Effort Reporting Project Overview

- Effort Reporting Challenges
  - Overall completion rates well below 80% for UCLA
  - Multiple re-certifications and re-opening of reports leading to compliance and audit risk
  - Inconsistent training and education available to faculty and staff at the department level
  - Issues with the ERS system lead to frustration on campus

- UCOP Focus on Effort Reporting System-Wide
  - Working on faculty training for effort reporting
  - Starting to request metrics from each campus on effort reporting completion and compliance statistics
## Effort Reporting Project Overview

- **Effort Reporting Workgroup Members**
  - **ORA**
    - Marcia Smith
  - **RPC**
    - Ann Pollack
  - **General Accounting**
    - Pixie Ogren
  - **EFM**
    - Evelyn Balabis
    - Maurice Taylor
    - Connie Brown
    - Tsegaye Teshome
  - **ORIS**
    - Gloria Su

- **Campus Departments**
  - Lilit Amirkhanyan
  - Veronica Hale
  - Annette Klufas
  - Raellen Man
  - Shannon McGarry
  - Martha Riemer
  - Cathy Rujanuruks

- **Huron**
  - Nate Haines
  - Sarah Horner
  - Allison PHilabaum
Effort Reporting Project Overview

- Steps Taken to Address Challenges
  - Workgroup formed in January comprised of EFM, ORIS, and Campus representatives
  - Team has discussed and prioritized over 20 major recommendations for improvement including policy, communication, compliance, training, system fixes / enhancements, backlog reduction, certification procedures, etc
  - Identified an error in the ERS system regarding furlough calculations which was elevated to UCOP and resolved through a system-wide coding fix
  - Worked through other ERS system issues including incorrectly flagged ARRA awards and other problems
  - Developing a specific plan in EFM for personalized outreach to departments on reducing the backlog of outstanding reports
Effort Reporting Project Overview

- Upcoming Information on a Campus-Wide ERS Forum
  - Planning and developing materials for an “ERS Forum” which will be targeted training and information sharing for campus ERS Coordinators and Certifiers
    - Forum will be held in the next month, coinciding with the release of Summer 09 and Fall 09 effort cycles
    - Major topics for discussion include:
      - Brief introduction to effort reporting and using ERS effectively
      - Recent system fixes that address several challenges
      - Dealing with and avoiding the “certified/adjustment required” status!
      - Certifying challenging past due effort reports from previous quarters
  - A communication with more information will be sent to the ERS listserv and details regarding these sessions (time, date, location) will also be distributed soon
- Contact ershelp@research.ucla.edu with any questions, comments or concerns