

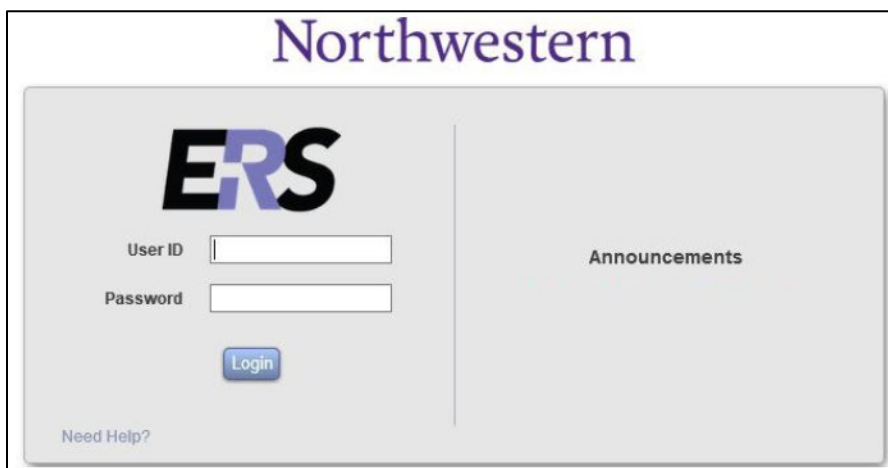
# How to Access the Effort Reporting System (ERS) to Certify Effort Reports

- *Guide for Certifiers (Principal Investigator or designated responsible official who has suitable means of verification to certify the effort form(s)).*

## 1. Login to ERS

Go to <https://ers.northwestern.edu> and login with your [NetID](#). [Multi-Factor Authentication](#) (MFA) is required; off campus only, [VPN](#) is also required.

- *If you need help with NetID, MFA, or VPN, please contact the [Northwestern IT Service Desk](#) at [consultant@northwestern.edu](mailto:consultant@northwestern.edu) or 847-491-3457.*



Northwestern

**ERS**

User ID

Password

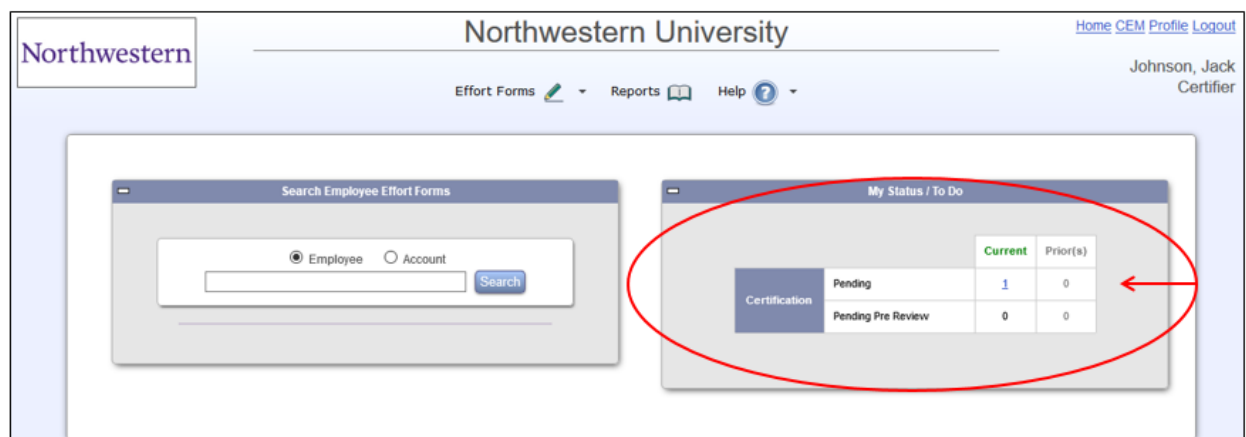
Login

Need Help?

Announcements

## 2. Access Effort Reports

Reports ready to certify (from current or prior periods) are accessible from the Pending Certification links (numerical digits) under STATUS/MY TO DO. Click on a number to see a list of reports.



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Home CEM Profile Logout

Johnson, Jack  
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

Employee Account Search

My Status / To Do

Certification	Current	Prior(s)
Pending	1	0
Pending Pre Review	0	0

### 3. Select an Effort Report to Certify

This screen displays the reports which have been pre reviewed by your administrator, and are now ready for you to certify. Click on a name to get started.

Northwestern University  
Home CEM Profile Logout  
Johnson, Jack  
Certifier

Effort Forms Pending Certification (2Q2019)  
Reporting Period 2Q2019  
Certify Multiple Forms

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[AI]	Johnson, Jack	Asst Professor	884300	DEMO SUBDEPT43	Pending Certification	Adams, Grant			[A]	Johnson, Jack

### 4. Confirm % Effort per Chart String

- Review the estimated % effort per chart string in the Certified Effort % column (pre-populated with your administrator's estimates). If this is an accurate assessment of actual effort (charged and cost-shared) you or your employee expended on each chart string, no changes are needed; if actual effort differed from your administrator's estimates, update the % effort per chart string as appropriate. Total Certified Effort % must equal 100%.
- You may enter additional explanation or comments in the "Notes" field if desired (not required). Notes are displayed on the certified effort report as part of the audit trail. When your review (including updates if appropriate) is complete, click "Proceed."

Certify

Name: Johnson, Jack Employee ID: 884401 Title: Asst Professor  
Sub Dept: 884400 - DEMO SUBDEPT44 Division: DEMODIV - DEMODIVISION Title Code: 100021

Changes Saved

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
33%	610-5249999-60012345	CHEMO RESEARCH	33%	0%	33%	33%
	610-5249999-60054321	Vitamin Effects Stud	0%	15%	15%	15%
10%	610-5299999-60054321	Sleep Pattern Study	0%	10%	10%	15%
17%	610-5091234-60099999	STEM CELL RESEARCH	17%	0%	17%	17%
Sponsored Subtotal			50%	25%	75%	80%
Non-Sponsored Accounts						
	110-1234567	Dept Unrestricted	50%	-25%	25%	20%
Non-Sponsored Subtotal			50%	-25%	25%	20%
Grand Total			100%	0%	100%	100%

Add Account

Notes  
Of 20% total on 110, 5% is for effort fulfilled on RP0012345, pending chart string set up.

90 of 500 characters used.

Exit Reset Notify Save Proceed

## 5. Finalize Certification

Review the summary of Certified Effort % per chart string and notes if applicable. If all is complete & correct, click "Certify" to attest to and finalize the certification.

**Click "Certify" to complete certification**

*If the finalized effort % per chart string includes corrections to your administrator's pre review estimates, or you have added or modified notes, she/he/they will be notified so action can be taken as needed.*

*If the information entered does not accurately reflect effort, do not certify the report. Click "Make Changes" to go back and correct, or "Exit" if you need to save the report and come back later.*

### Certify

Name: Johnson, Jack Employee ID: 8884401 Title: Asst Professor  
 Sub Dept: 884400 - DEMO SUBDEPT44 Division: DEMODIV - DEMODIVISION Title Code: 100021

Certification Complete  
 Johnson, Jack on 07-23-2019

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
<a href="#">810-5249999-80012345</a>	CHEMO RESEARCH	33%	0%	33%	33%
<a href="#">810-5249999-80054321</a>	Vitamin Effects Stud	0%	15%	15%	15%
<a href="#">810-5299999-80054321</a>	Sleep Pattern Study	0%	10%	10%	15%
<a href="#">810-5991234-80099999</a>	STEM CELL RESEARCH	17%	0%	17%	17%
<b>Sponsored Subtotal</b>		<b>50%</b>	<b>25%</b>	<b>75%</b>	<b>80%</b>
Non-Sponsored Accounts					
<a href="#">110-1214507</a>	Dept Unrestricted	50%	-25%	25%	20%
<b>Non-Sponsored Subtotal</b>		<b>50%</b>	<b>-25%</b>	<b>25%</b>	<b>20%</b>
<b>Grand Total</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>101%</b>

Notes  
Of 20% total on 110, 5% is for effort fulfilled on SP0012345, pending chart string set up.

I certify that the effort allocation for the individual shown above is a fair representation for the period noted.

Certify

Exit
Make Changes
Notify

## 6. Exit The Report to Return to Worklist

### Certify

Name: Johnson, Jack Employee ID: 8884401 Title: Asst Professor  
 Sub Dept: 884400 - DEMO SUBDEPT44 Division: DEMODIV - DEMODIVISION Title Code: 100021

Certification Complete  
 Johnson, Jack on 07-22-2019

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
<a href="#">810-5249999-80012345</a>	CHEMO RESEARCH	33%	0%	33%	33%
<a href="#">810-5249999-80054321</a>	Vitamin Effects Stud	0%	15%	15%	15%
<a href="#">810-5299999-80054321</a>	Sleep Pattern Study	0%	10%	10%	15%
<a href="#">810-5991234-80099999</a>	STEM CELL RESEARCH	17%	0%	17%	17%
<b>Sponsored Subtotal</b>		<b>50%</b>	<b>25%</b>	<b>75%</b>	<b>80%</b>
Non-Sponsored Accounts					
<a href="#">110-1214507</a>	Dept Unrestricted	50%	-25%	25%	20%
<b>Non-Sponsored Subtotal</b>		<b>50%</b>	<b>-25%</b>	<b>25%</b>	<b>20%</b>
<b>Grand Total</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>101%</b>

Notes  
Of 20% total on 110, 5% is for effort fulfilled on SP0012345, pending chart string set up.

I certify that the effort allocation for the individual shown above is a fair representation for the period noted.

Exit
Make Changes
Notify

**Click "Exit" if the certification is accurate and final, or Make Changes if you made a mistake and need to correct.**

If desired, print certified report or save as PDF.

The certified effort form is displayed on the final screen with your name and date stamp.

## 7. View Worklist Status

- After clicking “Exit” at the bottom of the completed effort report, you will return to your certification worklist, which displays the certified status. If you have additional reports to certify, click on an individual’s name to review and complete.
- If you are finished certifying reports, click Logout in the top right corner to exit the system, or Home to work on reports from a different period.

The screenshot displays the Northwestern University Effort Reporting System interface. At the top left is the Northwestern University logo. The main header reads "Northwestern University". In the top right corner, there are navigation links: "Home", "CEM Profile", and "Logout", with "Logout" circled in red. Below the header, the user's name "Johnson, Jack" and role "Certifier" are displayed. The main content area is titled "Effort Forms Pending Certification (2Q2019)" with a sub-header "Reporting Period 2Q2019". A "Certify Multiple Forms" button is visible. Below this, a table displays the worklist with the following columns: Certify, Employee Name, Title, Sub Department, Sub Department Name, Form Status, Pre Reviewed By, Certified By, Post Reviewed By, RCT, and Assigned Certifier. The table shows one record for Johnson, Jack, an Asst Professor in the DEMO SUBDEPT43 department, with a status of "Certified".

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Johnson, Jack	Asst Professor	884300	DEMO SUBDEPT43	Certified	Adams, Grant	Johnson, Jack		[A]	Johnson, Jack

## Bulk Certification

The Bulk Certification feature allows certifiers to review and certify multiple effort reports using a condensed workflow process.

Certifiers are still required to review and attest to all reports selected for bulk certification, but multiple reports are displayed on a single screen. After reviewing each report, updating %s and notes if appropriate, and confirming that each was reviewed (using a checkbox), the certifier can certify all reviewed reports with one click.

**Please Note: “Add Account” is not available in Bulk Certification; for any reports that you need to add a chart string to, use the “Certify Single Form” workflow.**

Bulk Certification workflow is optional; Certifiers may choose to complete workflow for each report individually instead (“Certify Single Form”).

### 1. Select Effort Reports to Bulk Certify

- After accessing your list of reports to certify (see steps 1 & 2 from the beginning of this guide), click Certify Multiple Forms.
- Select the reports you wish to bulk certify by clicking the checkbox next to each name.
- *If you decide not to bulk certify after all, click “Certify Single Form” to revert back to the individual workflow screen.*
- Click Proceed.

Northwestern University  
Home CEM Profile Logout  
King\_Emily Certifier

Effort Forms Reports Help

Effort Forms Pending Certification (2Q2019)  
Reporting Period 2Q2019

Certify Multiple Forms

Displaying 2 of 2 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]			[All]		[All]				[A]	
	King_Emily	Assoc Professor	884500	DEMO SUBDEPT45	Pending Certification	Adams, Grant				King_Emily
	Young_Mary	Scholarship (Taxable)	884500	DEMO SUBDEPT45	Pending Certification	Adams, Grant				King_Emily



Certify Single Form




Check All Clear All

Displaying 2 of 2 records

Select Forms to Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]			[All]		[All]				[A]	
<input checked="" type="checkbox"/>	King_Emily	Assoc Professor	884500	DEMO SUBDEPT45	Pending Certification	Adams, Grant				King_Emily
<input checked="" type="checkbox"/>	Young_Mary	Scholarship (Taxable)	884500	DEMO SUBDEPT45	Pending Certification	Adams, Grant				King_Emily

Proceed

## 2. Confirm Review for Each Report

- After selecting reports to bulk certify and clicking proceed, the next screen displays each report with employee details (Name, ID, Title), reporting period, and pre review totals (pre-loaded).
- Click  to view Pre Review Details, or  to view previously certified effort reports.
- If edits to pre review totals are appropriate, in the Certified Effort % column, click the % by each chart string requiring edit to enter an updated total. You may also add or edit notes (not required), which will be displayed on the certified report(s) as part of the audit trail.
- **For each report reviewed, the Certifier must select the check box beneath it (“I have reviewed the above Effort Form”) to confirm that it was individually reviewed. Unselected reports will not be included in the bulk certification.**
- After confirming review for all reports, click 

### Bulk Certification

Young, Emily (0034902) - Access Professor  
Reporting Period: 2021/9 (12-01-2012 through 02-28-2018)

Commitment#	Accounts	Description	Percent %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>						
229	610-040000-000-0400	CRIBIC RESEARCH	229	0%	22%	<input type="checkbox"/> 22%
229	610-0400-014-00000000	STEM CELL RESEARCH	229	0%	22%	<input type="checkbox"/> 22%
25	680-0140000-000-0875	Drug Discovery T	25	0%	2%	<input type="checkbox"/> 2%
			<b>Sponsored Subtotal</b>	68%	46%	<b>68%</b>
<b>Non-Sponsored Accounts</b>						
	110-124000	DEPT UNIFORMS	11%	0%	1%	<input type="checkbox"/> 1%
	710-124000-0000-014	NU MED FACULTY	22%	0%	2%	<input type="checkbox"/> 2%
			<b>Non-Sponsored Subtotal</b>	34%	3%	<b>34%</b>
			<b>Grand Total</b>	100%	49%	<b>100%</b>

Notes for Young, Emily (0034902)

0 of 500 characters used.

I have reviewed the above Effort Form.  
(2 of 2 forms reviewed)

Young, Mary (0034902) - Substernship (Student)  
Reporting Period: 2021/9 (12-01-2012 through 02-28-2018)

Commitment#	Accounts	Description	Percent %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>						
	610-0400-014-00000000	STEM CELL RESEARCH	100%	0%	100%	<input type="checkbox"/> 100%
			<b>Sponsored Subtotal</b>	100%	0%	<b>100%</b>
			<b>Grand Total</b>	100%	0%	<b>100%</b>

Notes for Young, Mary (0034902)

0 of 500 characters used.

I have reviewed the above Effort Form.  
(2 of 2 forms reviewed)

Back Refresh Cancel Proceed

### 3. Finalize Bulk Certification

- For each report, review the summary of Certified Effort % per chart string and notes if applicable. If all is complete & correct, click “Certify” to attest to and finalize the certifications.

**Click “Certify” to complete certifications**

*If the finalized effort % per chart string includes corrections to your administrator’s pre review estimates, or you have added or modified notes, she/he/they will be notified so action can be taken as needed.*

*If the information entered does not accurately reflect effort, do not certify the report. Click “Make Changes” to go back and correct, or “Exit” if you need to save the report and come back later.*

I have reviewed the above Effort Form (2 of 2 forms reviewed)

### 4. Exit Bulk Certification to Return to Worklist

**If desired, print bulk certified reports or save as PDF.**

**The certified effort reports are displayed on the final screen with your name and date stamp.**

**Click “Exit” if all certifications are accurate and final, or Make Changes if you made a mistake and need to correct one or more reports.**

## 5. View Worklist Status

- After clicking “Exit” at the bottom of the completed bulk certification, you will return to your certification worklist, which displays the certified status for each report you certified. If you have additional reports to certify, select reports to bulk certify, or click the “Certify Single Form” button to select a report for individual workflow.
- If you are finished certifying reports, click Logout in the top right corner to exit the system, or Home to work on reports from a different period.

The screenshot displays the Northwestern University Effort Reporting System interface. At the top, the Northwestern University logo is on the left, and the user's name 'King, Emily' and role 'Certifier' are on the right. A navigation bar includes 'Effort Forms', 'Reports', and 'Help'. In the top right corner, there are links for 'Home', 'CEM Profile', and 'Logout', with 'Logout' circled in red. The main content area is titled 'Effort Forms Pending Certification (2Q2019)' and shows a 'Reporting Period 2Q2019'. A 'Certify Single Form' button is visible. Below this, there are 'Check All' and 'Clear All' links. A table displays two records, with the first record selected. The table has columns for 'Select Forms to Certify', 'Employee Name', 'Title', 'Sub Department', 'Sub Department Name', 'Form Status', 'Pre Reviewed By', 'Certified By', 'Post Reviewed By', 'RCT', and 'Assigned Certifier'. A 'Proceed' button is located at the bottom of the table.

Select Forms to Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
<input type="checkbox"/>	King, Emily	Assoc Professor	884500	DEMO SUBDEPT45	Certified	Adams, Grant	King, Emily			King, Emily
<input type="checkbox"/>	Young, Marc	Scholarship (Taxable)	884500	DEMO SUBDEPT45	Certified	Adams, Grant	King, Emily			King, Emily