

# ERS EXTRAS

*Important system features, shortcuts and frequently asked questions*

March 24, 2008

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## Did You Know?

**UCLA has introduced a new concept of “Managing Investigator.”**

Previously, the PI designation existed only at the fund level, and only one PI could be designated for each fund. This meant that in ERS, “Co-Investigators” could not see in their “My Projects” list effort reports for individuals paid from their FAU (account, cost center, fund). It also meant that effort reports for all individuals paid from a fund, regardless of account or cost center, appeared in the “My Projects” list of the PI designated on the fund. As a result, Co-Investigators who had responsibility for certifying effort reports for employees paid on their FAUs could not access those reports. Additionally, the “My Projects” list of the designated PI included reports for many individuals for whom another investigator had primary responsibility. The Managing Investigator concept solves both of those problems. Now, departments are able to set up “Managing Investigators” for each FAU, which ERS essentially treats the same as a PI for that particular FAU.

**Once a department has set up the “Managing Investigator” for each FAU, the “My Projects” list for each PI will display only reports for individuals under their FAU.**

If you believe that an individual’s effort report is not included in the appropriate “My Projects” list, please refer to the frequently asked questions section of this document (The Q&A concerning Dr. Smith and Dr. Jones specifically addresses this issue) or contact the ERS Help Desk at [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu) for additional assistance.

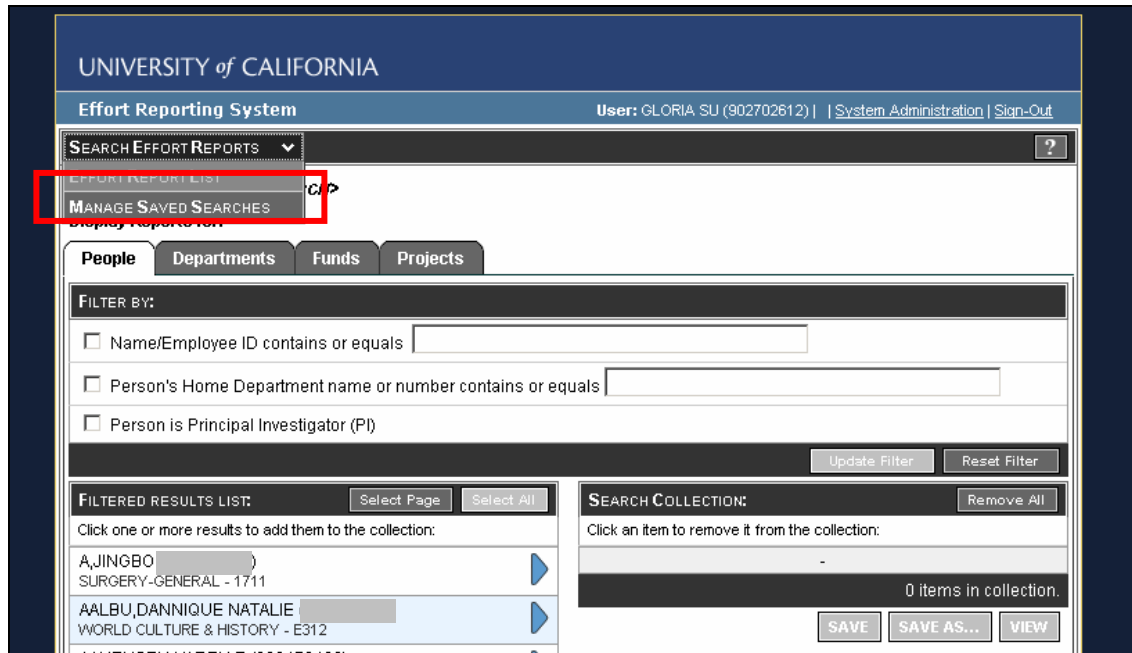
**You can access effort reports that cross home departments**

Any ERS user (Viewer, Reviewer, Certifier and Coordinator) can view reports for individuals across departments, so long as the home department code, the account department code, or the fund department code, is a department code for which he/she has been granted access.

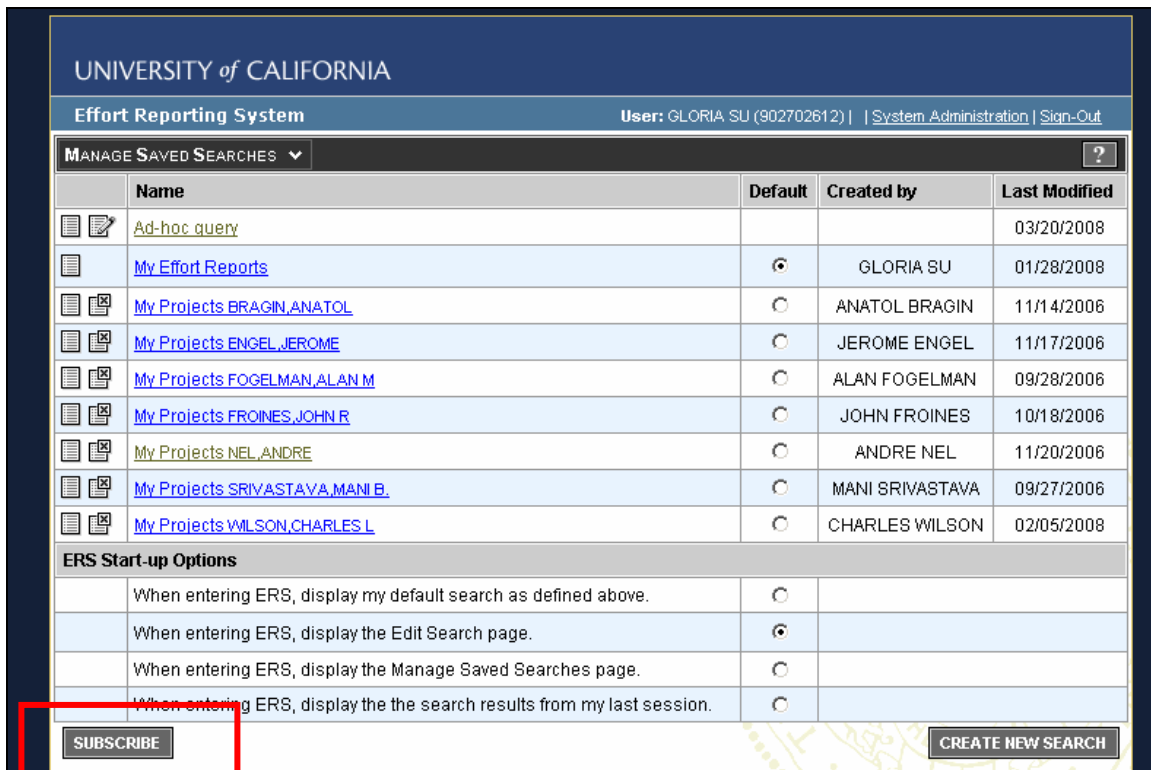
**You can subscribe to a Principle Investigator’s “My Projects” list**

Authorized users can access and view effort reports as they would appear to the PI in his/her “My Projects” list. This may be particularly helpful for department administrators, who perform an initial review of effort reports for all individuals paid from a particular PI’s project. To subscribe to the PI’s “My Projects” list, follow the steps in the next page:

1. Directly below the Effort Reporting System “banner” at the top of the page, click on the Effort Report List drop down menu and select “Manage Saved Searches.”



2. Click Subscribe in the bottom left corner.



3. Enter the Principal Investigator's name or UID number
4. Click Update Filter

ERS :: SUBSCRIBE TO PI My PROJECTS SEARCH

Principal Investigator's Name/Employee ID contains or equals:

Principal Investigator's Home Department name or code contains or equals:

Update Filter Reset Filter

PI Name	Home Department	Home Department Code	Subscribe
ABARBANEL, GAIL	MEDCTR-SANTA MONICA HOSPITAL	2935	Subscribe
ABDOU, MOHAMED	MECHANICAL & AEROSPACE ENGINEE	0205	Subscribe
ABEL, EMIL	HEALTH SERVICES	1940	Subscribe
ABERBACH, JOEL	POLITICAL SCIENCE	1190	Subscribe
ABERLE, DENISE	RADIOLOGICAL SCIENCES	1685	Subscribe
ABIDI, ASAD A	ELECTRICAL ENGINEERING	0160	Subscribe
ABOULHOSN, JAM	MEDICINE-CARDIOLOGY	1553	Subscribe
ABRAMS, LAURA S	SOCIAL WELFARE	0350	Subscribe
ABRAMSON, JEFFREY S	PHYSIOLOGY	1505	Subscribe
ACKERMAN, DEBORAH I	EPIDEMIOLOGY	1935	Subscribe
ADAMS, JOHN	SURGERY - ORTHOPEDIC SURGERY	1705	Subscribe

5. Click Subscribe
6. Click Close in upper right corner
7. You should be returned to the Manage Saved Searches screen, where you will see a listing for "My Projects" with the name of the PI you just specified.
8. Click the view icon and you will be presented with the same list of effort reports that PI sees when accessing his/her "My Projects" list.

The great thing about subscribing to a PI's My Projects is that this is a dynamic saved search, meaning that when the PI's My Projects list is updated, e.g. as new projects are added, your saved query will be updated as well so that you will always see the same list that the PI sees in his/her "My Projects" list.



## Frequently Asked Questions (FAQs)

**Q: I am unable to access the ERS system from home/off-campus. Why do I get an error message when I open my browser and enter the ERS website address like I normally do when I'm on campus?**

**A:** Because ERS is a secured application accessible only through the UCLA network, you must first dial in through VPN if you're off-campus. Once you are dialed in through VPN, you become part of the UCLA network and can then access the ERS website as you normally would on campus. Please contact your departmental IT staff to set you up with VPN access if you do not already have it.

**Q: Dr. Smith is the PI on a grant (Fund 12345) and Dr. Jones has a project within that grant. Joe Bruin is a post-doc paid on Dr. Jones' project FAU (555555-JJ-12345). However, Joe Bruin's report is appearing under Dr. Smith's "My Projects" list instead. How do I get Joe Bruin's effort report to appear under Dr. Jones' list, since he is the one that actually needs to certify the report?**

A: There are several reasons that Joe Bruin's report may not appear under Dr. Jones' "My Projects" list. Most likely, it is because Dr. Jones has not been set up as the Managing Investigator for the FAU from which Joe Bruin is paid. The other possible reason may be that Dr. Jones' cost center has not been linked correctly in the financial system. If you need help assessing whether either of the above reasons may apply, please contact the ERS Help Desk at [ershhelp@research.ucla.edu](mailto:ershhelp@research.ucla.edu). Once a determination is made, you will be advised of steps to take which may include setting up a Managing Investigator or contacting your EFM Fund Accountant to make the appropriate updates to the Financial System tables. Managing Investigator data is updated in the system each Friday night. Once the changes are updated in the appropriate systems, the employee's effort report will appear in the appropriate PI's "My Projects" list, e.g., in Dr. Jones' and not Dr. Smith's.

**Q: What do the different report statuses mean in ERS? Why is it important to understand the meaning of the various statuses?**

A: The status is an important tool provided to aid users in managing certification of effort reports. ERS allows users to select or sort results by status so that special attention can be given to reports that are overdue or otherwise require action. Below is an explanation of the various report statuses available in ERS.

Status	Definition	Action Required?
Open	Effort report is open and ready for review and certification.	Yes
Certified	Effort report has been certified.	No
Partially Certified	Effort report requires multiple certifications. However, not all projects have been certified on the report.	Yes
Certified/AdjustReqd	Payroll % was changed on the effort report. The effort report was certified but no transfer of expense was processed. Once the transfer of expense has been processed, the report status should automatically update to Certified.	Yes (if you haven't already completed the transfer of expense)
Re-issued	Effort report was re-issued by the system due to late arriving transactions and requires certification.	Yes
Re-opened	Previously certified effort report has been re-opened by user and requires re-certification.	Yes
Not Required	Effort report does not require certification. The report was generated because the employee was a Principal Investigator or because of a special request.	No
Exception	Indicates anomalous condition such as an invalid FAU or transactions that do not amount to 100% effort.	Yes (Reports in this status must be reviewed and corrections processed to remove the "Exception" condition)
Overdue*	This may augment the Open, Partially Certified, Re-issued and Re-opened statuses when appropriate. Certification on this report is outstanding and has passed the certification deadline.	Yes

As a general rule, reports with the “Overdue” indicator should be addressed expeditiously. We recommend that you complete certifications in a timely fashion to avoid a backlog and being out of compliance.



## We’ve Heard Your Concerns...

### Certification Deadlines

Many of you have told us that it is difficult to complete all the certifications within 30 days. You’ve also told us that the difficulties increase if ERS is down and not available to users. Here’s what we’re doing to address the problem:

- We are working as part of a system-wide effort to revise policies to allow for a longer (more than the current 30 days) certification period. More information from UCOP will be forthcoming.
- We have continued to monitor performance and AIS has recently replaced/upgraded one of our servers to enhance system performance.
- We are reviewing schedules to ensure that whenever possible, planned downtime will occur outside of a “certification period” (i.e., within 30 days of effort reports being issued for a particular reporting period).
- Because ERS will be down over the weekend when effort reports are being created for a new reporting period, we will provide a schedule on our website so that users can anticipate when ERS will be unavailable. We will also indicate the dates effort reports will be available for each reporting cycle so you will know well in advance when certifications are due.

In the meantime, it is essential that all reports be certified in a timely manner. If you are not familiar with how to identify overdue effort reports, or effort reports requiring adjustments, please contact the ERS Help Desk at [ershhelp@research.ucla.edu](mailto:ershhelp@research.ucla.edu) for assistance.

### Communication

We believe that communication is an essential part of any successful system implementation and are working to improve our communication with you. This “newsletter” is the first of a series we plan to send regularly. The format will evolve over time but will include announcements of new system features, frequently asked questions, helpful hints, reminders, etc.

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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 the ERS Help Desk at [ershhelp@research.ucla.edu](mailto:ershhelp@research.ucla.edu). Thank you.