



Accessing Effort Reports Self-Certifiers



Introduction

Welcome to the Accessing Effort Reports for Self-Certifiers. In this module you will learn what you will see when you log on to ERS and how you will access your effort reports.

Accessing Effort Reports

As a self-certifier, when you initially login to ERS you will be taken to a screen with a report list titled “My Effort Reports.”

This report lists your current Effort Report, as well as those from prior reporting periods.

The screenshot displays the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. At the top, the user is identified as 'User: Deb Nikkel (534334615)' with links for 'Account Settings' and 'Sign-Out'. The main section is titled 'EFFORT REPORT LIST' and features a search filter set to 'My Effort Reports', a 'Reporting Periods' dropdown set to 'All', and buttons for 'Manage Searches...' and 'Create New...'. Below this, a sub-header reads 'REPORT LIST FOR: MY EFFORT REPORTS' with buttons for 'Export List', 'Send List', and 'Print List'. A table lists the reports with columns for 'Period', 'For', 'Last Modified', and 'Status'. The table contains one entry: 'Winter 04/05 11/12 Academics' for 'CLIRK,INDRAW (534334615)', last modified '02/03/2006 - v1.0', with a status of 'Open'. The interface also shows 'Display 20 reports per page' and 'displaying 1 to 1 (1 total)'. A footer note states 'copyright 2005 - 2006, The Regents of the University of California, All rights reserved.'

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open

Accessing Effort Reports (cont'd)

From this screen, you have the ability to view, edit and certify your own Effort Report.

The screenshot displays the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. At the top, the user is identified as 'User: Deb Nikkel (534334615)' with links for 'Account Settings' and 'Sign-Out'. The main section is titled 'EFFORT REPORT LIST' and includes a search bar with 'My Effort Reports' selected, and 'Reporting Periods' set to 'All'. Below this, a table titled 'REPORT LIST FOR: My Effort Reports' shows one report entry for 'Winter 04/05 11/12 Academics' with status 'Open'. The interface also features buttons for 'Export List', 'Send List', and 'Print List', and a footer with copyright information for 2005-2006.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: Deb Nikkel (534334615) | [Account Settings](#) | [Sign-Out](#)

EFFORT REPORT LIST ?

Display Saved Search: My Effort Reports Manage Searches... Create New...

Reporting Periods: All Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My Effort Reports* Export List Send List Print List

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 1 (1 total)

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Accessing Effort Reports (cont'd)

- Select the Effort Report you wish to view from the list.
- Click the **view** icon to view the Effort Report
- Click the **edit** icon if you intend to edit and/or certify your Effort Report

The screenshot shows the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. At the top, it displays the user 'Deb Nikkel (534334615)' with links for 'Account Settings' and 'Sign-Out'. Below this is the 'EFFORT REPORT LIST' section, which includes a search filter for 'My Effort Reports' and a 'Reporting Periods' dropdown set to 'Winter 04/05 11/12 Academics'. A table titled 'REPORT LIST FOR: My Effort Reports' contains one entry for 'Winter 04/05 11/12 Academics' by 'CLIRK,INDRAW (534334615)'. The table has columns for 'Period', 'For', 'Last Modified', and 'Status'. A mouse cursor is pointing at the 'view' icon (a magnifying glass) next to the report entry. Below the table, there are controls for 'Display 20 reports per page' and a status indicator 'displaying 1 to 1 (1 total)'. The footer contains the copyright notice: 'copyright 2005 - 2006, The Regents of the University of California, All rights reserved.'

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open

Accessing Effort Reports (cont'd)

ERS shows the Effort Report.

UNIVERSITY of CALIFORNIA

Effort Reporting System User: Deb Nikkel (534334615) | [Account Settings](#) | [Sign-Out](#)

[Return to Report List](#)

CLIRK,INDRAW | WINTER 04/05 11/12 ACADEMICS
[Export Report](#) [Send Report](#) [Print Report](#) [?](#)

[Edit Report](#)
[View History](#)
[Comment Log](#)

Emp. ID: 534334615 | **Home Dept:** CHEMISTRY AND BIOCHEMISTRY
Version: 1.0 (02/03/2006 11:43) | **Status:** Open
Service Period: January 1, 2005 to March 31, 2005
Pay Periods: January 1, 2005 to March 31, 2005

Report Version:
1.0 (02/03/2006) Open

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
FDPNAVYN000140110757 DUNN 4/06 52.5% 4-443835/ST-22324	100%	100%	0%	0%	100%	100%
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	0%	0%		- 0%	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%

Report Options : Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Comment for report v. 1.0: 02/03/06 by 'System'
Report created by system

Accessing Effort Reports (cont'd)

This concludes the Accessing Effort Reporting Module. In this module you learned what you will see when you log on to ERS.