### 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.

Favorites Tools Help						
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ucap010107.ucap.edu:9080/EffortReporting/report	.do?rptID=1118	328.tab=view		10 02:03:2000		
Service Period: January 1, 2005 to Ma Pay Periods: January 1, 2005 to March				10 102:03/2000	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> @	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 :			ele certifications. t Sharing Offset Agai	nst Other Sponsored	Projects.	
Comment for report v. 1.0:		"System" ed by system				
VIEW PAYROLL DETAILS			R	EVERT SAVE	CERTIFY EFF	DRT REPORT
copyright 2005 - 2006, The Regents o	f the Universit	v 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 A CADEMICS 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.

Effort Reporting System			User: GRAGYRU	DONN (333520644)   <u>A</u>	ccount Settin	<u>qs   Siqn-Out</u>
<ul> <li>Return to Report List</li> </ul>						
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Edit Report View/History Co	mment Log					
Emp. ID: 938610243   Home Dept: INS	TITUTE OF TH	HE ENVIRONN	MENT	Report Version:		
Version: 1.0 (02/03/2006 01:11)   Stat				<ul> <li>1.0 (02/03/2006)</li> </ul>	Open	✓ ⇒
Service Period: January 1, 2005 to Ma						
Pay Periods: January 1, 2005 to Marci	n 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> 🔇	20%	0%	0%	20%	20%
53.5%	20% (C) 100%	20% 100%	0%	0%	20%	20% 100%
53.5% 4-447711/AM-22855 Total Sponsored Projects			0%			
53.5% 4-447711/AM-22855 Total Sponsored Projects requiring certification	100%	100%	0%	0%	100%	100%

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: GRAGYR	U DONN (333520644)   <u>A</u>	ccount Settin	i <u>qs   Siqn-Out</u>			
<ul> <li>Return to Report List</li> </ul>									
AEGORAN FARNINDAZ ,IRINTZI   WINTE	r 04/05 11/12	ACADEMICS		Export Report Send F	Report Prin	t Report ?			
Edit Report View/History Co	mment Log	Ì							
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> ©	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> Q	0%		+ 0%	0%	0%			
Non-Sponsored Activities	<u>0%</u> (2)	0%		- 0%	0%	0%			
Total Other Effort	0%	0%		0%	0%	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	J DONN (333520644)   &	locount 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 F	Report Prin	t Report
Edit Report View/History Co	mment 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	us: Open arch 31, 2005	HE ENVIRONI	MENT [	Report Version: 1.0 (02/03/2006) 1.0 (02/03/2006)		ř.
Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjuster 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> (2)	0%		+ 0%	0%	0%
Non-Sponsored Activities	<u>0%</u> 🕲	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> 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%					
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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> 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 :			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			R	EVERT SAVE C	ERTIFY EFFO	ORT REPORT				
convicted 2005 2008 The Recents of										

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 operat 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 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> Q	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 :			le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.		
Comment for report v. 1.0:	02/03/06 by <sup>2</sup> Report create	'System' ed by system					
VIEW PAYROLL DETAILS			R	EVERT SAVE C	ERTIFY EFFC	ORT REPORT	
copyright 2005 - 2006, The Regents of	the Universit	y 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 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> Q	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 :	hannel in the second se		ole certifications. t Sharing Offset Agair	nst Other Sponsored	Projects.			
Comment for report v. 1.0:	02/03/06 by ' Report create							
VIEW PAYROLL DETAILS			R	EVERT SAVE	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.

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 :	the second se		le certifications. Sharing Uitset Agair	nst Other Sponsored	Projects.			
Comment for report v. 1.0:	Comment for report v. 1.0: 02/03/06 by 'System' Report created by system							

### **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.

Effort Reporting System			User: GRAGYR	U DONN (333520644)   <u>A</u>	ccount Settin	<u>as   Sian-Out</u>			
<ul> <li>Return to Report List</li> </ul>									
EGORAN 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%			
	0% (2)	0%		+ 0%	0%	0%			
Other Sponsored Projects	0.00								

### **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

Sponsored Projects	Payroll %	Payroll %	Cost Sharing %	Cost Sharing %	Total %	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 :			le certifications. Sharing Offset Agair	nst Other Sponsored	Projects.	
Comment for report v. 1.0:	02/03/06 by ' Report create	-				
VIEW PAYROLL DETAILS			R	EVERT SAVE C	ERTIFY EFFO	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> , Phy	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> Q	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 :			ole certifications. t Sharing Offset Agair	nst Other Sponsored	Projects.		
Comment for report v. 1.0:	02/03/06 by " Report create						
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 Code	Title Code	Pay Rate	Rate Type	Paid %	Derived %	Weighted %
01-31-2005	MO	4447711AM 22863 2	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300
02-28-2005	MO	4447711AM 22863 2	REG	TE	3240	\$3,659.00	2	0.4300	0.4300	0.4300
03-31-2005	мо	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> 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 :	Report Options : Report requires multiple certifications.										
Comment for report v. 1.0: 02/03/06 by 'System' Report created by system											
VIEW PAYROLL DET	-		R	EVERT SAVE C	ERTIFY EFFC	ORT REPORT					
copyright 2005 - 2006, The Regents of	copyright 2005 - 2006, The Regents of the University 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 (	Original	Payroll: 439
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 <sup>×</sup>			
al Payroll % (1.11	00/3.0000	= 0.3700)									

### **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: GRAGYRU	DONN (333520644)   4	Count Settin	<u>as   Sian-Ou</u>
Return to Report List						
EGORAN FARNINDAZ ,IRINTZI   WINTE	R 04/05 11/12	ACADEMICS	L	Export Report Send I	Report Prin	: Report
Edit Report View/History Co	mment Log					
Emp. ID: 938610243   Home Dept: IN8 Version: 1.0 (02/03/2006 01:11)   Stat Service Period: January 1, 2005 to Ma Pay Periods: January 1, 2005 to Marc	us: Open arch 31, 2005	HE ENVIRONI	MENT	Report Version:	Open	<b>v</b> E
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> 🔇	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%
Total Other Effort not requiring certification	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%