Q&A
ERS Template Justifications

For Alternate Certifier Access use one of the below:

- For Chief to be Alternate Certifier:
  - PI of the project is unavailable. ___Chief_A___ is certifying on ___PI B’s___ behalf based on the % of effort (ex. as reported in the most recent Prog Rpt sent to the agency). ERS Support, please grant ___Chief_A___ access.

- For anyone OTHER than the Chief to be Alternate Certifier:
  - The Employee is unavailable. ___A___ is certifying on ___B’s___ behalf. ___A___ has 1st-hand knowledge of ___B’s___ effort. ERS Support Team, pls grant alternate certifier access.

Spring 06 Work Study ERS issue. Adjusted Pay % column reflects the correct effort as certified. No further action required. ERS Support Team, please investigate & update the status.

Adj Pay % spread across diff CC for same acct/fd/award # thus same proj. Fund is closed & FSR submitted. Adj Pay % across same fund reflects correct effort as certified. No further action required. ERS Support Team, pls investigate & update the status.

Adj Pay % spread across cont. fund #s for same acct/CC/award # thus same proj. Fund is closed & FSR submitted. Adj Pay % across same award reflects correct effort as certified. No further action required. ERS Support Team, pls investigate & update status.

Orig Pay % Grand Ttl incorrectly shows a % other than 100% due to Unrecognized Earnings in View Payroll Details. Adj Pay % column reflects correct effort as certified. No further action required. ERS Support Team, pls investigate & update the status.

Orig Pay % & Adj Pay % don’t match, indicating UPAYs are required, even though the UPAYs have already been processed. Adj Pay % column reflects correct effort as certified. No further action required. ERS Support Team, pls investigate & update the status.
Future Forum Sessions

Topics to be discussed

- Multiple Appointments
- Payroll and UPAY justifications
- Cost Sharing
- Back to Basics
- System Updates
- Best Practices
- Dept challenges to 100% completion
- Pay source incorrect
- Reports re-opened by the system

- Multi-line certifications
- Partially certified reports
- K/F awards
- NIH Salary Cap
- 9/12 Appointments
- Overtime/Part-time employment
- Adjusted effort total does not equal 100%
- Open reports on closed awards
ERS Resources and Information

- Effort Reporting Website
  - https://ers.ais.ucla.edu/

- ERS Training Modules

- For additional Forum topics or to participate in the Effort Reporting Workgroup, please email:
  - ershelp@research.ucla.edu

- RAPID Closeout Tool for ERS Detail Report (available May 7th)
  - Link will be available on the ORA portal later this week
ERS Training Modules

ERS Training – Additional Resources

Individual Modules

- Welcome to ERS Web-Based Training for Self-Certifiers
- Welcome to ERS Web-Based Training for Faculty & Professional Staff
- Welcome to ERS Web-Based Training for Principal Investigators
- Welcome to ERS Web-Based Training for Administrators
- Welcome to ERS Web-Based Training for Security Administrators
- Principal Investigator Welcome
- Policy and Compliance
- Policy and Compliance - Hyperlink files
- Orientation to ERS

- Accessing Effort Reports for PIs
- Accessing Effort Reports for Self-Certifiers
- Accessing Effort Reports for Administrators
- Creating Searches
- Report Lists
- The Effort Report
- Certifying Effort
- Cost Sharing
- Adding Additional Sponsored Project
- Enabling Multiple Certifications
- Multiple Certifications for PIs

- Certification within the Tolerance Threshold
- ERS Authorization
- Compliance Monitoring using ERS
- Intercampus Payments
- ERS Reporting Periods
- ERS Processing Considerations
- Nine/Eleven Month Combination Appointments
- Wrap Up
- ERS Coordination
- Notifications
- Department Security Administrators

http://www.efm.ucla.edu/ERSTrainingMenu.htm