

Welcome to Effort Reporting System (*ERS*)

Assignments for DC's - Part 2

(managing individual effort form assignments)

University of Pennsylvania | Office of Research Services

Assignment Overview

Departmental Coordinators (DC) are responsible for managing departmental role assignments and review all PreReviewer and Certifier assignments on individual effort forms for each effort reporting period. The task should be completed **prior** to the start of the Pre Review process of effort reports. By default the Effort Reporting System assigns the covered individual as the certifier of his/her own effort report form and the department PreReviewer as the default Pre-Reviewer unless those assignments were previously changed. Assignments should be reviewed by either the Department Coordinator (DC) or the Sub Department Coordinator (Sub DC) and updated as needed. Upon completion of this task, the DC and/or Sub DC should notify PreReviewers to proceed with their reviews.

This section of the Assignment module covers Changing Assignments for Individuals.

Assignments Function

To begin, select Assignments from the Management option menu.

The screenshot displays the University of Penn system interface. The top navigation bar includes the University of Penn logo, the text "University of Penn", and links for "Home", "Profile", and "Logout". The user is identified as "BLACK,JOHN", a "Departmental Coordinator", with a link to "View Assigned Departments". The main navigation menu includes "Effort Forms", "Management", "Reports", and "Help". The "Management" menu is open, showing "Assignments" (highlighted with a red box), "Notifications", and "Print Forms".

The "Effort Form Status" section shows:

- 0% Complete
- Total 0 out of 16 forms Complete
- 16 pending Pre Review
- 0 pending Certification
- 0 pending Post Review
- 15 from Prior Periods
- Reporting Period: 063004

The "My Status / To Do" section shows a table with the following data:

	Current	Prior(s)
Pre Review		
Pending Critical	2	0
Pending Non-Critical	10	11

The "Search Employee Effort Forms" section includes a search bar with radio buttons for "Employee" (selected) and "Account", and a "Search" button.

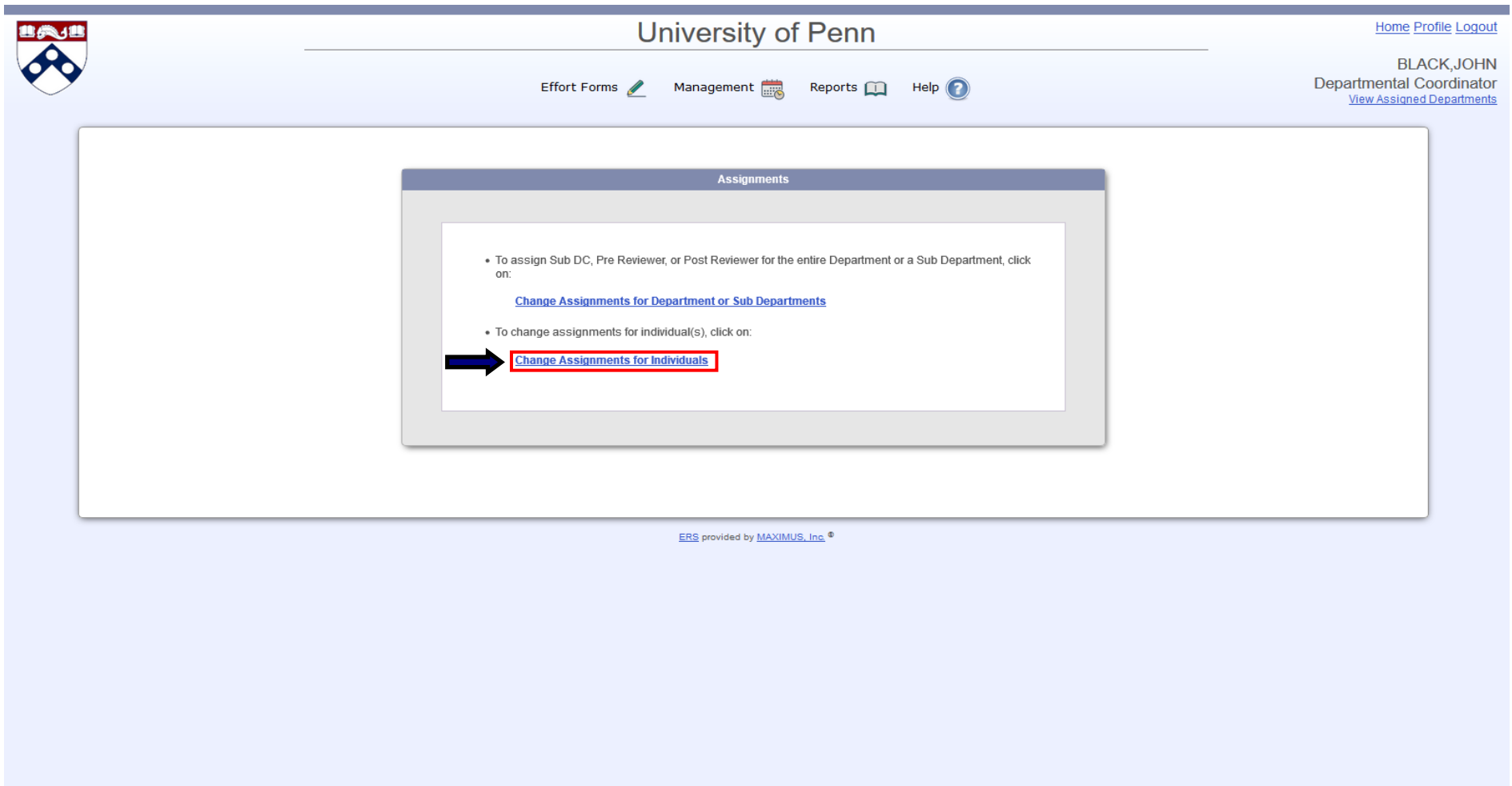
The "Messages" section contains an announcement dated 2019-01-01:

ANNOUNCEMENTS

REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective QRS Post Award Accountant along with over-90-day CT justification/approval.

Change Individual Assignments

To change Individual Effort Form Assignments (change the Pre Reviewer or Certifier on individual report), select the “Change Assignments for Individuals” option to proceed with the Assignments process.



The screenshot displays the University of Penn ERS system interface. At the top, the University of Penn logo is on the left, and the text "University of Penn" is centered. To the right of the logo are navigation links: "Home", "Profile", and "Logout". Below the logo, there are icons for "Effort Forms", "Management", "Reports", and "Help". On the far right, the user's name "BLACK,JOHN" and title "Departmental Coordinator" are displayed, along with a link to "View Assigned Departments".

The main content area is titled "Assignments". It contains two bullet points:


- To assign Sub DC, Pre Reviewer, or Post Reviewer for the entire Department or a Sub Department, click on:
[Change Assignments for Department or Sub Departments](#)
- To change assignments for individual(s), click on:
[Change Assignments for Individuals](#)

A blue arrow points to the "Change Assignments for Individuals" link, which is highlighted with a red rectangular border.

At the bottom of the page, it says "ERS provided by MAXIMUS, Inc. ®".





Changing Assignments for Individuals

Next, select the Department(s) and Sub Department(s) for review. If more than one Sub Department is selected, a single pool of individuals will be generated.



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BLACK,JOHN
Departmental Coordinator
[View Assigned Departments](#)

Change Assignments for Individuals

[Check All](#) Select Department [Clear All](#)

Displaying 1 of 1 records

Selection	Department	Department Name
<input checked="" type="checkbox"/>	1320	SCIENCE DEPARTMENT

Proceed

Change Assignments for Individuals

[Check All](#) Select Sub Department [Clear All](#)

Displaying 1 of 1 records


Selection	Sub Department	Sub Department Name
<input checked="" type="checkbox"/>	1320	SCIENCE DEPARTMENT

Back Proceed

Changing Assignments for Individuals (cont.)

If an effort form assignment needs to be changed select the effort form and click “Proceed”.

****Review the specific effort PreReviewer and Certifier assignments, paying special attention to New Employees and Terminated Employees (as designated under the “Status” column).**



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Effort Forms Management Reports Help

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Departmental Coordinator
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Change Individual Assignments

Please select the employees you wish to update and click Proceed to continue the individual assignment

[Check All](#)[Clear All](#)

Displaying 11 of 11 records

	Employee Name	Sub Department	Title Code	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept	Status
<input type="checkbox"/>	BOHR,NIELS	1320	NA	BLACK,JOHN	CRUZ, AMY	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	CRUZ, AMY	1320	NA	RONTGEN,WILHELM	CRUZ, AMY	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	DARWIN,CHARLIE	1320	NA	RONTGEN,WILHELM	DARWIN,CHARLIE	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	EISENSTEIN, HANS	4020	NA	BLACK,JOHN	EISENSTEIN, HANS	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	FLANNIGAN, PATRICK	1320	NA	RONTGEN,WILHELM	GALILEO,GALILEI	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	NEWTON,ISAAC	1320	NA	RONTGEN,WILHELM	NEWTON,ISAAC	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	PATEL, NIMESH	1320	NA	RONTGEN,WILHELM	PATEL, NIMESH	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	PLANCK,MAX	1320	NA	RONTGEN,WILHELM	NEWTON,ISAAC	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	SAGAN,CARL	1320	NA	RONTGEN,WILHELM	SAGAN,CARL	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	SMART, ROBERT	1320	NA	RONTGEN,WILHELM	SMART, ROBERT	BLACK,JOHN	1320	Assigned to an Alternate Sub Department
<input type="checkbox"/>	YI, JASON	1320		RONTGEN,WILHELM	FLANNIGAN,PATRICK	BLACK,JOHN	1320	New Employee Assigned to an Alternate Sub Department

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Proceed

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Changing Assignments for Individuals (cont.)

To make changes to the Pre Reviewer or Certifier assignments, select one of these options and click “Procced”. To select an alternate sub department for purposes of effort reporting, select the respective check box and click “Procced”.

Note: Updates can be made for multiple individuals at the same time provided the change being made is applicable to all of the selected individuals.



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Departmental Coordinator
[View Assigned Departments](#)

Change Individual Assignments

You have selected to change the assignment setting for the following employees
If this is correct, select the option and click Proceed. If this is not correct, please click Back to select other employees.

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
EDISON,TOM	1320	BLACK,JOHN	EDISON,TOM	BLACK,JOHN	

You have following rights to change the assignment settings for the above individuals. Please select an appropriate option to continue:

☐ Change Pre Reviewer.

☐ Change Certifier.

☐ Assign to a different Sub Department.

☐ Move back to original Sub Department.


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Changing Assignments for Individuals - Changing Pre Reviewer

If “Change Pre Reviewer” is selected, continue with the assignment change by clicking the **Proceed** button.



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Departmental Coordinator
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
Change Individual Assignments

You have selected to change the assignment setting for the following employees


If this is correct, select the option and click **Proceed**. If this is not correct, please click **Back** to select other employees.

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
EDISON,TOM	1320	BLACK,JOHN	EDISON,TOM	BLACK,JOHN	

You have following rights to change the assignment settings for the above individuals. Please select an appropriate option to continue:

☒ Change Pre Reviewer.
☐ Change Certifier.
☐ Assign to a different Sub Department.
☐ Move back to original Sub Department.


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Proceed 

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Changing Assignments for Individuals - Changing Pre Reviewer (cont.)

Select the radio button next to desired Pre Reviewer. If the desired Pre Reviewer is **not** listed in the selected domain(s), select the *Assign somebody not in your domain* link to search from a list of individuals outside your Department.



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Departmental Coordinator
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Change Individual Assignments

You have selected the option - Change Pre Reviewer for the selected employees.

To change Pre Reviewer, you may choose one from the following options:

- [Assign No Pre Reviewer](#) (Certifiers can certify the forms without Pre Reviewer reviewing the forms), or
- [Assign somebody not in your domain](#), or
- Assign somebody from the following list:


Displaying 17 of 17 records

	Employee Name	Sub Department
<input type="radio"/>	BLACK,JOHN	1320
<input type="radio"/>	BOHR,NIELS	1320
<input type="radio"/>	CRUZ, AMY	1320
<input type="radio"/>	DARWIN,CHARLIE	1320
<input type="radio"/>	DESCARTES,RENE	1320
<input type="radio"/>	EDISON,TOM	1320
<input type="radio"/>	FLANNIGAN, PATRICK	1320
<input type="radio"/>	GALILEO,GALILEI	1320
<input type="radio"/>	MUNN, KELLY	1320
<input type="radio"/>	NEWTON,ISAAC	1320
<input type="radio"/>	PATEL, NIMESH	1320
<input type="radio"/>	PLANCK,MAX	1320
<input checked="" type="radio"/>	RONTGEN,WILHELM	1320
<input type="radio"/>	SAGAN,CARL	1320
<input type="radio"/>	SMART, ROBERT	1320
<input type="radio"/>	TESLA,NIKOLA	1320
<input type="radio"/>	YI, JASON	1320

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Changing Assignments for Individuals - Changing Pre Reviewer (cont.)

Once the desired Pre Reviewer has been selected, a summary of the Pre Reviewer designation and the updated Pre Reviewer Assignments is presented to review the information before confirming the assignment. Select **Apply** to complete the role adjustment.



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BLACK,JOHN
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Change Individual Assignments

You have selected RONTGEN,WILHELM to be the Pre Reviewer for following employees:

Employee Name	Sub Department
EDISON,TOM	1320

Role Adjustment for RONTGEN,WILHELM

Current Role for RONTGEN,WILHELM is:

Role for RONTGEN,WILHELM after assignment will be:

Pre Reviewer

Pre Reviewer

To select another employee, click Back.


Back

Apply

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Changing Assignments for Individuals - Changing Pre Reviewer (cont.)

Next, click Apply to complete the assignment. To continue work on the same individual(s), select Continue; or to work on another individual in the previously selected sub departments, select Return.



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BLACK,JOHN
Departmental Coordinator
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Change Individual Assignments

The role(s) of the following employee(s) for ERS Access may be updated as shown in the table below. Please click on **Apply** to complete this assignment.

Employee	ERS role will be
BLACK,JOHN	DC

Apply ←

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Change Individual Assignments

RONTGEN,WILHELM has been successfully assigned as Pre Reviewer for the following employees.


Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
EDISON,TOM	1320	RONTGEN,WILHELM	EDISON,TOM	BLACK,JOHN	

To continue to work on the same individual(s) listed above in the Employee Name column with additional assignment options, click on **Continue**
To work on another individual in the previously selected Sub Departments, please click on **Return**
To exit to the assignments main page, click on **Exit**

Exit **Return** **Continue**





Changing Assignments for Individuals - Changing Certifier

Once the effort form for which an assignment change is needed is selected, choose the radio button next to the “Change Certifier” and then click the Proceed button.



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BLACK,JOHN
Departmental Coordinator
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
Change Individual Assignments

You have selected to change the assignment setting for the following employees

If this is correct, select the option and click Proceed. If this is not correct, please click Back to select other employees.


Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
EDISON,TOM	1320	RONTGEN,WILHELM	EDISON,TOM	BLACK,JOHN	

You have following rights to change the assignment settings for the above individuals. Please select an appropriate option to continue:



☐ Change Pre Reviewer.
☒ Change Certifier.
☐ Assign to a different Sub Department.
☐ Move back to original Sub Department.


Back

Proceed 

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Changing Assignments for Individuals - Changing Certifier (cont.)

The screen displays a list of individuals available in the selected domain(s). If the desired Certifier is not listed, you may search for the individual by selecting the “Assign somebody not in your domain” option presented on the screen. Select a person to be the new Certifier and click the “Proceed” button.



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BLACK,JOHN
Departmental Coordinator
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Change Individual Assignments

You have selected the option - Change Certifier for the selected employees.

To change Certifier, you may choose one from the following options:

→

- [Assign somebody not in your domain](#), or
- Assign somebody from the following list:

Displaying 17 of 17 records


	Employee Name	Sub Department
<input type="radio"/>	BLACK,JOHN	1320
<input type="radio"/>	BOHR,NIELS	1320
<input checked="" type="radio"/>	CRUZ, AMY	1320
<input type="radio"/>	DARWIN,CHARLIE	1320
<input type="radio"/>	DESCARTES,RENE	1320
<input type="radio"/>	EDISON,TOM	1320
<input type="radio"/>	FLANNIGAN, PATRICK	1320
<input type="radio"/>	GALILEO,GALILEI	1320
<input type="radio"/>	MUNN, KELLY	1320
<input type="radio"/>	NEWTON,ISAAC	1320
<input type="radio"/>	PATEL, NIMESH	1320
<input type="radio"/>	PLANCK,MAX	1320
<input type="radio"/>	RONTGEN,WILHELM	1320
<input type="radio"/>	SAGAN,CARL	1320
<input type="radio"/>	SMART, ROBERT	1320
<input type="radio"/>	TESLA,NIKOLA	1320
<input type="radio"/>	YI, JASON	1320

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Proceed ←

Changing Assignments for Individuals - Changing Certifier (cont.)

Select **Apply** to accept any resulting role adjustment.



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Departmental Coordinator
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Change Individual Assignments

You have selected CRUZ, AMY to be the Certifier for following employees:

Employee Name	Sub Department
EDISON,TOM	1320

Role Adjustment for CRUZ, AMY

Current Role for CRUZ, AMY is:	Certifier
Role for CRUZ, AMY after assignment will be:	Certifier


To select another employee, click Back.

[Back](#) [Apply](#)

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Changing Assignments for Individuals - Changing Certifier (cont.)





Select **Apply** to complete the assignment.



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Change Individual Assignments

The role(s) of the following employee(s) for ERS Access may be updated as shown in the table below. Please click on **Apply** to complete this assignment.

Employee	ERS role will be
EDISON,TOM	NONE


Apply ←

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Changing Assignments for Individuals - Changing Certifier (cont.)

When the assignment change is complete, the system provides a confirmation.





To continue work on the same individual(s), select **Continue** or select **Return** to work on another individual in the previously selected sub departments or **Exit** the assignments main page.



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BLACK,JOHN
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Change Individual Assignments

CRUZ, AMY has been successfully assigned as Certifier for the following employees.

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
EDISON,TOM	1320	RONTGEN,WILHELM	CRUZ, AMY	BLACK,JOHN	

To continue to work on the same individual(s) listed above in the Employee Name column with additional assignment options, click on **Continue**

To work on another individual in the previously selected Sub Departments, please click on **Return**

To exit to the assignments main page, click on **Exit**

[Exit](#) [Return](#) [Continue](#)

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NEED HELP?

Detailed instructions and links to reference materials: <http://www.upenn.edu/researchservices/effortreportingA.html>

Using ERS, or if you are unsure where to get help for a specific question: email ERS Help at ers_help@isc.upenn.edu