

Electronic Effort Reporting Quick Steps Effort Coordinators

I. Logging In

1. Access Self-Service panels for Effort Reporting: <https://nuhr.northwestern.edu>
 2. Use **NET ID and Password** to log in, **NOT HRIS ID**
 3. Select Manager Home Page from the menu.
Note: This will allow you to view QSDs and Effort Reports for all employees in your departments. (Faculty and other certifying employees will use the Effort Report link to access their own reports.)
 4. Select Effort from the next menu.
 5. To view all QSDs and Effort Reports, select menu items to the left – only the reports for Research Staff will be accessible from the menu items on the right.
 6. Select View QSD or Enter Effort depending on which panel you wish to view.
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II. Viewing QSD (Quarterly Salary Distribution)

(Select View QSD from the Effort Coordinator Home Page)

1. Leave all fields blank and click Search. (To bring up a specific department, quarter or year, place the desired value in the field and click Search.)
 2. Select the Department, Fiscal Year and Fiscal Quarter you wish you view from the list of displayed departments.
 3. View employee list. Click View QSD on the employee's line you wish to view.
 4. Review QSD.
 5. Click View Salary Details to view detailed account changes over the quarter.
Note: All journal entries that affect account information for the viewed quarter appear on the Salary Details panel.
 6. To return to the employee's summary click View QSD.
 7. To view the Effort Report for the employee you are currently looking at, click View Effort Report.
 8. For specific information about fields on the QSD please refer to the detailed procedures.
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III. Effort Reports

1. From the Effort Coordinator menu, click Enter Effort.
Note: This link will allow you to see all Effort Reports for the employees in your departments for whom effort certification is required.
2. To bring up all available departments, fiscal years and quarters, leave all fields blank and click Search. (To bring up a specific department, quarter or year, place the desired value in the field and click Search.)
3. Select Department, Fiscal Year and Quarter you wish to view.
4. View employee list. Click View Effort Report on the employee's line you wish to view.
5. The report will display all sponsored accounts that were charged (and reported on the QSD) during the quarter, in addition to the standard categories displayed on all Effort Reports.
Note: For all sponsored accounts that should be added (i.e. effort was expended on these projects although salary was not charged to the sponsored account) click the ADD button at the bottom of the report. A new line will be added. Enter the correct account in the provided, blank field.
6. To enter appropriate effort percentages (if prepared by the Effort Coordinator):
 1. Use the mouse to place the cursor in the desired % Effort box next to the corresponding account.
 2. Enter the percent of effort spent on the account
 3. Notice the entered amounts automatically calculate at the bottom of the report.
 4. Enter all effort for the quarter in the provided boxes. (Before the employee can Certify his report the final total must equal 100%, however, it does not have to equal 100% for the Effort Coordinator to complete the preparation.)
7. Effort spent on Non-Sponsored accounts can be entered although no account number is needed.
8. After preparing the report, click Ready For Certification. The preparer's name and date will appear. Once the report is certified, the preparer's name will be removed and the certifier's name will appear.
9. Save the report.
Note: To successfully navigate the electronic panels, always Save any changes made to the report. As the Effort Coordinator you will always be able to make changes.
10. For more detailed information about the Effort Report please refer to the detailed procedures.

If you have questions, please contact:

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