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 ___Pl 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
- System Updates
- Best Practices
- Pay source incorrect
- Reports re-opened by the system
- K/F awards
- NIH Salary Cap
- 9/12 Appointments
- 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
  ▪ http://www.efm.ucla.edu/EffortRpt.htm

◆ 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
  ▪ http://portal.research.ucla.edu/index.aspx?Section=PostAward
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-Administrators
- Welcome to ERS Web-Based Training-Coordinators
- Welcome to ERS Web-Based Training-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