EFFORT REPORTING
BASICS
What is Effort Reporting?

- ERS provides *after-the-fact* certification of allocation of *effort* (which may or may not exactly match the salary distribution) on contract and grant funds.
  - Effort is NOT *necessarily* based on a standard 40 hour work week
  - Total effort must equal 100%
  - Effort is a reasonable estimate (within a 5% tolerance)
  - Total professional activity includes teaching, clinical practice, research, and administrative responsibilities

- ERS presents percentages, using payroll distributions as a starting point, based on the assumption that payroll is monitored and adjusted based on the actual effort expended.
How do we calculate effort?

- **Budgeted Effort** equals **Effort Worked** which is greater than or equal to **Salary Paid** (Budgeted Effort = Effort Worked ≥ Salary Paid)
  - **Budgeted Effort**: Effort reported to Sponsor on proposals, progress reports, and prior approval requests to change effort
  - **Effort Worked**: How the employee spent their time
    - Effort actually worked on the grant or project throughout the quarter
    - Including cost sharing/effort without salary
  - **Salary Paid**: How the employee was paid
    - Actual payroll charged to the grant or project
    - Must factor in salary cost transfers (UPAYs)
Getting Started

- Settings & Screen Basics
- Creating Saved Searches
- Steps to Verification
- Using SOM ERS Detail Report
Make sure “Show Status” is on ALL-Open & “Reporting Periods” is on All
### Screen Basics

**Table: Sponsored Projects**

<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>4-441353-N4-FDP-NIH A1070453 6/08 54%</td>
<td>44%</td>
<td>44%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Sponsored Projects requiring certification</strong></td>
<td>44%</td>
<td>44%</td>
<td>6%</td>
<td></td>
<td>44%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Other Sponsored Projects</strong></td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Non-Sponsored Activities</strong></td>
<td>56%</td>
<td>56%</td>
<td>-6%</td>
<td></td>
<td>56%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total Other Effort not requiring certification</strong></td>
<td>56%</td>
<td>56%</td>
<td></td>
<td></td>
<td>56%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>100%</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Legend:**
- **A:** Original Payroll %
- **B:** Adjusted Payroll %
- **C:** Original Cost Sharing %
- **D:** Adjusted Cost Sharing %
- **E:** Original Total %
- **F:** Adjusted Total %

*"the line"*
Screen Basics

◆ Funding Types/Vocabulary
  ▪ “Above the line”
    ♦ Sponsored Projects: Contracts & Grants that require effort reporting, usually Federal
  ▪ “Below the line”
    ♦ Other Sponsored Projects: Private, Foundation, Industry, Workstudy, Gifts/Various Donors, For-Profit Contracts
    ♦ Non-Sponsored Activities: Unrestricted University Funds, i.e. 19900, Compensation Plan, Sales & Service, etc.
Screen Basics

A - Original Payroll % (non-editable)
- ERS % salary based off the Payroll ledgers
- Reflects actual % PAID

B - Adjusted Payroll %
- Fund Manager determination of % salary based off their knowledge of changes to Payroll ledgers, i.e. any UPAYs/payroll cost transfers not already reflected in Column A
- Only adjust if a UPAY will be processed and/or has not yet hit the Original Payroll % column
D - Adjusted Cost Sharing %
- Records Cost Sharing
- Accounts for Effort without salary (in-kind effort)
- Can only be offset from non-sponsored activities (unrestricted funds), usually except in the case of Work Study

F - Adjusted Total %
- Total of Adjusted Payroll and Adjusted Cost Sharing
- Reflects total Effort to be certified, regardless of where and if salary was paid

<table>
<thead>
<tr>
<th>Adjusted Cost Sharing %</th>
<th>Original Total %</th>
<th>Adjusted Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>6%</td>
<td>44%</td>
<td>50%</td>
</tr>
<tr>
<td>+ 0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>- 6%</td>
<td>56%</td>
<td>50%</td>
</tr>
<tr>
<td>0%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Creating Saved Searches

- Recommended Types of Saved Searches
  - Departmental – using your 4 digit department code
    - Lists all ERS of Employees under that home Dept
  - Subscribing to a PI’s “My Projects” list
    - Shows list of ERS that the PI will see when s/he logs into ERS

- There is no one single search list that will show all the ERS you are responsible for, therefore learn to “mix & match” the various types of search mechanisms.

- Access to ERS in all saved searches are based on the Employee’s current (or last, if no longer a UCLA employee) HOME DEPARTMENT code & your payroll viewing access
Creating Saved Searches - Department

1. Select "Manage Searches".
2. Click on "Save Search".
3. Enter a name for your search (e.g., "Admin").
4. Click on "Save".
5. Filter results by department type (e.g., "Home Department").
6. Click on "Save" to save the search.
7. Choose display options for the report list.
8. Update or reset filters as needed.
# Creating Saved Searches – PI’s List

![Image of a webpage with options for creating saved searches.

1. Click on "REPORT LIST" to view saved searches.
2. To create a new search, click on "CREATE NEW SEARCH".

### ERS Start-up Options

- When entering ERS, display my default search as defined above.
- When entering ERS, display the Edit Search page.
- When entering ERS, display the Manage Saved Searches page.
- When entering ERS, display the search results from my last session.

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Creating Saved Searches – PI’s List

ERS :: SUBSCRIBE TO PI My Projects Search

- Enter PI’s name or ID
- Enter Home Department name or code
- Update Filter
- Subscribe

PI Name: FOGELMAN, ALAN M
Home Department: MEDICINE-DEPT ADMINISTRATION
Home Department Code: 1565

Display 20 people per page

Report List
- MANAGE SEARCHES
- SEARCH REPORTS

- Name: Ad-hoc query
  Default: 
  Created by: CATHERINE RUJANURUKS
  Last Modified: 12/02/2010

- Name: My Effort Reports
  Default: 
  Created by: CATHERINE RUJANURUKS
  Last Modified: 11/01/2006

- Name: My Projects FOGELMAN, ALAN M
  Default: 
  Created by: ALAN FOGELMAN
  Last Modified: 09/28/2006

- Name: Admin
  Default: 
  Created by: CATHERINE RUJANURUKS
  Last Modified: 10/22/2008

Dept Saved Search
PI’s “My Projects” Saved Search
Effort Report Verification

◆ What is Effort Report Verification?
  ▪ The process by which an Effort Report Coordinator/Fund Manager reviews and verifies the data in the ERS System is accurate PRIOR to Certifier/PI review and certification.

◆ Why is Effort Report Verification important?
  ▪ Accurate Effort Reporting is a Federal requirement.
  ▪ Certifiers/PI’s depend on Administrators to ensure the data in ERS is correct since we are familiar with the system, the payroll data and the budgeted effort.
Using SOM ERS Detail Report

School of Medicine (SOM)
Rest of Campus
Using SOM ERS Detail Report

- Click ERS Detail then Next.

Leave default of Report ppp for: Employee.
Using SOM ERS Detail Report

- Enter Employee’s University ID (UID) & click Next.
- If UID is unavailable, type employee’s name & click Find Employee to search for employee. Highlight appropriate employee & click Next. Access is restricted to personnel in your Dept.
- If running the report for the same employee (but a different quarter) as the previous report, click Get Last Employee.
Using SOM ERS Detail Report

- Leave as default, with all asterisks (*) & click Next.
Choose From year FIRST and then Quarter SECOND & click Next.

- QDB will automatically change the From Month & To Month/Year to match chosen year & quarter.

Leave Date Source as default (earned).
Using SOM ERS Detail Report

- Leave everything as default & click Finish.

- Disclaimer: This is for 12 month Employees only. 9/12 Employees will be covered in a separate Forum.
The ERS Detail report will automatically calculate the % paid, see yellow column N, for each FAU.

All inapplicable DOS codes have been automatically deleted – i.e. SKL, VAC, ZDN, OTP, etc.

Compare these figures with ERS (see next slide) & agency approved budgeted percentages.

Highlighted % in column N should = Orig Payroll %. If it doesn’t, further research/reconciliation will need to be done.
### Using SOM ERS Detail Report

#### Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Cal. Minhs</th>
<th>Acad. Minhs</th>
<th>Summer Minhs</th>
<th>Inst. Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck, Donald</td>
<td>PD/PI</td>
<td>6.36</td>
<td>0</td>
<td>0</td>
<td>117,300</td>
<td>62,169</td>
<td>14,299</td>
<td>76,468</td>
</tr>
</tbody>
</table>

#### Graphs and Diagrams

- **Version:** 2.0 (09/23/2009 Certified)
- **Service Period:** March 30, 2009 to June 30, 2009
- **Pay Periods:** April 1, 2009 to June 30, 2009
Steps to Verification – Perfect Scenario

1. Run ERS Detail Report by quarter for each Employee

2. Compare % for:
   a. ERS Original/Adjusted Payroll % Column
   b. ERS Detail Report/Payroll Ledgers
   c. Budget – for KEY personnel (KP). Non-KP is not vital to match budget.

   Reminder: You have a +/- 5% allowable variance tolerance. Therefore, if the difference between these is less than (<) +/- 5%, you can have report certified as is.

3. If all 3 are acceptable/match, click “Edit Report” tab

4. Add a comment – i.e. “Report reviewed & verified by (your name) on (date).”

5. Save

6. Have appropriate Faculty member/supervisor certify
Steps to Verification

<table>
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<td>44%</td>
<td>50%</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></td>
</tr>
<tr>
<td>Non-Sponsored Activities</td>
<td>56%</td>
<td>56%</td>
<td>-6%</td>
<td>56%</td>
<td>50%</td>
<td></td>
</tr>
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<td></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>

**Notes:**
- Should match ERS Detail and/or Payroll Ledgers
- Should match Budget

**Diagram Notes:**
- Rows A, B, C, D, E, F represent different calculations and comparisons within the table.
- Rows A and B highlight the original and adjusted payroll percentages for a specific project.
- Rows C, D, E, and F show the original and adjusted cost sharing and total calculations for the project and overall.
- The diagram indicates the importance of verifying that the payroll and cost sharing match the budget.
Steps to Verification – Adjustments Req’d

3. If there is a discrepancy between 1 or more of the items in #2, research what should be reflected as the true PAID salary and overall true budgeted/contributed EFFORT

4. This may require a change(s) made to:
   a. ERS Adjusted Payroll %
      • If Effort is EQUAL to the amount of salary paid
      • This % should = Original Payroll % which should = ERS Detail report
      • Only change if you are certain a payroll transfer is going to be processed & isn’t already reflected in the Original Payroll %
   b. ERS Adjusted Cost Sharing % ***Will go into more detail in 2nd ½ of Forum***
      • If Effort is GREATER THAN the amount of salary paid
      • This % should reflect any in kind effort without salary that was paid on Non-Sponsored Projects
   c. ERS Original Payroll % via Payroll Ledgers
      • If salary paid is incorrect, a payroll transfer needs to be processed
      • Once UPAY/PET is processed, ERS will automatically updates Original Payroll % within 30 days
5. If a project should be listed, but is not because salary was not charged (i.e. all effort w/o salary), click “Add Additional Sponsored Project” to find & add. ***Will go into more detail in 2nd ½ of Forum***

6. Once all changes have been made, click “Update Calculation”

7. Add comment – i.e. “Report reviewed, adjusted & verified by (your name) on (date).” Add additional justification to explain adjustments, as necessary.

8. Save

9. Have appropriate Faculty member/supervisor certify
Steps to Verification – Screen Shot

<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>4-27449 - 23456</td>
<td>3%</td>
<td>10%</td>
<td>5%</td>
<td>15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-40212D-KM</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>0%</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Total Sponsored Projects:</td>
<td>3%</td>
<td>10%</td>
<td>15%</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sponsored Projects:</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Sponsored Projects:</td>
<td>97%</td>
<td>90%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Effort:</td>
<td>97%</td>
<td>90%</td>
<td>-15%</td>
<td>75%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td>100%</td>
<td>100%</td>
<td>-15%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Add a comment:
- Report reviewed, adjusted and verified by Cathy on 12/25/10. Paid effort should be 10% on fund 23456. Payroll transfer done 12/26/10. 6% effort without salary from non-sponsored activity. Total effort 15% on fund 23456.

Comments can be up to 255 characters long. (Total characters: 217)
Verification Hints & Tips

- Break report lists into smaller, more manageable pieces
  - Start reviewing one PI’s list (preferably one with less funding or staff) at a time rather than the entire Department list

- Sort list by Employee (default will be by Period) so you can take care of all ERS for a single Employee in order, since their ERS will likely be similar from quarter to quarter

- Use School of Medicine’s ERS Detail report that can be found in the same Excel tool as your Smart Close Out Tool (listed on the right hand side)

- Click on “View Payroll Detail” to see how ERS is calculating its Original Payroll % figures, if the % are not making sense to you

- Save Certified/AdjustReqd status ERS for later, when you are more comfortable/experienced with ERS

- Know where you can turn to for help/assistance, whether it be inside or outside of your dept