Effort Report Statuses in ERS
# Effort Report Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Effort Report is open and ready for review and certification.</td>
<td>Yes</td>
</tr>
<tr>
<td>Certified</td>
<td>Effort Report has been certified.</td>
<td>No</td>
</tr>
<tr>
<td>Partially Certified</td>
<td>Effort Report requires multiple certifications. However, not all projects have been certified on the report.</td>
<td>Yes</td>
</tr>
<tr>
<td>Certified/AdjustReqd</td>
<td>The Adjusted Payroll % was manually changed on the effort report. A Certified/AdjustReqd status occurs when an effort report is certified and the Original Payroll % and Adjusted Payroll % do not match.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Effort Report Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open / Re-Issued</td>
<td>Effort was re-issued by the system due to late arriving transactions and requires certification.</td>
<td>Yes</td>
</tr>
<tr>
<td>Open / Re-Opened</td>
<td>Previously certified effort report has been re-opened by user and requires re-certification.</td>
<td>Yes</td>
</tr>
<tr>
<td>Not Required</td>
<td>Effort report does not require certification. The report was generated because the employee was a Principal Investigator or because of a special request.</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjustment Reqd</td>
<td>Original effort report generated with sponsored project(s), but later moved below-the-line as other or non-sponsored projects and requires a transfer of expense.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Effort Report Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Previous effort report status was &quot;not required.&quot; Ability to change status to require certification.</td>
<td>Yes</td>
</tr>
<tr>
<td>Exception</td>
<td>Indicates anomalous condition such as an invalid FAU or transactions that do not amount to 100% effort.</td>
<td>Yes</td>
</tr>
<tr>
<td>Overdue*</td>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Effort Report Statuses

- Open - Effort report is open and ready for review and certification.
Effort Report Statuses

◆ Reason for Status:
  ▪ New Effort Report has been generated by ERS

◆ Action Required:
  ▪ Review Effort Report to ensure all appropriate sponsored projects are present
  ▪ Consult with PI and determine the effort report does, indeed, reflect the appropriate amount of effort on each project
  ▪ Certify report
Effort Report Statuses

- **Certified** - Effort report has been certified

![Effort Report Screenshot]

<table>
<thead>
<tr>
<th>Sponsored Projects</th>
<th>Original Payroll %</th>
<th>Adjusted Payroll %</th>
<th>Original Cost Sharing %</th>
<th>Requested Cost Sharing %</th>
<th>Original Total %</th>
<th>Requested Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/11 26%</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Total Sponsored Projects requiring certification</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Other Sponsored Projects</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>50%</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>50%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</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.

Effort Report Statuses

◆ Reason for Status:
  ▪ Authorized person has certified the report in ERS

◆ Action Required:
  ▪ No action required if the Effort Report is accurate
Effort Report Statuses

- Partially Certified – Effort Report Requires Multiple Certifications

Must click on the “Report requires multiple certifications” box in order to trigger this status.
Effort Report Statuses

◆ Reason for Status:
  ▪ This status indicates multiple certifications are required – usually from various departments

◆ Action Required:
  ▪ Review the effort report for cost centers that do not belong to the report-owning PI – if you see one that is different, this report needs multiple certifications
  ▪ Click the Multiple Certifications required box
  ▪ Contact the ERS Coordinator in the alternate department – ensure they certify accordingly
  ▪ Review and certify for the effort in your home department
Effort Report Statuses

- Certified/Adjust Req'd – Original Payroll % does not match Adjusted Payroll %
Effort Report Statuses

◆ Reason for Status:
  - Certified/AdjustReqd status occurs when an Effort Report is certified and the Original Payroll % and Adjusted Payroll % do not match

◆ Action Required:
  - Payroll transfers should be submitted in order to make the two columns match
  - Once the payroll transfer is processed and the “late pay” is issued (during 1 of the 3 payroll cycles) and picked up by ERS, the report’s status should change to “Certified”
  - If the status does not automatically change to Certified, please contact EFM
Effort Report Statuses

- Open/Re-Issued – System re-issued report due to late arriving transactions.

```
<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></td>
<td>38%</td>
<td>23%</td>
<td>0%</td>
<td>33%</td>
<td>23%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>51%</td>
<td>34%</td>
<td>0%</td>
<td>34%</td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27%</td>
<td>43%</td>
<td>0%</td>
<td>27%</td>
<td>43%</td>
<td></td>
</tr>
<tr>
<td>Total Sponsored Projects</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td></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</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></td>
</tr>
</tbody>
</table>

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

Comment for v2.1: 01/18/10 2:32 AM by LatePay job
Payroll activity received after initial report generation

Payroll transactions received after initial report generation
Effort Report Statuses

◆ Reason for Status:
  - This usually occurs when transactions are processed after the report was certified
  - **Example:** The effort report was originally certified and a payroll transfer was processed. In this case, the **Original Payroll %** changed to reflect the transaction change and the **Adjusted Payroll %** must now be manually changed to match the Original Payroll % so the report can be re-certified. The status automatically changed from Certified to Open/Re-Issued when this occurred.

◆ Action Required:
  - Review report for accuracy and determine whether or not the new transactions require a UPAY
  - Certify report
  - Make any necessary cost transfers
Effort Report Statuses

- **Open/Re-Opened** – Previously certified report has been re-opened and now requires certification.
Effort Report Statuses

◆ Reason for Status:
  ▪ This status occurs when a previously certified effort report has been re-opened by the user and requires re-certification
  ▪ **Example:** This might have occurred when an employee(s) other than the PI (who is required to self-certify) certified the PI’s effort report

◆ Action Required:
  ▪ Review the effort report for accuracy
  ▪ Certify report
  ▪ Make any necessary cost transfers
Effort Report Statuses

- Not Required – Effort Report may not require certification.
Effort Report Statuses

◆ Reason for Status:
  ▪ This status usually means an effort report does not require certification. The report was generated because the employee was a Principal Investigator or because of a special request.

◆ Action Required:
  ▪ **Review the effort report to ensure a report is not required.** There are instances in which this status will appear for an employee when an effort report is indeed required.
  ▪ **Example:** In an employee agreed to work on a sponsored project(s) without salary, and he/she is required to report his/her effort. Follow these steps:
    ◆ Generate or open a blank/Not Required report
    ◆ Contact ERS Support to change the status from “Not Required” to “Required” and/or add in the sponsored project(s)
    ◆ Certify report
Effort Report Statuses

- **Adjustment Required** – Expense transfer required.

![Effort Report Statuses Table]

<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></td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>Total Sponsored Projects</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Sponsored Projects</td>
<td>0%</td>
<td>50%</td>
<td>+ 0%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>Non-Sponsored Activities</td>
<td>50%</td>
<td>50%</td>
<td>− 0%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Total Other Effort</td>
<td>50%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>0%</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 v1.1:**
08/24/10 10:56 PM by [Name]
Work-study fund reported as a sponsored project instead of other sponsored project. Percent adjusted to reflect correct percent of effort. Report does not require certification.
Effort Report Statuses

◆ Reason for Status:
  ▪ This status occurs when the original effort report generated with sponsored project(s), but later moved below-the-line as other or non-sponsored projects and requires a transfer of expense.

◆ Action Required:
  ▪ Prepare the transfer – moving payroll off the sponsored project
  ▪ Add a comment and Save
  ▪ Certify report
  ▪ Once the payroll transfer is processed, the status should automatically change to “Not Required”
Effort Report Statuses

- Required – Change in status indicates an effort report is required.

![Effort Report Statuses Image]
Effort Report Statuses

◆ Reason for Status:
  ▪ This status occurs when a System Administrator changes the previous status of “Not Required” to “Required.” This now includes the report in the department’s total population of outstanding effort reports, awaiting certification.

◆ Action Required:
  ▪ Review report and add the necessary sponsored projects
  ▪ Certify report
  ▪ Prepare necessary cost transfers
  ▪ This status is rarely used – for additional help please contact EFM
Effort Report Statuses

- **Exception** – Indicates an anomalous condition in the system

![Effort Report Statuses](Image)

<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>7/9</td>
<td>23%</td>
<td>23%</td>
<td>0%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
</tr>
<tr>
<td>Total Sponsored Projects</td>
<td>23%</td>
<td>23%</td>
<td>0%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
</tr>
<tr>
<td>Other Sponsored Projects</td>
<td>5%</td>
<td>5%</td>
<td>0%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Non-Sponsored Activities</td>
<td>70%</td>
<td>70%</td>
<td>0%</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>Total Other Effort</td>
<td>75%</td>
<td>75%</td>
<td>0%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>98%</td>
<td>98%</td>
<td>0%</td>
<td>98%</td>
<td>98%</td>
<td>98%</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 v2.1:**
- 04/24/09 5:20 AM by LatePay job
  Payroll activity received after initial report generation
- 04/24/09 5:20 AM by “System”
  This report has exception status because report has unedited invalid (unrecognized) earning(s)
Effort Report Statuses

◆ Reason for Status:
  - This status indicates an anomalous condition such as an invalid FAU or transactions that do not amount to 100% effort.

◆ Action Required:
  - If the effort does not add up to 100%, review the payroll and adjust accordingly
  - The cause may also be unrecognized earnings – click on “View Payroll Detail.” There may be an invalid FAU causing this status.
  - After the payroll transfer is processed to correct an invalid FAU or a duplicate entry that caused the report to total less than 100% the report will be adjusted to reflect the correct percent of effort. The report status will change from Exception to Opened/Re-issued. Review and certify the effort report.
Effort Report Statuses

- Overdue – Certification is outstanding and the deadline has passed

<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>
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<tbody>
<tr>
<td>7/9</td>
<td>23%</td>
<td>23%</td>
<td>0%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
</tr>
<tr>
<td>Total Sponsored Projects requiring certification</td>
<td>23%</td>
<td>23%</td>
<td>0%</td>
<td>23%</td>
<td>23%</td>
<td>23%</td>
</tr>
<tr>
<td>Other Sponsored Projects</td>
<td>5%</td>
<td>5%</td>
<td>+0%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Non-Sponsored Activities</td>
<td>70%</td>
<td>70%</td>
<td>-0%</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>Total Other Effort not requiring certification</td>
<td>75%</td>
<td>75%</td>
<td>0%</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>98%</td>
<td>98%</td>
<td>0%</td>
<td>98%</td>
<td>98%</td>
<td>98%</td>
</tr>
</tbody>
</table>

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

◆ Reason for Status:
  ▪ This status may augment the Open, Exception, Partially Certified, Open/Re-Issued and Open/Re-Opened statuses when appropriate. Certification on this report is outstanding and has passed the certification deadline.

◆ Action Required:
  ▪ Review the effort report for accuracy
  ▪ Certify the report
  ▪ Make any cost transfers necessary