

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.

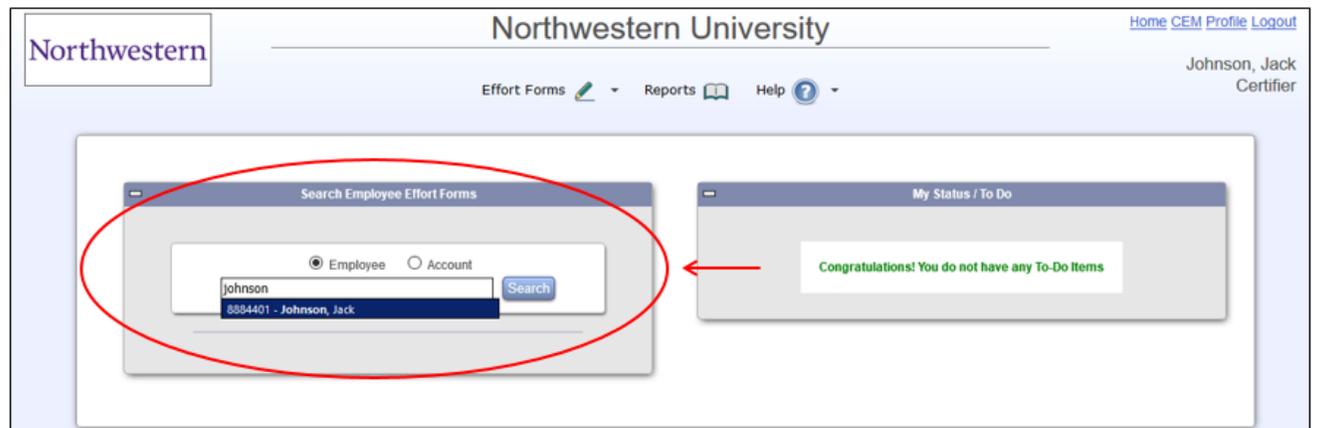
- *If you need help with NetID, MFA, or VPN, please contact the [Northwestern IT Service Desk](#) at consultant@northwestern.edu or 847-491-3457.*



The screenshot shows the Northwestern ERS login interface. At the top, the word "Northwestern" is displayed in a purple serif font. Below it, the "ERS" logo is prominently featured in large, bold, blue and black letters. To the left of the logo, there are two input fields: "User ID" and "Password", each with a white text box and a small blue "Login" button below them. To the right of the login fields, the word "Announcements" is centered. At the bottom left, there is a link that says "Need Help?".

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.



The screenshot shows the Northwestern University ERS home page. At the top, the "Northwestern University" logo is on the left, and the text "Northwestern University" is in the center. On the right, there are links for "Home", "CEM Profile", and "Logout". Below the logo, the user's name "Johnson, Jack" and role "Certifier" are displayed. In the center, there are three navigation tabs: "Effort Forms" (with a pencil icon), "Reports" (with a book icon), and "Help" (with a question mark icon). Below the navigation, there are two main panels. The left panel, titled "Search Employee Effort Forms", is circled in red. It contains a search form with radio buttons for "Employee" (selected) and "Account", a text input field containing "johnson", and a "Search" button. Below the input field, a dropdown menu shows "8894401 - Johnson, Jack". The right panel, titled "My Status / To Do", contains a green message box that says "Congratulations! You do not have any To-Do Items". A red arrow points from the search panel to the status panel.

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.

RpCode	Sub Department	Form Status	Effort Form Link
2Q2019	884400	Pending Post Review	View Modify
2Q2009	884400	Certified	View Modify

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.”

610-5991234-60099999	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%

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](#)

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.

Northwestern University

Effort Forms Reports Help

Home Exit Profile Logout

Johnson, Jack
Certifier

Certify

Name: Johnson, Jack Employee ID: 858421 Title: Asst Professor
Sub Dept: 08445-DEMO SUBDEPT44 Division: DEMODIV1-DEMO DIVISION Title Code: 10021

Certification Complete
Johnson, Jack on 07-30-2019

Reporting Period: 02/01/19 to 01/31/20

Accounts	Description	Sponsored Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %
010-5210000-60712145	CHEMO RESEARCH		33%	0%	33%	33%
010-5210000-60704321	Vitamin Effects Stud		0%	15%	15%	15%
010-5210000-60704321	Sleep Pattern Stud		2%	10%	10%	20%
010-5001214-60700000	STEM CELL RESEARCH		12%	0%	12%	17%
Sponsored Subtotal			39%	25%	79%	85%
Non-Sponsored Accounts						
010-1241987	Dept Unreserved		33%	-20%	20%	15%
Non-Sponsored Subtotal			33%	-20%	20%	15%
Grand Total			72%	5%	100%	100%

Notes
Of 10% step on 10.0% is for effort funded on 04021245, pending start string set up.

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

Make Changes Exit

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.