CHALLENGES TO 100% CERTIFICATION
Challenges to Certifying

- Certified/Adjustments Required *(Shannon McGarry)*
- Old Reports for Employees that have left UCLA *(Annette Klufas)*
- Employees that Change Departments *(Connie Brown)*
What to do when…

● **ISSUE**: Certified / Adjustment Required Status

● **CAUSES**: Results when changes have been made to a report but a UPAY was not submitted to adjust the original payroll

● **SOLUTIONS**:
  - Verify that the payroll detail is correct using the ERS Detail Report
  - If the Original Payroll Column and the Adjusted Payroll % column differ by less than +/-5%, match the columns and indicate in the comments that this is within the 5% allowable tolerance.
  - An acceptable comment is “The effort was within a +/-5% variance of the original payroll %. Therefore, a salary adjustment is not necessary.”
  - If the Original Payroll Column and the Adjusted Payroll % column differ by more than +/-5% or you have first hand knowledge that the adjusted payroll is correct, leave the columns as is and process a UPAY.
What to do when...

Example: Certified/Adjustment Required

<table>
<thead>
<tr>
<th>Sponsored Projects</th>
<th>Original Payroll %</th>
<th>Adjusted Payroll %</th>
<th>Original Cost Sharing %</th>
<th>Adjusted Cost Sharing %</th>
<th>Original Total %</th>
<th>Adjusted Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.XXXXX-XX.XXXXXX</td>
<td>54%</td>
<td>56%</td>
<td>0%</td>
<td>54%</td>
<td>54%</td>
<td>56%</td>
</tr>
<tr>
<td>4.XXXXX-XX.XXXXXX</td>
<td>46%</td>
<td>44%</td>
<td>0%</td>
<td>48%</td>
<td>48%</td>
<td>44%</td>
</tr>
<tr>
<td>Total Sponsored Projects requiring certification</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Other Sponsored Projects</td>
<td>0%</td>
<td>0%</td>
<td>+ 0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Non-Sponsored Activities</td>
<td>0%</td>
<td>0%</td>
<td>- 0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Total Other Effort not requiring certification</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

Comment for v3.0: 04/07/09 3:15 PM by...
Report certified by: (6002986447) on Apr 7, 2009
What to do when...

◆ **ISSUE**: Open reports in ERS for an employee that has left UCLA

◆ **CAUSE**: Reports are not addressed by employee prior to departure from UCLA

◆ **SOLUTIONS**:
  - Contact the employee to go into ERS to review and certify the report, if they still have access.
  - Send a copy of the report for verification and certification and the name of the person that can certify on their behalf.
  - If PI or employee is unavailable, have someone at UCLA with “first-hand knowledge” certify the report on his/her behalf.
  - Standard comment: ”The PI of the project (and/or the employee) is unavailable. A is certifying on B’s behalf. A has first-hand knowledge of B’s effort and is certifying from the best of his/her knowledge. ERS Support Team, please grant A access to certify”
What to do when…

◆ **ISSUE:** Employees change departments before certifying effort reports from prior quarters

◆ **CAUSES:**
  - The new department cannot view the report because the FAU does not belong to that unit
  - The old department no longer has that employee on their list of reports

◆ **SOLUTIONS:**
  - Contact ERS Support identify the old department’s coordinator
  - ERS Support can provide a copy of the report, the department, and the name of the coordinator
  - Old department can run a search by Fund or the PI’s “My Project’s” list, if the project belongs to them
  - If necessary ERS can give the old or new department’s coordinator access to the employee’s report for review
Backup Documentation

◆ In cases where the ERS system cannot be corrected, and the correct effort distribution is reflected, ERS Support in EFM may have to manually certify the report

◆ In order for EFM to certify these reports, departments must submit the following documentation

  ▪ Printout of ERS report in system
  ▪ Backup documentation (Ex. ERS Detail Report) showing that the adjusted effort is correct
  ▪ A detailed justification in the comments section explaining the discrepancy (Ex. “The Original and Adjusted Payroll % do not match. Adjusted Payroll % reflects the correct percent of effort as certified. UPAY processed and appeared on the ledger. No further action is required. ERS Support, please review the report and update the status.”)