ERS will only round 1% from each account.

Chart 3B

The Non Sponsored Account 4 was rounded up from 11.6 to 12% Step 1. In addition Non-Sponsored 3 was rounded down from 12.3 to 12%. Step 2 summarized the percentages to total 99%. Step 3a took the first Non-Sponsored account that was rounded down in Step 1 and rounded Non Sponsored 3 1% (from 12 to 13%) and summed the profile to arrive at 100%.

Account	Actual % Before Rounding	Step 1 & 2 ERS Rounding	Step 3A Final Rounding
Sponsored 1	50.0%	50%	50%
Sponsored 2	25.0%	25%	25%
Non Sponsored 3	12.3%	12%	13%
Non Sponsored 4	11.6%	12%	12%
Total	98.9%	99%	100%

6.C Pre Review Details

Screen Description:
Summary of the Pre Reviewed Effort Form is presented to the user with the opportunity to review the information populated to the Effort Form during the Pre Review process.

	Tulane University						
	Reporting Period: 043005 (02/01/2005 - 04/30/2005)						

Pre Review Details

Name: Codae, Doyle Employee ID: 167982222 Title: Tulane Title
SubDept: 4245A Division: DT Title Code: 444444

Payroll		Accounts	Cost Transfer		Cost Sharing		Total $	Total %
		Sponsored Accounts						
$2,344.98	6%	0600-3700-2 Gene Proj	$1000.00	2%	0.00	0%	$3,344.98	9%
$19,200.00	49%	0995-3008-3 Bone Marrow	$1000.00	3%	0.00	0%	$20,200.00	51%
$6,600.00	17%	2323-5674-2 Cell Basis	$0.00	0%	0.00	0%	$6,600.00	17%
$28,144.98	72%	**Total Sponsored Accounts:**	$2,000.00	5%	$0.00	0%	$30,144.98	77%
		Non-Sponsored Accounts						
$500.01	1%	1414-3300-2 GENERAL	$0.00	0%	0.00	0%	$500.01	1%
$10,800.00	27%	2525-3300-4 Unrestricted	$-2000.00	-5%	0.00	0%	$8,800.00	22%
$11,300.01	28%	**Total Non-Sponsored Accounts:**	$-2,000.00	-5%	$0.00	0%	$9,300.01	23%
$39,444.99	100%	**Grand Total:**	$0.00	0%	$0.00	0%	$39,444.99	100%

Form Pre Reviewed By:	3711LASTNAME, FIRSTNAME3711
Form Pre Reviewed At:	09/11/2006

(Return)

Button Function:

Return: The user will be redirected to the summary of the Post Reviewed Effort Form.

6.D Post Review Threshold

If the Certifier did not make any changes to their Effort Form, Post Review is not required. If changes were made to the Effort Form, the differences need to be defined in the Post Review. Post Review reconciles the difference between the Pre Reviewed and Certified effort in percentage form, but in addition, the difference may be defined in dollar amounts as well.

If the difference is defined in a dollar amount, its corresponding percentage value needs to be within 0.5% of the original percentage difference as listed under the "Differences" column.

If the corresponding percentage value falls outside of the threshold, 0.5 %, ERS will display an error message.

7. Reporting

This section will introduce the various reports available through the Effort Reporting System. ERS offers four general categories of reports, Completion Reports, Effort Results, and Administrative Reports. Listed below are the categories with their respective detailed reports. **Note: The user also will have access to Ad Hoc Reports created by the Central Administrator if the CA grants access to these reports.**

Screen Description:
Once the user selects the "Reporting" menu option, the user will be directed to select a specific report by clicking on a descriptive report link. The reports are classified under four categories: Completion, Reports Effort Results, and Administrative Reports. The user may only select one report at a time, and the available reports may vary by individual ERS roles.
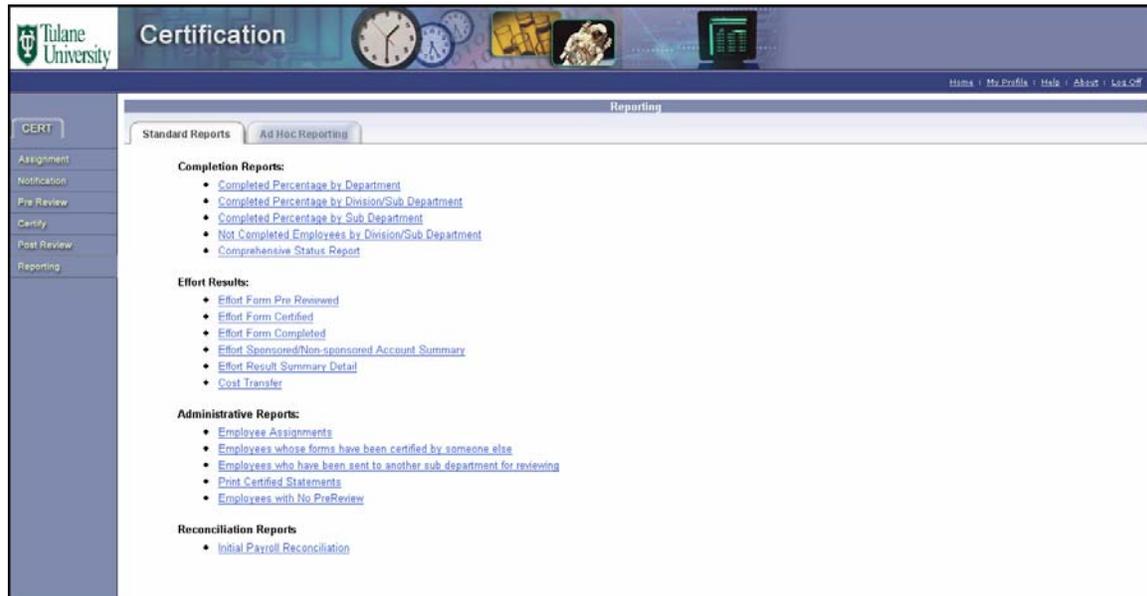
Link Descriptions:

Descriptive Report: The user may access a specific report by clicking on the respective report link.

Return to Home: The user will be redirected to the homepage of the Effort Reporting System.

Screen Description:
Once the user selects a specific report, the user will be directed to select a predetermined Reporting Period. The applicable start and end dates for each period are specified next to the respective highlighted reporting period link. By selecting a specific reporting period, the user is electing to view results applicable to the specified start and end dates.

Link Description:

Reporting Period: The results of the selected report will be drawn from data specific to the selected Effort Reporting Period.

Screen Description:

Once the user selects the applicable Reporting Period, the user will be directed to select the department(s) or sub department(s) specifically assigned to the user. By selecting a certain department(s), the user will be presented with a pool of Effort Forms drawn from the selected department(s). The user has the option of selecting more than one department or sub department. If more than one department or sub department is selected, a single report will be generated.

Link Descriptions/Button Functions:

Check All: The check boxes of the listed departments or sub departments will be populated.

Clear All: The check boxes of the listed departments or sub departments will be deselected.

Up/Down Arrow: The displayed information will be sorted according to the selected column in an ascending or descending manner by line entry.

Continue: Once the departments or sub departments are selected, the user must click on this button to be presented with the selected ERS report.

Screen Description:

The report below allows the user to view all the completed effort forms for department(s) selected on the previous screen. The report shows the user when the Effort Form was Pre Reviewed, Certified, and Post Reviewed. The report is also downloadable to Excel and PDF formats.

Link Description:

Name: Clicking on this link will bring up the individuals effort form in a read only format.

8. Glossary

Assignments	A module that allows the Department Coordinator, Sub Department Coordinator or Central Administrator the ability to delegate responsibilities for Pre Review, Certify, and Post Review processes.
Alternate Sub Department	A sub department to which a user is assigned for the purposes within the ERS. A user may be assigned to an alternate department to allow a certain Sub DC rights to Pre Review and Post Review the effort form.
Central Administrator (CA)	The person at the institution who oversees the Effort Reporting System functionalities, such as importing source data, exporting results. The Central Administrator has the right to access all tables.
Certify	A module that allows a system user to certify their effort, or the effort of someone for whom they have the authority to certify.
Certifier	A system user who has the authority to certify certain effort forms.
Department	The unit of an organization's structure to which users are assigned. Departments can be broken down into sub departments, and responsibilities of the department may be delegate out to Sub Department Coordinators as needed.
Departmental Coordinator (DC)	The person responsible for overseeing the completion of effort forms for their department. The DC has the authority to delegate responsibility to a Sub Department Coordinator, as well as assign the responsibilities of Pre Reviewer, Post Reviewer and Certifier. The DC is usually the default Pre and Post Reviewer for the department over which they have authority.
Division	A level above department in the institution's departmental hierarchy to which many departments belong. Division is oftentimes synonymous with Dean's office or College.
Division Head (DH)	The person who is responsible for overseeing many departments. This person will have authority to complete reporting and notify the users within their division.
Domain	The subset of departments or sub departments over which a Department Coordinator or Sub Department Coordinator has authority. Domain is referred to in the Assignments module.
Notification	A module through which a Central Administrator, Departmental Coordinator, or Sub Departmental Coordinator, can send emails to other system users.
Pre Review	The process through which an effort form is reviewed prior to release to the Certifier. A Central Administrator, Department Coordinator, or Sub Department Coordinator designates the Pre Reviewer through the assignments module. The process may also be omitted by selecting "No Pre Reviewer" in the assignments module.

Pre Reviewer	The Pre Reviewer is the person assigned to Pre Review the Effort Forms for individuals in the Sub Department. Until the Effort Forms are Pre Reviewed, the Certifier will not have access to the Effort Form (see "Specify No Pre" below for special situations). Initially, the Department Coordinator is set as the default Pre Reviewer.
Profile	A module that houses information about the system user. This module allows the user to change their password and email address.
Post Review	A review process that may or may not be required. The Central Administrator of the ERS determines in what instances an Effort Form must be Post Reviewed. Usually Post Review is only required in the instance that Effort percentages have been changed.
Post Reviewer	The Post Reviewer is the person assigned to Post Review the Effort Forms for the individuals in the Sub Department. The Post Reviewer cannot access the Forms until the Certifier has certified the form. Post Review is mandatory if the Certifier modified the effort percentages on the Effort Form. Initially, the Department Coordinator is set as the default Post Reviewer.
Role	A designation that determines the user's authorities within the Effort Reporting System. Examples of roles are Pre Reviewer, Certifier, Post Reviewer, Sub DC and DC.
Sub Department	Represents one portion of an individual department. Usually a department will encompass many sub departments. If the term does not apply to your institution, Sub Department and Department are synonymous terms.
Sub Departmental Coordinator (Sub DC)	The Sub Department Coordinator (Sub DC) is responsible for monitoring the completion of Effort Forms for the Sub Department. The Sub DC will have the access to Pre Review and Post Review all Effort Forms in the Sub Department, even if someone other than the Sub DC has been assigned as Pre Reviewer or Post Reviewer. The rights set up by the Department Coordinator determine whether or not a Sub DC can change the assignments for the Sub Department