

ERS EXTRAS

Important system features, shortcuts and frequently asked questions

February 24, 2009

Upcoming Certification Periods

Below is the *projected* schedule for upcoming certification periods. Please keep in mind that these dates are subject to change due to system upgrade and maintenance dates which may not be available to us yet. The ERS Support Team will make every effort to provide advance notice if any changes are required.



Quarter	System Unavailable (for Report Generation)	Report Available Date	Certification Deadline
Summer 08	Feb. 20 th – Feb. 22 nd , 2009	February 24 th , 2009	March 27 th , 2009
Fall 08	Feb. 27 th – March 1 st , 2009	March 3 rd , 2009	April 3 rd , 2009
Winter 09	May 22 nd – May 24 th , 2009	May 26 th , 2009	June 26 th , 2009
Spring 09	Aug. 14 th – Aug. 16 th , 2009	August 18 th , 2009	September 18 th , 2009



Did You Know?

The ERS Production system has just been upgraded to the latest version, 9.3. This new release offers several enhancements and fixes, a few of which are highlighted below:

New menu buttons replace drop-down list for easier navigation

Previously, users reported that the ERS navigation was confusing and/or unclear, especially for new users. The old “Search Effort Reports” drop-down menu has been replaced with three separate buttons, visible across the top of the screen.

UNIVERSITY of CALIFORNIA

Effort Reporting System

User: GLORIA SU (902702612) | System Administration | Sign-Out

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS

EDITING SEARCH: <NEW SEARCH>

Display Reports for:

People | Departments | Funds | Projects

FILTER BY:

Name/Employee ID contains or equals

Person's Home Department name or number contains or equals

Person is Principal Investigator (PI)

New indicator to flag reports still under preliminary review

Fund managers/department coordinators can now flag reports that are under preliminary review or require additional action, and hence, not ready for PI final review. Previously, users had to drill into each report's comments to determine this information. Now, fund managers can check the "Under Preliminary Review" box on the Report screen and a checkmark will appear in the "Under Preliminary Review" column on the Report List. The actual report will also have a "Report Under Preliminary Review" indicator, highlighted in red, on the top right hand corner.

UNIVERSITY of CALIFORNIA
Effort Reporting System
User: GLORIA SU (902702612) | System Administration | Sign-Out

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | View Payroll Details | Export | Send | Print | ?

Emp. Name: BRUIN, JOSEPHINE | SUMMER 08: REG 11/12 ACADEMICS
Emp. ID: | Home Dept: BIOLOGICAL CHEMISTRY

Report 12 of 60

Report Under Preliminary Review

Edit Report | View/History | Comment Log

Version: 1.1 (02/02/2009 10:41) | Status: Open
Service Period: June 23, 2008 to September 12, 2008
Pay Periods: July 1, 2008 to September 30, 2008

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
4-441406 FDP-NIH	33%	33%		0%	33%	33%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	33%	33%		0%	33%	33%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	67%	67%		- 0%	67%	67%
Total Other Effort <i>not requiring certification</i>	67%	67%		0%	67%	67%
Grand Total	100%	100%		0%	100%	100%

[UPDATE CALCULATION](#)

Report options:

- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- Report is under preliminary review

UNIVERSITY of CALIFORNIA
Effort Reporting System
User: GLORIA SU (902702612) | System Administration | Sign-Out

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | Export List | Send List | Print List | ?

Display Saved Search: My Projects FOGELMAN,ALAN M

Show Status: ALL-Open Reporting Periods: All Select: Summer 08: Off-Qtr 9/12 Acad

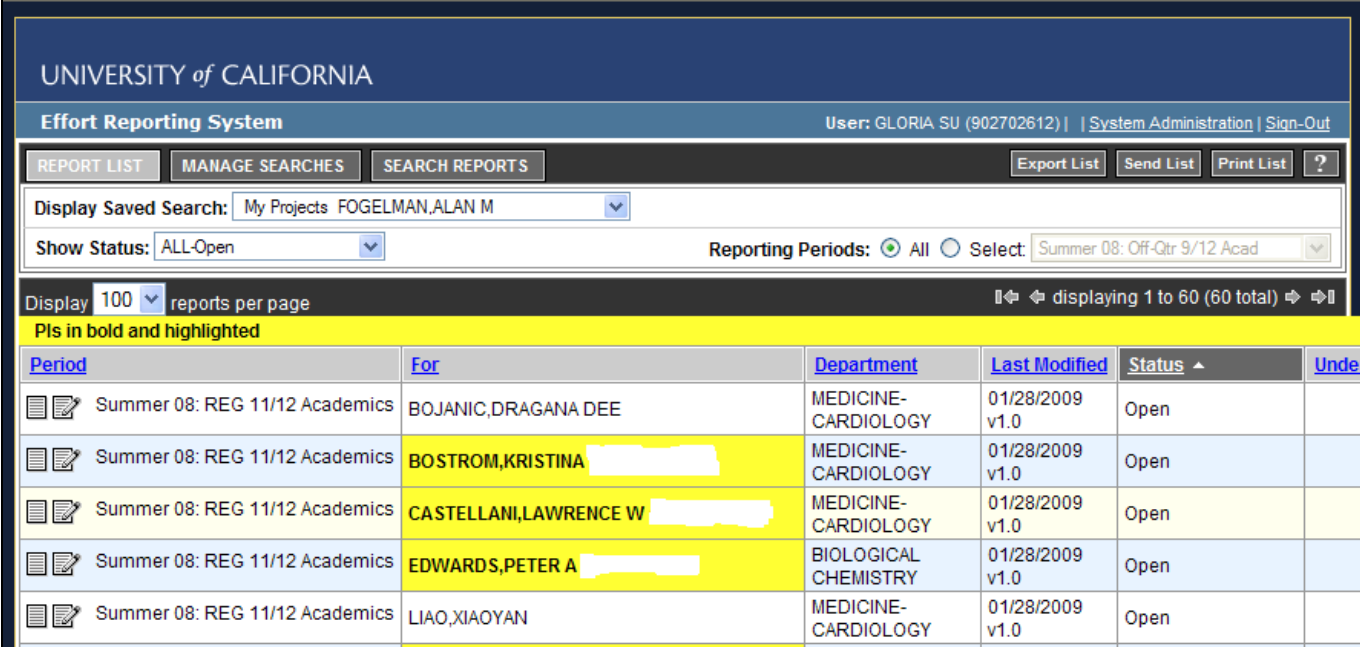
Display 100 reports per page displaying 1 to 60 (60 total)

Pls in bold and highlighted

Period	For	Department	Last Modified	Status	Under Prelim Review
Summer 08: REG 11/12 Academics	BOJANIC, DRAGANA DEE	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	<input type="checkbox"/>
Summer 08: REG 11/12 Academics	BOSTROM, KRISTINA	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	<input checked="" type="checkbox"/>

Effort reports belonging to PIs highlighted on Report List and Report screens

Effort reports belonging to PIs are now highlighted in yellow and bold on both the Report List and Report screens. Since all PIs are required to self-certify, this enhancement helps prevent others from inadvertently certifying on their behalf.



The screenshot shows the 'Effort Reporting System' interface for the University of California. The user is identified as GLORIA SU (902702612). The interface includes navigation buttons for 'REPORT LIST', 'MANAGE SEARCHES', and 'SEARCH REPORTS'. A search filter is set to 'My Projects FOGELMAN,ALAN M'. The 'Show Status' is set to 'ALL-Open' and the 'Reporting Periods' is set to 'Summer 08: Off-Qtr 9/12 Acad'. The display shows 100 reports per page, with 1 to 60 of 60 total reports displayed. A yellow banner indicates 'PIs in bold and highlighted'. Below this, a table lists reports with columns for Period, For, Department, Last Modified, Status, and Under. The following table represents the data shown in the screenshot:

Period	For	Department	Last Modified	Status	Under
Summer 08: REG 11/12 Academics	BOJANIC, DRAGANA DEE	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	
Summer 08: REG 11/12 Academics	BOSTROM, KRISTINA	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	
Summer 08: REG 11/12 Academics	CASTELLANI, LAWRENCE W	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	
Summer 08: REG 11/12 Academics	EDWARDS, PETER A	BIOLOGICAL CHEMISTRY	01/28/2009 v1.0	Open	
Summer 08: REG 11/12 Academics	LIAO, XIAOYAN	MEDICINE-CARDIOLOGY	01/28/2009 v1.0	Open	

Late pay transactions will no longer re-issue the entire report; only the affected lines

Previously, when an effort report was designated as requiring multiple certifications, was certified by more than one certifier, and then subsequently re-issued due to late pay transactions, ALL lines on the re-issued effort report required re-certification, not just the lines that were impacted by the late pay transactions. The system has since been modified so that if any lines on the re-issued effort report still match the lines on the original certified report, the certification of those lines will stand. Previously certified lines with no changes will not need to be re-certified. This new behavior is also true of reports in which the late pay transactions affect non-sponsored projects (below the line) only. If a late pay transaction affects the non-sponsored projects portion only and does not impact the total effort percentage (i.e., the percentage breakdown between sponsored and non-sponsored projects remains the same), the report will not be re-issued.

System-generated explanations for "Exception" status reports

The system now automatically generates an explanation in the "Comments" section for any new reports with an "Exception" status. For example, "This report has exception status because report has at least one line that totals to greater than 100%." These explanations are merely intended to assist the user in troubleshooting the cause of the "Exception" status. In most cases, the explanation may not be sufficient, and users will still need to investigate further (i.e., view the Payroll Details) and take some other action to resolve the "Exception" status. Please note that the ERS Support Team does not have control over the content of the explanations. The system creates these "canned" responses based on certain conditions that exist on the report. Also, please note that the explanations will only appear on "Exception" reports generated for Summer 08 quarter and on.



Frequently Asked Questions (FAQs)

If a PI has terminated his appointment or is no longer with the university, what is the procedure for handling his outstanding effort reports?

When a PI terminates his appointment before certifying his or his staff's effort reports, one of the following actions is recommended:

1. If the PI is still affiliated with UCLA and has access to ERS, please have him logon to the system and certify his reports. Bear in mind that if he is accessing the system from off-campus, he will first need to logon to the UCLA network via VPN. Step-by-step VPN instructions and screenshots can be found at: <http://www.bol.ucla.edu/services/vpn/pptp/>. Once he is connected to the UCLA network, he can then access the ERS site at: <https://i4w.ais.ucla.edu/ils/login.aspx?izAppId=edu.ucla.ais.ers.prod>.
2. If the PI no longer has access to ERS, you may send him a copy of the effort report requiring certification and have him reply with his certification. To do so, you may either use the "Send" function in the system (navigate to the desired report and click the "Send" button on the top right hand) or take a screenshot of the report and paste it in an email to him. In his response, he should verify/confirm the effort in the attached report is correct, or state what the correct effort should be, if any changes are required. (This email should be kept on file in your department as back-up documentation). Upon receiving the PI's "manual" certification, someone in your department, preferably the department chair or someone closely-related to the project, should log into the system and electronically certify the report on the PI's behalf. He/she should also provide an explanation in the "Comments" field that the PI has left the university but has manually certified via an email/letter that is on file with the department.
3. If the PI is no longer reachable and option 1 and 2 above are not feasible, then the last option is to have someone here at UCLA with first-hand knowledge of the project and the effort worked to certify the effort reports. As with option 2, the individual certifying the report on behalf of the PI should provide an explanation in the "Comments" field, indicating that the PI is unavailable and that the person certifying on his behalf has first-hand knowledge of the PI's or employee's effort.



We would like to hear from you. Tell us what you would like to see or specific topics you would like covered in future communications. Please send comments and suggestions to ERS Support at ershelf@research.ucla.edu. Thank you.