How to Correct a Certified Effort Report

- *Only the assigned certifier can modify certified effort. Reports should be modified only to correct errors or omissions.*

1. **Log In 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.
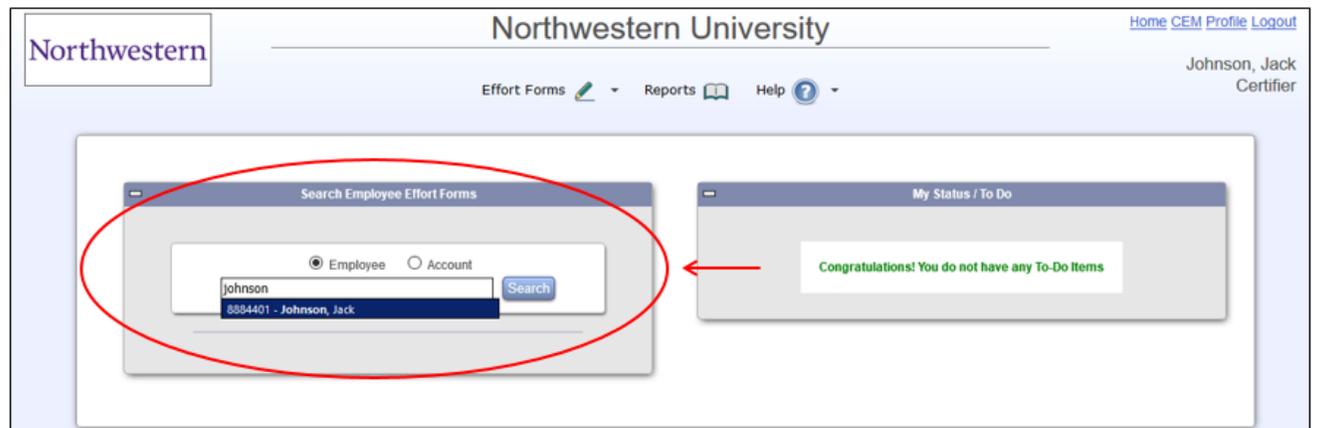   - *If you need help with NetID, MFA, or VPN, please contact the Northwestern IT Service Desk at consultant@northwestern.edu or 847-491-3457.*

2. **Use Search Employee Effort Forms to Display List of Effort Reports**
   In Search Employee Effort Forms on the home page, type in the employee name (Last,First) or emplID to display a list of that employee's effort reports.

3. **Click "Modify" by the Report You Need to Correct**
    *   The Modify option will not display if the reporting period has been Archived, or your administrator has post reviewed the report.
    *   If the Modify option is not displayed for a quarter that you need to correct, please notify your administrator.

4. **Scroll to the bottom of the screen, click "Make Changes" Button**
    *   After clicking "Modify" in Search Employee Effort Forms, the next screen displays the certified effort report. Scroll to the bottom of the screen, then click "Make Changes."

5. Make Corrections

- The normal certification screen displays. Correct the percent effort per chart string as needed.
- If you need to add a chart string to the report, click "Add Account."
- Notes can be added or modified if appropriate; notes are displayed on the certified report as part of the audit trail.
- Click "Proceed" when all corrections are complete.

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%	20 %
17%	610-5991234-60099999	STEM CELL RESEARCH	17%	0%	17%	17 %
		Sponsored Subtotal	50%	25%	75%	85%
Non-Sponsored Accounts						
	110-1234567	Dept Unrestricted	50%	-25%	25%	15 %
		Non-Sponsored Subtotal	50%	-25%	25%	15%
		Grand Total	100%	0%	100%	100%

⊕ Add Account

Notes
Of 15% total on 110, 5% is for effort fulfilled on SP0012345, pending chart string set up.

90 of 800 characters used.

[Exit] [Reset] [Notify] [Save] [Proceed]

6. Finalize Certification

- Review the summary of Certified Effort % per chart string + institutional summary 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.

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)						
	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
	610-5249999-60012345	CHEMO RESEARCH	33%	0%	33%	33%
	610-5249999-60054321	Vitamin Effects Stud	0%	15%	15%	15%
	610-5299999-60054321	Sleep Pattern Study	0%	10%	10%	20%
	610-5991234-60099999	STEM CELL RESEARCH	17%	0%	17%	17%
		Sponsored Subtotal	50%	25%	75%	85%
Non-Sponsored Accounts						
	110-1234567	Dept Unrestricted	50%	-25%	25%	15%
		Non-Sponsored Subtotal	50%	-25%	25%	15%
		Grand Total	100%	0%	100%	100%

Notes
Of 15% 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]

7. Logout or Return to Home Page

- Click Logout if you are finished.
- Click Home or Exit to return to the Home Page if you need to complete or correct other certifications.

Click Home to return to the initial login screen, or Logout if you are finished using the Effort Reporting System.

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.

Click "Exit" to return to the Home screen, or Make Changes if you made a mistake and need to correct.