



Effort Reporting System (ERS) Department Coordinator Guide

[Note that a separate guide is provided for Committed Effort Management (CEM)]

Log on:

- Go to <https://ersweb.itsc.northwestern.edu/GenericERS/>
- Enter your Northwestern netID and password. Select the "ERS" tab on the left-hand side of the screen, if it is not already highlighted.

The following options are available (left-hand side):

(1) Assignments

Changing Assignments

During the effort reporting process, you have the ability to change Sub Department Coordinator(s), Pre Reviewer, or Post Reviewer for an entire sub department. Alternatively, you may have the ability to change the Pre Reviewer, Certifier, or Post Reviewer for an individual(s) or assign individuals to another sub department. Each of the situations is described below.

Changing Assignments for Department and Sub Departments

1. Click the "Assignment" menu option.
2. Select "Change Assignments for Department or Sub Departments".
3. Select a Department or Sub Department for which you will change assignments. Click the "Proceed" button.
4. Follow the directions listed below (a) for the assignment you choose to change.

Changing Assignments for Individuals

1. Click the "Assignment" menu option.
2. Select "Change Assignments for Individuals" if you intend to change the assignment for one individual or a small set of individuals.
3. Select a Department or Sub Department to search for the individuals for whom you will change assignments. Click the "Proceed" button.
4. Select the individuals for whom you will change assignments. Click the "Proceed" button.
5. Follow the directions listed below (b, c, or d) for the assignment you choose to change.





(a) Changing Sub DC or Updating Sub DC rights (for Sub Department only):

1. Select the option to "Change Sub DC/Update Sub DC rights". Click the "Proceed" button.
2. ERS allows you to select a person from the list, which consists of everyone in your domain, or you can select to "Assign somebody not in your domain" using the link at the top of the page.
3. Select a person to be the new Sub DC and click the "Proceed" button.
4. Change the Sub DC Rights as applicable.
5. Click the "Apply" button on following screens to assign the new Sub DC and Sub DC rights.
6. On the summary screen, note the name of the new Sub DC and their current rights.

(b) Changing Pre/Post Reviewer:

1. Select the option to "Change Sub Department Pre/Post Reviewer" or in the case of individual assignments, "Change Pre/Post Reviewer". Click the "Proceed" button.
2. ERS allows you to select a person from the list, which consists of everyone in your domain, or you can select "Assign No Pre/Post Reviewer" or "Assign somebody not in your domain" using the links at the top of the page.
3. Select a person to be the new Pre/Post Reviewer and click the "Proceed" button.
4. Click the "Apply" button on following screens to assign the new Pre/Post Reviewer.
5. On the summary screen, note the name of the new Pre/Post Reviewer.

(c) Changing Certifier (for Individual Assignments only):

1. Select the option to "Change Certifier". Click the "Proceed" button.
2. ERS allows you to select a person from the list, which consists of everyone in your domain, or "Assign somebody not in your domain" using the link at the top of the page.
3. Select a person to be the new Certifier and click the "Proceed" button.
4. Click the "Apply" button on following screens to assign the new Certifier.
5. On the summary screen, note the name of the new Certifier..

(d) Assign to Another Sub Department (for Individual Assignments only):

1. After selecting the individuals to be assigned to another Sub Department, select the option to "Assign to a different Sub Department". Click the "Proceed" button.
2. Chose the correct department by clicking the icon to the left of the department, then click the link for the proper sub department to which you will assign the individual(s).
3. Click the "Apply" button on following screens to change the assignment of the individual(s) to a new sub department.
4. On the summary screen, you will note that the employee has been assigned to the new sub department.





(2) Notification

1. Click the "Notification" option on the left side menu bar.
2. There are a series of predefined email sets. You may choose one of the options or draft your own email using the General Email links. Note that the subject and bodies of all predefined emails can be edited.
3. Complete the email and click the "Send Email" button.
4. You will receive a confirmation that the email was sent.

(3) Pre Review

** The Pre-Review section is likely where the majority of your work in this system will be done. **

Pre Review All vs. Pre Review:

Department Coordinators are able to pre review all forms in the sub departments to which they are assigned. As outlined in the Assignments section above, the Pre Review function can also be assigned for individuals or for sub departments to other administrators. If you would like to pre review all forms, even those for which pre review has been assigned to someone else, select "Pre Review All". If you wish to only pre review the forms which have not been assigned to someone else, select Pre Review **You must Pre Review these forms in order for the Certifier to be allowed access to the form for certification.** Note for both modes, once a form has been released for certification to the Certifier, and the certification is complete, only a summary screen may be viewed.

View Read Only Effort Forms:

Currently, this feature is not applicable to Northwestern University.

Getting Started:

1. Select the Pre Review menu option.
2. Select the appropriate Pre Review option by clicking the link.
3. Select the effort reporting period by clicking the link for that period. The current period is listed at the top and is identified. Note that you can access prior periods as well as the current period.
4. Select the Sub Department or Departments that you want to Pre Review by checking the appropriate box(es). You have the option to use a filter to retrieve forms that have been "Pre Reviewed" or "Not Pre Reviewed", as well as forms that have been "Certified" or "Not Certified". Click the "Continue" button to execute the selection criteria.
5. Select the effort form to Pre Review by clicking on the employee's name.





Getting Familiar with the Form:

1. Clicking on a link in the payroll column will display the detail for each pay period for the account. Clicking on the total amount will display the payroll for all accounts listed on the form.
2. Clicking on the sponsored account number link will display the details of the account.
3. Clicking the "Cap" icon (if applicable) next to an account name will display the sponsoring agency, current cap amount, and the annualized salary amount.
4. To view prior effort statements for the selected employee, click the link "View Previously Certified Effort Statements".
5. Click the "Input as %" button to change to percentage mode, then click "Input as \$" button to return to dollar mode. Note that you must be in dollar mode in order to use the "Proceed" button.
6. Clicking on the 'Commitment %' next to the pay amount will display the details of the commitment on the sponsored account for the budget period and the reporting period. The user can toggle between 'Commitment' (awarded effort percentage, i.e., sponsor expectations) and 'Planned' (planned effort percentage). Commitments and Planned Effort percentages are maintained in the CEM Module.
7. If applicable, the user will be able to identify Sub K-Award accounts (accounts related to the K-Award) by checking the radio button next to the account number if a K-Award is present.
8. Departmental Cost Sharing accounts are identified and must be cleared out via Cost Sharing boxes such that the total amount for the departmental cost sharing is \$0.00. Please subtract the amounts from the departmental cost sharing account and allocate it to the appropriate sponsored accounts.
9. If an award has a cost sharing commitment, cost sharing will automatically be updated in the Cost Sharing column.

Making changes to the form:

1. If an account is missing from the form, to add an account:
 - a. Click the "Add Account" button.
 - b. Select Sponsored/Non-Sponsored. Search for an account by entering all the search criteria. Click the "Continue" button.
 - c. Select an account from the Account drop down box, and then click the "Add Account" button.
2. If a Cost Transfer needs to be made, click on "Initiate CT" button. Make any necessary Cost Transfers in HRIS. Once the Initiate CT button has been clicked, the Pre Review status will be set to "N (CT Pending)" and you will be notified once the cost transfer is brought into ERS. Once the Cost Transfer has been uploaded to ERS, the status of Pre Review will change to N(Saved).
3. Record any applicable Cost Sharing in the respective input boxes.
4. You may enter a note in the Notes field describing any changes to the form, or recording any special circumstances.
5. Click the "Proceed" button, if no cost transfers were made, or after the cost transfer has been uploaded to ERS.





6. If a cost transfer was entered in HRIS, the user must wait for the transfer to be processed before proceeding. Note that journal entries are processed once a week in HRIS, so it will require one or more weeks for the entry to be reflected in ERS.
7. If there are Non Sponsored accounts on the Effort Form, the Pre Reviewer is presented with the University Summary screen. *It is **not** mandatory that the Pre Reviewer complete the University Summary.*
 - a. Enter the percentages in the input boxes that represent the breakdown of Non Sponsored activity.
 - b. Click "Proceed" when complete.
8. The system will display a summary screen. You can print this page for your records using the "Print Form" button.

(4) Certify

Note, that as the Department Coordinator, you will likely not certify any forms. If it is necessary to certify someone else's form, you will have to assign yourself as the Certifier for that person. Also, in order for you to access an effort form in Certify mode, the effort form must have been Pre Reviewed, or assigned to "No Pre Reviewer". After you have assigned yourself as Certifier and the Pre Review is complete, you will be able to access the effort form through the Certify menu option.

1. Click the "Certify" menu option.
2. Click the "Certify" link on the next screen.
3. Select the effort reporting period by clicking the link for that period. Note that you can access prior periods as well as the current period.
4. Any forms listed under "Effort Forms available to Certify" section are ready to be certified. A "Y" flag in the "Certified" column indicates if a form has been certified already. An "N" flag indicates the form has not been certified and an "N (saved)" indicates the form has been viewed, but not certified. Click on the name of the employee you are certifying to access the effort form. You may only access forms in the "Effort Forms available to Certify" section.
5. Review the effort form and enter the correct effort percentages for every account, then click the "Proceed" button. You may also notify the Pre Reviewer who completed the Pre Review by clicking the "Notify" button at the bottom of the screen.
6. Complete or amend the University Summary percentages. Click the "Proceed" button when you are done.
7. Review the summary to be certain it is correct. If it is correct, read the attestation statement and click the "Certify" button. To exit the form without certifying, click on the "Exit Form" button.
8. You will come to a summary screen. After certifying, you can print a copy of the final summary for your records using the "Print Form" button.
9. Click the "Exit Form" button to exit.





(5) Post Review

Post Review All vs. Post Review:

The Post Review option links to the effort forms of only those employees for whom you are assigned as Post Reviewer. You are required to Post Review the forms that were altered by the Certifier. You will only be able to view the effort form of an employee assigned to another Post Reviewer in the Post Review All mode.

Getting Started:

1. Select the Post Review menu option.
2. Select the Post Review All or Post Review option by clicking the link.
3. Select the effort reporting period by clicking the link for that period. Note that you can access prior periods as well as the current period.
4. Select the Sub Department or Departments that you want to Pre Review by checking the appropriate box(es). You have the option to use a filter to retrieve forms that have been "Certified" or "Not Certified", as well as those which have been "Post Reviewed" or "Not Post Reviewed". Click the "Continue" button to execute the selection criteria.
5. Select the effort form that you will Post Review by clicking the employee's name. Those that are in the "Post Review Required" area are effort forms that have been certified, with changes made to the effort form as compared to the Pre Review summary.

Getting Familiar with the Form:

1. Review the differences between the percentages recorded in Pre Review and those that were certified.
2. Click the "Proceed" button.

Identifying Differences:

1. Define the differences between the Pre Review Effort and the Certified Effort as Cost Transfers (by entering journal entries in HRIS) or Cost Sharing in the input boxes. You may use either \$ mode or % mode. Note that you must be in "Input as \$" mode in order to use the "Proceed" button.
2. If Cost Transfer needs to be made to resolve the difference, click on "Initiate CT", which will direct the user to the HRIS system. Once clicked, the Post Review status will be set to "N (CT Pending)" and you will be notified once the cost transfer is brought into ERS.
3. You may want to add a note to the Notes field describing any changes.
4. Click the "Proceed" button.
5. You will come to a summary screen. You can print this page for your records, by using the "Print Form" button.





(6) Reporting

1. Click the "Reporting" menu option.
2. Select a report using the link provided for the report.
3. Select the period to which the report should pertain.
4. Select the sub department(s) you want to see in the report. Click the "Continue" button.
5. You may print the report using your browser's print button or save the report as an Excel (xls) file or as an Adobe (pdf) file.

