

Electronic Effort Reporting Quick Steps

Effort Reporting for Research Staff¹

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 Effort Reporting from the menu.
 4. To view the QSDs and Effort Reports for the Research Staff that have been assigned to you, select menu items to the right.
 5. Select View GA QSD or Enter GA Effort depending on which panel you wish to view.
-

II. Viewing QSD (Quarterly Salary Distribution)

1. Leave all fields blank and click Search. (To bring up a specific department, 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 the listing of Research Staff. Click View QSD on the individual's line you wish to view.
 4. Review QSD.
 5. Click View Salary Details to view detailed account changes over the quarter.
 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.
-

III. Effort Reports

1. From the Effort Reporting menu, click Enter GA Effort.
2. To bring up all available departments, leave all fields blank and click Search. (To bring up a specific department, place the desired value in the field and click Search.)
3. Select Department, Fiscal Year and Quarter you wish to view.
4. View the listing of Research Staff. Click View Effort Report on the individual'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.

¹ Graduate Students and Post-docs, whose Effort Reports are certified by Faculty.

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. Enter appropriate effort percentages:

❖ Notice the entered amounts automatically calculate at the bottom of the report. Before you can Certify the report the final total must equal 100%.

❖ Note that effort spent on Non-Sponsored accounts does not require an account number.

7. Save the report.

Note: After you have Certified and Saved the report – the report will be locked. If you wish to Save the report and be able to go back to it to make changes, just Save, don't Certify.

8. For more detailed information about the Effort Report please refer to the detailed procedures.

If you have questions, please contact:

(Chicago campus)	Kathleen Doherty	7-2655 or k-doherty2@northwestern.edu
(Evanston campus)	Tina Mete	1-6755 or c-mete@northwestern.edu
(General Effort Reporting questions)	Jennifer Hubert	7-2473 or j-hubert2@northwestern.edu
(General HRIS questions)	Help Desk	7-4800 or hrishelp@northwestern.edu