Roles and Responsibilities

It is the responsibility of the Department Business Administrator to ensure that the role assignments of the Department Coordinator (DC), Sub Department Coordinator (SubDC), Pre Reviewer, Certifier, and Post Reviewer are appropriate since the department business administrator has the ultimate knowledge of the department personnel. The Central Administrator (CA) monitors the DC and SubDC assignments through the weekly employee data refresh and quarterly DC and SubDC assignment review.

Department administrators with full access managerial roles (DC or SubDC) are responsible for monitoring and updating SubDC, pre reviewer, post reviewer, and certifier (except faculty*) assignments, as the department administrators have knowledge of their departments’ structure/management and supervisory relationships. Administrators with the DC role may also assign SubDC access to sub departments in the unit(s) for which they have DC access, or if preferred can request a Central Administrator (CA) to assign SubDC access.

*Faculty should generally certify their own effort reports, so ERS does not allow DCs or SubDCs to change certifier assignments for individuals with a “Professor” title. A responsible official with suitable means of verification may also certify effort reports.

Assignment Process

DC, SubDC, pre review, and post review access should not be assigned until Effort 101 training (conducted in person by a CA) is completed or the person is familiar with the principles of Effort Reporting (communicated with CA).

After they complete training or communicate with the CA, the CA notifies administrators by email that they are eligible for ERS access, but they or their supervisor should contact the CA to discuss and request access. Since management of effort reporting tasks varies across units, but users may not understand the role options / related access privileges, the CA can make recommendations and determination tailored to each unit’s needs. Due to the limited roles available in ERS, this process requires either email communications or discussion with the CA to determine the best arrangement.

The CA has authority to make changes to all roles in ERS. If a full access managerial role is approved by a department manager for her/himself or another staff member in his/her department, the CA assigns DC or SubDC access as requested after verifying eligibility (per completion of training and the employee’s appointment record in myHR). Users granted DC or SubDC access are responsible for reviewing and updating as needed the pre reviewer, certifier, and post reviewer assignments for their assigned units; reminders and best practices pertaining to this responsibility are emailed quarterly after initiation. All users are reminded in email training announcements, in Effort 101 itself, and in provided training materials that only trained users should be granted any level of ERS administrative access (DC, SubDC, or pre/post review assignments).

Common Access Scenarios
• **DC Only**: One(1) manager who personally completes all pre & post review tasks, and monitors completion of certifications
  - CA assigns DC access to the manager; no SubDC access is needed
  - After DC access is assigned, DCs can assign all pre and post review tasks to themselves, and update certifier (except faculty) assignments as needed. They can also monitor completion of effort reporting tasks (pre review, certification, and post review if required) & run ERS reports for their assigned unit(s).

• **DC Only with Delegated Pre/Post Reviews**: 1 manager who delegates pre & post review tasks to others, but monitors completion
  - CA assigns DC access to the manager; no SubDC access is needed
  - After DC access is assigned, DCs can assign pre and post review tasks to other trained users, and update certifier (except faculty) assignments as needed. They can also monitor completion of effort reporting tasks (pre review, certification, and post review if required) & run ERS reports for their assigned unit(s).

• **DC & SubDC(s)**: 2 or more managers who monitor completion, and may or may not complete pre & post review tasks
  - CA assigns DC access to the primary manager; only one individual per department may be assigned DC access
  - DC (or CA, if requested by DC) assigns SubDC access to one or more secondary managers; only one individual per sub department may be assigned SubDC access, but the same individual can be assigned access to multiple sub departments. Often one person is assigned SubDC access to all sub departments, so that both DC & SubDC have identical access (except for the ability to assign other SubDCs). Occasionally in large departments, it makes sense to assign several SubDCs, each with full access to specific sub departments only, as assigned by the DC or CA.
  - After DC and SubDC access is assigned, DCs & SubDCs are both able to review and update pre reviewer, post reviewer, and certifier (except faculty) assignments, monitor completion of effort reporting tasks, and run ERS reports for their assigned unit(s). They can assign pre & post review tasks to themselves and/or other trained users.