### University of California Effort Reporting System



# **The Effort Report**

### Introduction

In this module you will learn about the Online Effort Report that will be used to view, edit and certify effort.

Report - Microsoft Internet Explorer							
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) http://ucop010107.ucop.edu:9080/EffortReporting/repo	et.do?rptID=1118	828.tab=view					
Service Period: January 1, 2005 to N Pay Periods: January 1, 2005 to Mar	March 31, 2005 11, 2005			1.0 (02/03/2000)	open		
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> @	43%	0%	0%	43%	43%	
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%	
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> @	20%	0%	0%	20%	20%	
Total Sponsored Projects requiring certification	100%	100%		05	100%	100%	
Other Sponsored Projects	<u>0%</u> 🕄	0%		+ 0%	0%	0%	
Non-Sponsored Activities	<u>0%</u> 🕄	0%		- 0%	0%	0%	
Total Other Effort not requiring certification	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
Report Options	Report r	equires multip Illows for Cos	ele certifications. I Sharing Offset Agai	nst Other Sponsored	d Projects.		
Comment for report v. 1.	0: 02.03.06 by Report creat	"System" ted by system					
VIEW PAYROLL DETAILS			R	EVERT SAVE (	CERTIFY EFF	ORT REPORT	
copyright 2005 - 2006, The Regents	of the Universit	ty of California	, All rights reserved.				

# **The Effort Report**

The Effort Report allows you to instantly view, review, edit and certify effort online.

It contains the following types of information:

Original Adjusted Original Adjusted Original **Heading Banner** Sponsored Projects Payroll % Payroll % Cost Sharing % Cost Sharing % Total % **Report Information** EPA R82735201 FROINES 05/06 43% 🔘 43% 0% 0% 43% 53.50% Panel 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 **Report Version** <u>37%</u> 🔍 0% 37% 53.5% 37% 0% 4-445950AVH-57852 **Project Information** EPA CR82805901 FROINES 12/06 20% 🔘 53.5% 20% 0% 0% 20% **Report Options** 4-447711/AM-22855 Comment Total Sponsored Projects 100% 100% 0% 100% requiring certification Information 0% 0% Other Sponsored Projects 0% 🔍 + 0% 0% -0% 0% Non-Sponsored Activities 0% 🔍 Total Other Effort 0% 0% 0% 0% not requiring certification 100% 100% 0% 100% Grand Total

UNIVERSITY of CALIFORNIA Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List Print Report AEGORAN FARNINDAZ, IRINTZI | WINTER 04/05 11/12 ACADEMICS Export Report Send Report Edit Report View/History **Comment Log** Report Version: Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.0 (02/03/2006 01:11) | Status: Open ▼ ⇒ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Adjusted Total % 43% 37% 20% 100% 0% 0% 0%

100%

### **Heading Banner**

not requiring certification

The Heading Banner identifies the individual for whom the Effort Report has been generated and specifies the reporting period that is reflected on the report.

#### UNIVERSITY of CALIFORNIA Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List Print Report GEGORAN FARNINDAZ , IRINTZI | WINTER 04/05 11/12 ACADEMICS Send Report Export Report Edit Report View/History Comment Log Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Report Version: Version: 1.0 (02/03/2006 01:11) | Status: Open ▼ ⇒ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Original Adjusted Original Adjusted Original Adjusted Sponsored Projects Payroll % Total % Total % Payroll % Cost Sharing % Cost Sharing % EPA R82735201 FROINES 05/06 <u>43%</u> 💽 0% 43% 43% 53.50% 43% 0% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 🔍 37% 0% 37% 37% 53.5% 0% 4-445950/WH-57852 EPA CR82805901 FROINES 12/06 20% 🔍 0% 53.5% 20% 0% 20% 20% 4-447711/AM-22855 Total Sponsored Projects 100% 100% 0% 100% 100% requiring certification <u>0%</u> 🔍 0% 0% Other Sponsored Projects + 0% 0% Non-Sponsored Activities <u>0%</u> 🔍 0% -0% 0% 0% Total Other Effort 0% 0% 0% 0% 0%

# **Report Information Panel**

The Report Information Panel shows the Employee ID and the Home Department. for the employee identified in the Heading Banner.

UNIVERSITY of CALIFORN	IA								
Effort Reporting System			User: GRAGYRL	DONN (333520644)   <u>A</u>	ccount Settin	i <u>qs</u>   <u>Sign-Out</u>			
<ul> <li>Return to Report List</li> </ul>									
AEGORAN FARNINDAZ ,IRINTZI   WINTE	ER 04/05 11/12	ACADEMICS		Export Report Send F	Report Prin	t Report 🤶 ?			
Edit Report View/History Co	omment Log								
Emp. ID: 938610243   Home Dept: INSTITUTE OF THE ENVIRONMENT         Report Version:           Version: 1.0 (02/03/2006 01:11)   Status: Open         1.0 (02/03/2006) Open         1.0 (02/03/2006) Open           Service Period: January 1, 2005 to March 31, 2005         1.0 (02/03/2006) Open         1.0 (02/03/2006) Open									
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Co <del>s</del> t Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %			
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%			
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%			
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%			
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%			
Other Sponsored Projects	<u>0%</u> 🔍	0%		+ 0%	0%	0%			
Non-Sponsored Activities	<u>0%</u> (2)	0%		- 0%	0%	0%			
Total Other Effort	0%	0%		0%	0%	0%			

not requiring certification

Version: ERS tracks each iteration of the Effort Report.

The first Effort Report for the reporting period is identified as Version 1. Any time changes are made and saved, ERS assigns the report a new version number; e.g., 1.1, 1.2, 1.3, etc.

ERS assigns the next whole number, e.g., 2.0, to the report, once certification has occurred.

Effort Reporting System			User: GRAGYRI	J DONN (333520644)   <u>A</u>	ccount Settin	i <u>qs   Sign-Out</u>			
Return to Report List									
EGORAN FARNINDAZ ,IRINTZI   WINTE	r 04/05 11/12	ACADEMICS	[	Export Report Send F	Report Prin	t Report ?			
Edit Report View/History Co	mment Log								
Emp. ID: 938610243   Home Dept: INSTITUTE OF THE ENVIRONMENT       Report Version:         Version: 1.0 (02/03/2006 01:11)       Status: Open         Service Period: January 1, 2005 to March 31, 2005       1.0 (02/03/2006) Open         Pay Periods: January 1, 2005 to March 31, 2005									
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %			
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%			
JSC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%			
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%			
					1000	100%			
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%			
Total Sponsored Projects requiring certification Other Sponsored Projects	100% <u>0%</u> ©	100% 0%		0%	0%	0%			

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0%

Status: ERS assigns each Effort Report a status. In this example the status is "Open".

Go to the next slide for a complete list and definitions of all **Status** possibilities.

#### UNIVERSITY of CALIFORNIA Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List AEGORAN FARNINDAZ , IRINTZI | WINTER 04/05 11/12 ACADEMICS Send Report Print Report Export Report Edit Report View/History Comment Log Report Version: Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.0 (02/03/2006 01:11) Status: Open ▼ ⇒ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Adjusted Original Adjusted Original Adjusted Original Sponsored Projects Payroll % Payroll % Cost Sharing % Cost Sharing % Total % Total % EPA R82735201 FROINES 05/06 <u>43%</u> 💽 0% 43% 43% 53.50% 43% 0% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 🔍 0% 37% 37% 53.5% 37% 0% 4-445950/WH-57852 EPA CR82805901 FROINES 12/06 20% 🔍 53.5% 20% 0% 0% 20% 20% 4-447711/AM-22855 Total Sponsored Projects 100% 100% 0% 100% 100% requiring certification 0% 🔍 0% Other Sponsored Projects + 0% 0% 0% 0% 🔍 0% 0% Non-Sponsored Activities -0% 0% Total Other Effort 0% 0% 0% 0% 0% not requiring certification

### Status List and Definitions:

**Open** – Effort Report is open and ready for review and certification.

**Certified** – Effort Report has been certified.

**Partially certified** – Multiple certifications are required; all projects have not been certified.

**Certified/AdjustReqd** – Payroll % was changed on Effort Report. Effort Report was certified but no transfer of expense was processed.

**Reissued** – Effort Report reissued by system due to late arriving transactions

**Reopened** – Previously certified Effort Report has been reopened and has not yet been recertified.

**Not Required** – Report issued because the employee was a principal investigator or because of a special request.

**Exception** – Indicates anomalous condition such as an invalid FAU.

**Open**, **Partially Certified**, **Reissued**, and **Reopened** statuses will be augmented with "overdue" when appropriate.

Service Period: period during which effort was expended and reported for the reporting period indicated in the Banner Heading (highlighted in blue). Pay Period: period during which payments were made.

### UNIVERSITY of CALIFORNIA

#### Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List AEGORAN FARNINDAZ ,IRINTZI | WINTER 04/05 11/12 ACADEMICS Export Report Send Report Print Report Edit Report View/History Comment Log Report Version: Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Version: 1.0 (02/03/2006 01:11) | Status: Open ▼ ⇒ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Original Adjusted Adjusted Original Adjusted Original Sponsored Projects Payroll % Payroll % Cost Sharing % Cost Sharing % Total % Total % EPA R82735201 FROINES 05/06 43% 🔍 0% 43% 43% 53.50% 43% 0% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 0% 37% 37% 53.5% 37% 0% 4-445950AVH-57852 EPA CR82805901 FROINES 12/06 20% 🔘 0% 20% 20% 53.5% 20% 0% 4-447711/AM-22855 Total Sponsored Projects 0% 100% 100% 100% 100% requiring certification 0% 🔍 Other Sponsored Projects 0% + 0% 0% 0% 0% 🔍 Non-Sponsored Activities 0% -0% 0% 0% Total Other Effort 0% 0% 0% 0% 0% not remuising certification.

In this example, the Winter 04/05 Academics reporting period encompassed the pay period between February 1, 2005 and April 30, 2005, and the Service Period of January 2, 2005 through March 18, 2005.

Service period represents the time period for which you are certifying percent of effort expended.

### UNIVERSITY of CALIFORNIA

#### Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List AEGORAN FARNINDAZ , IRINTZI | WINTER 04/05 11/12 ACADEMICS Export Report Send Report Print Report Edit Report View/History Comment Log Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Report Version: Version: 1.0 (02/03/2006 01:11) | Status: Open ▼ ⇒ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Adjusted Adjusted Original Adjusted Original Original Sponsored Projects Payroll % Payroll % Cost Sharing % Cost Sharing % Total % Total % EPA R82735201 FROINES 05/06 43% 🔍 0% 53.50% 43% 0% 43% 43% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 0% 37% 37% 53.5% 37% 0% 4-445950AVH-57852 EPA CR82805901 FROINES 12/06 <u>20%</u> 💽 0% 20% 20% 53.5% 20% 0% 4-447711/AM-22855 Total Sponsored Projects 0% 100% 100% 100% 100% requiring certification 0% 🔍 Other Sponsored Projects 0% + 0% 0% 0% 0% 🔍 Non-Sponsored Activities 0% -0% 0% 0% Total Other Effort 0% 0% 0% 0% 0% not remuising certification.

### **Report Version**

Report Version: A drop-down menu shows all versions for the individual's Effort Report including date and status – for a single reporting period.

Click on any version and ERS will show the actual report.

Effort Reporting System			User: GRAGYRI	J DONN (333520644)   &	ccount Settin	<u>as   Sian-Ou</u>			
<ul> <li>Return to Report List</li> </ul>									
AEGORAN FARNINDAZ ,IRINTZI   WINTE	R 04/05 11/12	ACADEMICS	[	Export Report Send R	Report Prin	t Report			
Edit Report View/History Co	mment Log								
Emp. ID: 938610243   Home Dept: INSTITUTE OF THE ENVIRONMENT       Report Version:         Version: 1.0 (02/03/2006 01:11)   Status: Open       1.0 (02/03/2006) Open         Service Period: January 1, 2005 to March 31, 2005       1.0 (02/03/2006) Open         Pay Periods: January 1, 2005 to March 31, 2005       1.0 (02/03/2006) Open									
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %			
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%			
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%			
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%			
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%			
Other Sponsored Projects	<u>0%</u> 🔇	0%		+ 0%	0%	0%			
Non-Sponsored Activities	<u>0%</u> 🕲	0%		-0%	0%	0%			
Total Other Effort	0%	0%		0%	0%	0%			

# **Project Information**

Sponsored Projects Name of Sponsored Project Total Sponsored

Projects Total effort for all federally sponsored projects

### Other Sponsored Projects

Total % of effort for all non-federallysponsored projects Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%	
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> 🕲	37%	0%	0%	37%	37%	
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> (2)	20%	0%	0%	20%	20%	
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%	
Other Sponsored Projects	<u>0%</u> 🔇	0%		+ 0%	0%	0%	
Non-Sponsored Activities	<u>0%</u> 🔇	0%		-0%	0%	0%	
Total Other Effort not requiring certification	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
Report Options :	<ul> <li>Report re</li> <li>Report al</li> </ul>	equires multip llows for Cost	le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.		
Comment for report v. 1.0:	02/03/06 by "System" Report created by system						
VIEW PAYROLL DETAILS			R	EVERT SAVE C	ERTIFY EFFO	RT REPORT	

1.0 (02/03/2000) Open

# **Project Information**

Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005

Non-Sponsored Activities Total for nonsponsored activities

Total Other Effort Total of Other Sponsored and Nonsponsored projects/activities

Grand Total

Combination of Total Sponsored and Total Other Effort

Pay Periods: January 1, 2005 to March 31, 2005										
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %				
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%				
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> 🔇	37%	0%	0%	37%	37%				
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> (2)	20%	0%	0%	20%	20%				
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%				
Other Sponsored Projects	<u>0%</u> 🕲	0%		+ 0%	0%	0%				
Non-Sponsored Activities	<u>0%</u> 🕲	0%		- 0%	0%	0%				
Total Other Effort not requiring certification	0%	0%		0%	0%	0%				
Grand Total	100%	100%		0%	100%	100%				
Report Options :	<ul> <li>Report re</li> <li>Report al</li> </ul>	equires multip llows for Cost	le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.					
Comment for report v. 1.0:	02/03/06 by * Report create	System' ed by system								
VIEW PAYROLL DETAILS REVERT SAVE CERTIFY EFFORT REPORT										

1.0 (02/03/2000) Open

# **Project Information: Effort Reported**

Original Payroll % Percent of effort calculated from Payroll records

Adjusted Payroll % This column is used to record changes to the Payroll % Original Cost Sharing % Percent of Committed Cost Sharing as imported from cost sharing systems

e or or on the low operation of the transmission of the test of the test operation operation of the test operation of the test operation operation of test operation of test operation ope 1.0 (02/05/2000) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Adjusted Adjusted Original Original Adjusted Original Sponsored Projects Payroll % Payroll % Cost Sharing % Cost Sharing % Total % Total % EPA R82735201 FROINES 05/06 43% (Q) 0% 43% 43% 53.50% 43% 0% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 🔘 0% 37% 37% 53.5% 37% 0% 4-445950/WH-57852 EPA CR82805901 FROINES 12/06 <u>20%</u> 🔍 0% 20% 20% 53.5% 20% 0% 4-447711/AM-22855 Total Sponsored Projects 100% 100% 0% 100% 100% requiring certification 0% 🔍 0% + 0% 0% 0% Other Sponsored Projects 0% 🔍 0% -0% 0% 0% Non-Sponsored Activities Total Other Effort 0% 0% 0% 0% 0% not requiring certification 100% 100% 0% 100% 100% Grand Total Report Options : Report requires multiple certifications. Report allows for Cost Sharing Offset Against Other Sponsored Projects. 02/03/06 by "System" Comment for report v. 1.0: Report created by system **CERTIFY EFFORT REPORT** VIEW PAYROLL DETAILS REVER

# **Project Information: Effort Reported**

	Service Period: January 1, 2005 to Mar	ch 31, 2005		10 (02/03/2000) Opcil					
	Pay Periods: January 1, 2005 to March	31,2005							
	Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %		
	EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%		
	USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u>	37%	0%	0%	37%	37%		
	EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%		
	Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%		
k	Other Sponsored Projects	<u>0%</u> 🕲	0%		+ 0%	0%	0%		
	Non-Sponsored Activities	<u>0%</u> 🕲	0%		- 0%	0%	0%		
	Total Other Effort not requiring certification	0%	0%		0%	0%	0%		
	Grand Total	100%	100%		0%	100%	100%		
	Report Options :	<ul> <li>Report re</li> <li>Report a</li> </ul>	equires multip Ilows for Cost	le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.			
	Comment for report v. 1.0:	02/03/06 by Report creat	'System' ed by system						
	VIEW PAYROLL DETAILS			R	EVERT SAVE C	ERTIFY EFFC	DRT REPORT		
	convright 2005 - 2006 The Regents of	the Universit	v of California	All rights reserved					

Adjusted Cost Sharing % This column is used to record changes to Cost Sharing Original Total % Total of Original Payroll % and Original Cost Sharing %

Adjusted Total % Total of Adjusted Payroll % and Adjusted Cost Sharing %

# **Report Options**

ERS provides the option of requiring **multiple certifications**. That option is invoked by checking the "Report requires multiple certifications" box. Please see the Multiple Certifications module for explanation of why this feature might be used.

Service Period: January 1, 2005 to Mar	Service Period: January 1, 2005 to March 31, 2005									
Pay Periods: January 1, 2005 to March	31,2005									
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %				
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%				
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%				
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%				
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%				
Other Sponsored Projects	<u>0%</u> 🔇	0%		+ 0%	0%	0%				
Non-Sponsored Activities	<u>0%</u> 🔍	0%		- 0%	0%	0%				
Total Other Effort not requiring certification	0%	0%		0%	0%	0%				
Grand Total	100%	100%		0%	100%	100%				
Report Options :	<ul> <li>Report re</li> <li>Report a</li> </ul>	equires multip Ilows for Cos	ole certifications. t Sharing Offset Agair	nst Other Sponsored	Projects.					
Comment for report v. 1.0:	02/03/06 by / Report create	'System' ed by system								
VIEW PAYROLL DETAILS			R	EVERT SAVE C	ERTIFY EFF	DRT REPORT				

# **Report Options (cont'd)**

ERS provides the option of adjusting effort using negative cost sharing. That option is invoked by checking the "Report allows for negative cost sharing on Other Sponsored Projects" box. Please see the Cost Sharing module for details on how and when to use this feature.

Original Pavroll %	Adjusted														
Original Pavroll %	Adjusted				Pay Periods: January 1, 2005 to March 31, 2005										
	Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %										
<u>43%</u> (2)	43%	0%	0%	43%	43%										
<u>37%</u> (2)	37%	0%	0%	37%	37%										
<u>20%</u> 🔇	20%	0%	0%	20%	20%										
100%	100%		0%	100%	100%										
<u>0%</u> 🔇	0%		+ 0%	0%	0%										
<u>0%</u> 🔇	0%		-0%	0%	0%										
0%	0%		0%	0%	0%										
100%	100%		0%	100%	100%										
Report re	equires multip nows for Cost	le certifications. Snaring Uitset Agair	nst Other Sponsored	Projects.											
02/03/06 by * Report create	System* ed by system														
		R	EVERT SAVE C	ERTIFY EFFC	ORT REPORT										
	43%       (2)         37%       (2)         20%       (2)         100%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         0%       (2)         02/03/06       (2)         02/03/06       (2)         02/03/06       (2)         02/03/06       (2)	Payroll %       Payroll %         43% (2)       43%         37% (2)       37%         20% (2)       20%         100% (2)       20%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (2)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%         0% (3)       0%	Payroll %         Cost sharing %           43% ②         43%         0%           37% ③         37%         0%           20% ③         20%         0%           100%         100%         0%           0% ④         0%         0           0% ④         0%         0           0% ④         0%         0           0% ④         0%         0           0% ④         0%         0           0% ④         0%         0           0% ④         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0           0% ●         0%         0	Payron x         Payron x         Cost sharing x         Cost sharing x           4326 (a)         43%         0%         0%           37.56 (a)         37%         0%         0%           20.96 (a)         20%         0%         0%           100%         100%         0%         0%           0% (a)         0%         -0%         0%           0% (a)         0%         0%         0%           0% (b)         100%         0%         0%           0% (a)         0%         0%         0%           0% (b)         100%         0%         0%           0         100%         0%         0%           0         20	Payroli %         Payroli %         Coscisinaring %         Coscisinaring %         Four %           43% Q         43%         0%         0%         0%         43%           37% Q         37%         0%         0%         37%           20% Q         20%         0%         0%         20%           100%         20%         0%         0%         20%           100%         100%         0%         0%         20%           0% Q         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         0%           0%         0%         0%         0%         100%           203/06 by 'System' Report c										

### **Function Tabs**

Three function tabs are provided:

Edit Report – Edit mode View/History – View only mode Comment Log – View Comment Log or make a new one

ERS dims function tabs when viewers are not authorized to perform or view function.

UNIVERSITY of CALIFORN	A								
Effort Reporting System			User: GRAGYR	U DONN (333520644)   &	Account Settin	<u>ias   Sian-Out</u>			
<ul> <li>Return to Report List</li> </ul>									
AEGORAN FARNINDAZ ,IRINTZI   WINTE	r 04/05 11/12	ACADEMICS	[	Export Report Send I	Report Prin	t Report 🤶 ?			
Edit Report View/History Co	mment Log								
Emp. ID: 938610243   Home Dept: INSTITUTE OF THE ENVIRONMENT       Report Version:         Version: 1.0 (02/03/2006 01:11)   Status: Open       1.0 (02/03/2006) Open         Service Period: January 1, 2005 to March 31, 2005       1.0 (02/03/2006) Open         Pay Periods: January 1, 2005 to March 31, 2005       1.0 (02/03/2006) Open									
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %			
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%			
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> 🕲	37%	0%	0%	37%	37%			
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> Q	20%	0%	0%	20%	20%			
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%			
Other Sponsored Projects	<u>0%</u>	0%		+ 0%	0%	0%			
Non-Sponsored Activities	<u>0%</u> Q	0%		- 0%	0%	0%			
Total Other Effort not requiring certification	0%	0%		0%	0%	0%			

### **Comments**

Comments may be entered to explain any change. Comments are required whenever a user makes changes to the Adjusted Payroll %.

concord on the postantial open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Original Adjusted Sponsored Projects

opensel et l'égèces	Payroll %	Payroll %	Cost Sharing %	Cost sharing 76	TOLAT 75	TOLAT 76		
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> (2)	43%	0%	0%	43%	43%		
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> 💽	37%	0%	0%	37%	37%		
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> 💽	20%	0%	0%	20%	20%		
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%		
Other Sponsored Projects	<u>0%</u> 🔇	0%		+ 0%	0%	0%		
Non-Sponsored Activities	<u>0%</u> 🔇	0%		-0%	0%	0%		
Total Other Effort not requiring certification	0%	0%		0%	0%	0%		
Grand Total	100%	100%		0%	100%	100%		
Report Options :	<ul> <li>Report re</li> <li>Report al</li> </ul>	equires multip llows for Cost	le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.			
Comment for report v. 1.0:	02/03/06 by "System" Report created by system							
VIEW PAYROLL DETAILS			RI	EVERT SAVE C	ERTIFY EFFC	RT REPORT		

Original

1.0 (02/03/2000) Open

Adjusted

Original

Adjusted

### **Buttons**

These buttons allow authorized users to:

Export Report – to Excel or other CSV formatted application Send Report – will send a displayable copy via email Print Report – on local printer ? – access Help

not requiring certification

#### UNIVERSITY of CALIFORNIA Effort Reporting System User: GRAGYRU DONN (333520644) | Account Settings | Sign-Out Return to Report List Print Report AEGORAN FARNINDAZ , IRINTZI | WINTER 04/05 11/12 ACADEMICS Export Report Edit Report Comment Log View/History Emp. ID: 938610243 | Home Dept: INSTITUTE OF THE ENVIRONMENT Report Version: Version: 1.0 (02/03/2006 01:11) | Status: Open ▼ ÷ 1.0 (02/03/2006) Open Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005 Adjusted Original Adjusted Original Adjusted Original Sponsored Projects Payroll % Cost Sharing % Cost Sharing % Total % Total % Payroll % EPA R82735201 FROINES 05/06 53.50% <u>43%</u> 🔍 43% 0% 0% 43% 43% 4-447711/AM-22863 USC/NIH H21993A HINDS 3/05 37% 💽 37% 53.5% 37% 0% 0% 37% 4-445950/WH-57852 EPA CR82805901 FROINES 12/06 20% 🔍 0% 20% 20% 53.5% 20% 0% 4-447711/AM-22855 Total Sponsored Projects 100% 100% 0% 100% 100% requiring certification Other Sponsored Projects <u>0%</u> 🔍 0% 0% 0% + 0% 0% 🔍 0% -0% 0% 0% Non-Sponsored Activities Total Other Effort 0% 0% 0% 0% 0%

# **Payroll Drill Down**

**Authorized users** 

can access the payroll record that was used to construct the Effort Report. Any employee can see the drilldown detail for their own effort reports.

By clicking on the **magnifying glass** you can drill down to view the payroll data for the **specific project.** 

Go to the next screen to see the drill down. Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<mark>43%</mark> , Pro	43%	0%	0%	43%	43%	
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> 🕲	37%	0%	0%	37%	37%	
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u>	20%	0%	0%	20%	20%	
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%	
Other Sponsored Projects	<u>0%</u> 🔍	0%		+ 0%	0%	0%	
Non-Sponsored Activities	<u>0%</u> 🔍	0%		- 0%	0%	0%	
Total Other Effort not requiring certification	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
Report Options :	<ul> <li>Report re</li> <li>Report a</li> </ul>	equires multip llows for Cost	le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.		
Comment for report v. 1.0:	. 1.0: 02/03/06 by 'System' Report created by system						
VIEW PAYROLL DETAILS REVERT SAVE CERTIFY EFFORT REPORT							

1.0 (02/03/2000) Open

### **Payroll Drill Down for a Specific Project**

#### ERS :: LINE ITEM DETAIL

Effort Report: Winter 04/05 11/12 Academics | Status: Open Employee: AEGORAN FARNINDAZ, IRINTZI | Emp. #: 938610243

#### Project: EPA R82735201 FROINES 05/06 53.50% (4-447711/AM-22863)

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans	Title	Pay Rate	Rate	Paid %	Derived %	Weighted %
							- 36-			
01-31-2005	MO	4447711AM[22863]2]	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300
02-28-2005	мо	4447711AM[22863]2]	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300
03-31-2005	MO	4447711AM[22863]2]	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300
									Total :	1.2900*

\*rounding and fractional adjustments may affect the totals presented on the effort report.

Done						
	4-447711/AM-22855					
	Total Sponsored Projects requiring certification	100%	100%	0%	100%	1

# **Payroll Drill Down**

By clicking on the View Payroll Details button you can see payroll drill down information for all fund sources for an individual for the reporting period of the Effort Report.

Go to the next screen to see the complete payroll drill down Service Period: January 1, 2005 to March 31, 2005 Pay Periods: January 1, 2005 to March 31, 2005

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %		
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%		
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%		
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> (2)	20%	0%	0%	20%	20%		
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%		
Other Sponsored Projects	<u>0%</u> 🔇	0%		+ 0%	0%	0%		
Non-Sponsored Activities	<u>0%</u> 🔍	0%		- 0%	0%	0%		
Total Other Effort not requiring certification	0%	0%		0%	0%	0%		
Grand Total	100%	100%		0%	100%	100%		
Report Options :	<ul> <li>Report requires multiple certifications.</li> <li>Report allows for Cost Sharing Offset Against Other Sponsored Projects.</li> </ul>							
Comment for report v. 1.0:	02/03/06 by * Report create	System' ed by system						
VIEW PAYROLL DET	REVERT SAVE CERTIFY EFFORT REPORT							
copyright 2005 - 2006. The Regents of	the Universit	/ of California	. All rights reserved.					

1.0 (02/05/2000) Open

### **Payroll Drill Down For all Projects**

Note the drill down shows the detail for all fund sources and displays the calculations used in deriving the percents shown on the Effort Report.

8 05/06 53.509	6 (4-4477	11/AM-2:	2863)						ERS (	Driginal	Payroll: 43%
FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
1AM 22863 2	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300	N	1	01-31-2005
1AM 22863 2	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300	N	1	02-28-2005
1AM 22863 2	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300	N	1	03-31-2005
							Total :	1.2900*			
FAU	DOS Code	Trans Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
DWH 57852 2	REG	TE	3240	\$3,659.00	2	0.3700	0.3700	0.3700	N	1	01-31-2005
DWH 57852 2	REG	TE	3240	\$3,659.00	2	0.3700	0.3700	0.3700	N	1	02-28-2005
DWH 57852 2	REG	TE	3240	\$3,659.00	2	0.3700	0.3700	0.3700	N	1	03-31-2005
							Total :	1.1100×			

### **Summary**

This concludes your orientation to the Effort Report.

You will be learning how to actually use the report to review and certify effort in the module on **How to Certify Effort**.

Effort Reporting System			User: GRAGYRL	J DONN (333520644)   <u>4</u>	Account Settin	<u>iqs   Siqn-Ou</u>
<ul> <li>Return to Report List</li> </ul>						
EGORAN FARNINDAZ ,IRINTZI   WINTE	R 04/05 11/12	ACADEMICS		Export Report Send	Report Prin	t Report
Edit Report View/History Co	omment Log	)				
Emp. ID: 938610243   Home Dept: INS Version: 1.0 (02/03/2006 01:11)   Stat Service Period: January 1, 2005 to Marc Pay Periods: January 1, 2005 to Marc	STITUTE OF TI tus: Open arch 31, 2005 h 31, 2005	HE ENVIRONI	MENT	Report Version:	Open	<b>v</b> =
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjuste Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	<u>43%</u> Q	43%	0%	0%	43%	43%
JSC/NIH H21993A HINDS 3/05 53.5% 1-445950/WH-57852	<u>37%</u> Q	37%	0%	0%	37%	37%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	<u>20%</u> 🔇	20%	0%	0%	20%	20%
Total Sponsored Projects requiring certification	100%	100%		0%	100%	100%
Other Sponsored Projects	<u>0%</u> Q	0%		+ 0%	0%	0%
Non-Sponsored Activities	<u>0%</u> 🔇	0%		-0%	0%	0%
Fotal Other Effort not requiring certification	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%