



Multiple Certifications



Introduction

Welcome to the Multiple Certifications module. In this module you will learn about the ERS functionality that allows multiple certification of Effort Reports and how to line certify effort on projects over which you have oversight.

Why Require Multiple Certification?

Effort Reports can generally be certified either by the individual or by a supervisor or someone with first hand knowledge of the work performed.

However, when an individual works on multiple projects, has multiple supervisors, and/or is not aware of which projects their effort is benefiting their Effort Report may require multiple certifications.

ERS Multiple Certification Functionality

ERS provides a facility to easily enable and track multiple certification of Effort Reports.

Typically a departmental administrator will activate the multiple certification functionality. This is done by simply clicking on the “Report requires multiple certifications,” in the **Report Option** box.

USC/NIH H21993A HINDS 3/05 53.5% 4-445950/MH-57852	37%	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%	<input type="checkbox"/>
EPA.CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	0%	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%	
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
UPDATE CALCULATION							
Report Options :	<input checked="" type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.						
Add a comment:	<input type="text"/> Comments can be up to 255 characters long. (Total characters: 0)						
VIEW PAYROLL DETAILS				REVERT		SAVE	CERTIFY EFFORT REPORT

ERS Multiple Certification Functionality (cont'd)

Effort Reports designated as requiring multiple certification will display a new column of click boxes titled **Line Certified** to the far right of the lines for each sponsored project.

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Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT
 Version: 1.2 (02/06/2006 04:17) | Status: Open
 Service Period: January 1, 2005 to March 31, 2005
 Pay Periods: January 1, 2005 to March 31, 2005

■ This report will remain open until all lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43% ⓘ	<input type="text" value="43"/> %	0%	<input type="text" value="0"/> %	43%	43%	<input type="checkbox"/>
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37% ⓘ	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20% ⓘ	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
Other Sponsored Projects	0% ⓘ	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	0% ⓘ	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%	
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%	

ERS Multiple Certification Functionality (cont'd)

When you encounter an Effort Report with the **Line Certified** click boxes, ERS requires that effort be certified line by line.

As the highlighted message indicates, the report will remain open until all lines of the report have been certified.

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Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT
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■ This report will remain open until all lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43%	43 %	0%	0 %	43%	43%	<input type="checkbox"/>
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/MH-57852	37%	37 %	0%	0 %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	20 %	0%	0 %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
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%	

Line Certifying Effort

Line certification is achieved by following these steps*

- Review effort reported.
- Adjust any incomplete or incorrect effort in the **Adjusted Payroll %** and/or **Adjusted Cost Shared %** fields.

*Refer to the Certifying Effort module for more detail on this process.

Line Certifying Effort (cont'd)

- If you make changes to the reported effort, click the **Update Calculation** button.

Line Certifying Effort (cont'd)

- When you are satisfied that the effort is correct, click the **Line Certified** box for all projects you are certifying; then,
- Click the **Save** button to save the updated report.

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Export Report Send Report Print Report ?

Edit Report View/History Comment Log

Emp. ID: 938610243 | Home Dept: I...
 Version: 1.2 (02/06/2006 04:17) | ST...
 Service Period: January 1, 2005 to ...
 Pay Periods: January 1, 2005 to Ma...

UNDEFINED

By clicking OK, you certify that you have first hand knowledge of the activity reflected on this report and that the certified effort distribution is a reasonable estimate of the effort expended during the period covered by this report.

If you do not wish to make this certification, click Cancel.

CANCEL OK

Report will remain open until all lines have been certified.

	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43%	43%	<input checked="" type="checkbox"/>
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT			
Total Sponsored Projects <i>requiring certification</i>	100%	100%	0%
Other Sponsored Projects	0%	0%	0%
Non-Sponsored Activities	0%	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%	0%
Grand Total	100%	100%	0%

Line Certifying Effort (cont'd)

Once you line certify effort, ERS generates a message below the project that identifies who certified the effort and when.

Once all lines are certified, the report status will become "Certified."

Until all projects have certified the report status will be "Partially Certified."

AEGORAN FARNINDAZ ,IRINTZI WINTER 04/05 11/12 ACADEMICS							
Edit Report		View/History		Comment Log		Export Report Send Report Print Report ?	
Emp. ID: 938610243 Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.3 (02/07/2006 01:03) Status: Partially Certified Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005						<ul style="list-style-type: none"> This report will remain open until all lines of the report have been certified. 	
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43%	43%	0%	0%	43%	43%	<input checked="" type="checkbox"/>
Line certified by gdonn on February 7, 2006							
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	0%	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%	
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	

Conclusion

This concludes the Multiple Certifications module.

In this module you learned:

- ERS provides functionality that allows multiple certification of Effort Reports;
- How to line certify effort on Effort Reports.

