

Welcome to Effort Reporting System (*ERS*)

***Quick Reference Guide for DC, Sub DC and
Pre Reviewer***

Welcome to the Effort Reporting System

Once logged into the Effort Reporting System successfully, the user will be identified on the Introduction Page (also known as Home Page). The user's name and system specific role (for example, Departmental Coordinator, PreReviewer, Certifier, etc.) will be displayed at the top of the screen.

University of Penn

Effort Forms Management Reports Help

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

Effort Form Status

0% Complete Total 0 out of 16 forms Complete

13 pending Pre Review
3 pending Certification
0 pending Post Review
15 from Prior Periods

Reporting Period
063004

Search Employee Effort Forms

☒ Employee ☐ Account

Search

My Status / To Do

		Current	Prior(s)
Pre Review	Pending Critical	1	0
	Pending Non-Critical	8	11
Post Review	Pending	0	0
	Pending Certification	3	0

Messages

ANNOUNCEMENTS

2019-01-01

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


ERS Introduction Page (Home Page)

- 1). “**Effort Form Status**” bar tracks the completion status of the current effort reporting period
- 2). “**My Status / To Do**” box allows the user to see the current status of Effort Forms under the users responsibility.
- 3). “**Search Employee Forms**” box allows user to perform search of reports by Name or PennID
- 4). Announcements to ERS users are displayed in the “**Messages**” box

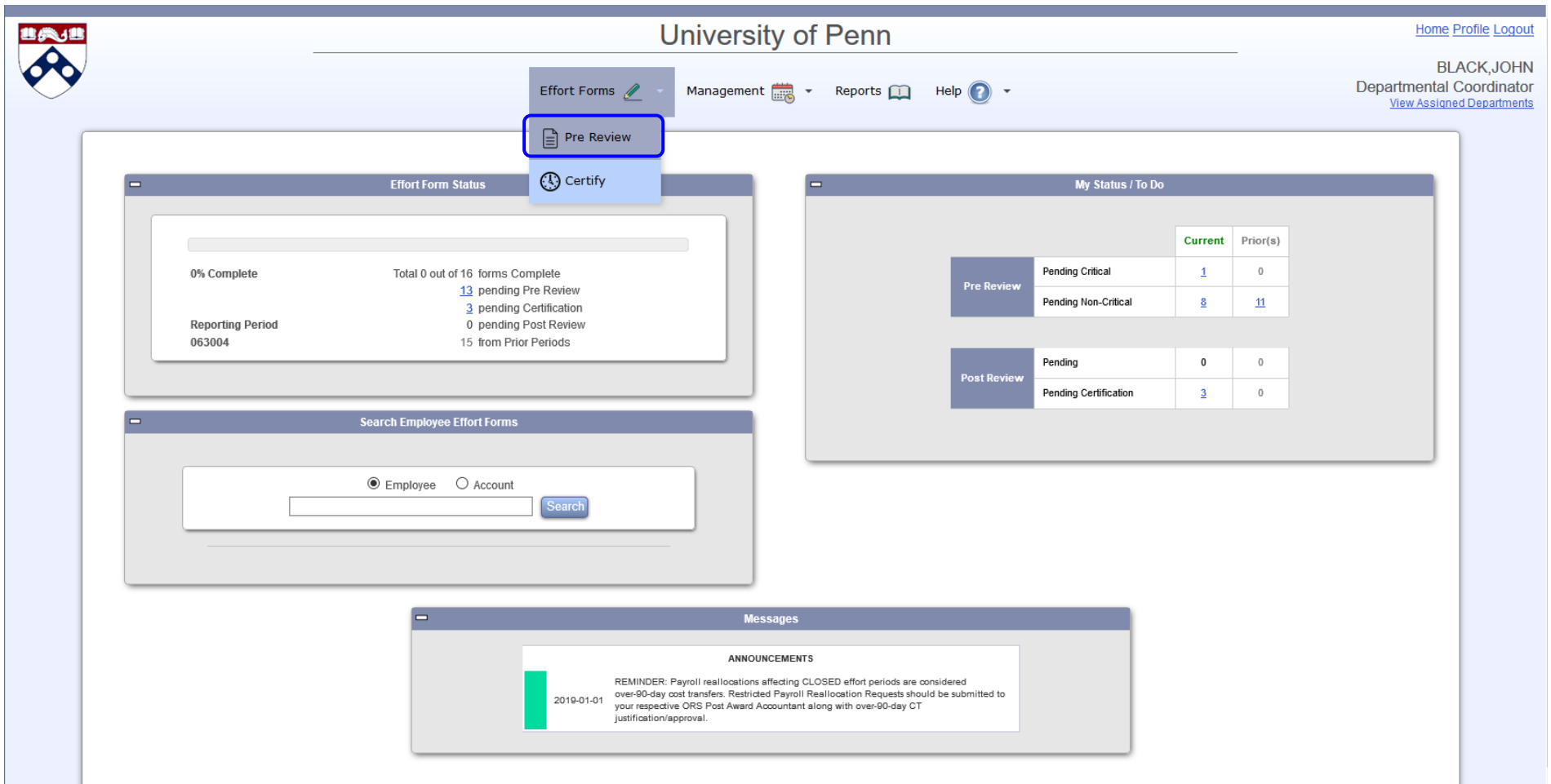
The screenshot shows the University of Penn ERS Home Page. At the top, the University of Penn logo is on the left, and navigation links (Home, Profile, Logout) are on the right. Below the logo, the user's name (BLACK, JOHN) and title (Departmental Coordinator) are displayed, along with a link to View Assigned Departments. The main navigation bar includes links for Effort Forms, Management, Reports, and Help. The page content is divided into four main sections, each highlighted with a numbered callout:

- 1. Effort Form Status:** A box showing the completion status of effort forms. It includes a progress bar (0% Complete), a total count (Total 0 out of 16 forms Complete), and a breakdown of pending forms: 13 pending Pre Review, 3 pending Certification, 0 pending Post Review, and 15 from Prior Periods. The Reporting Period is 063004.
- 2. My Status / To Do:** A box showing the user's current status and pending tasks. It includes a table with columns for Current and Prior(s) status, and rows for Pre Review and Post Review tasks.
- 3. Search Employee Effort Forms:** A box with a search bar and a search button. The search bar contains the text "CRUZ" and the results show "88132001 - CRUZ, AMY".
- 4. Messages:** A box displaying announcements. The announcement is dated 2019-01-01 and states: "REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective ORS Post Award Accountant along with over-90-day CT justification/approval."

Pre Review Function

Effort Forms 

Once the user selects the “Pre Review” option under the Effort Forms menu item, the user will be directed to select from the three options, “Pre Review All”, “Pre Review”, or “View Read Only Effort Forms”.



The screenshot displays the University of Penn Effort Forms 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 menu includes "Effort Forms", "Management", "Reports", and "Help". The "Effort Forms" dropdown menu is open, showing "Pre Review" (highlighted with a blue box) and "Certify".

The "Effort Form Status" panel shows a progress bar at "0% Complete" and "Total 0 out of 16 forms Complete". It lists the following counts: 13 pending Pre Review, 3 pending Certification, 0 pending Post Review, and 15 from Prior Periods. The reporting period is 063004.

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

The "My Status / To Do" panel displays a table of pending items:

		Current	Prior(s)
Pre Review	Pending Critical	1	0
	Pending Non-Critical	8	11
Post Review	Pending	0	0
	Pending Certification	3	0


The "Messages" panel 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 ORS Post Award Accountant along with over-90-day CT justification/approval.

Effort Forms - Pre Review Function

“Pre Review All”, allows the DC to Pre Review an Effort Form drawn from a pool of the entire department(s) or sub department(s) in the Department Coordinator's domain. The “Pre Review” option only allows the user to Pre Review an Effort Form specifically assigned to the user. By selecting “View Read Only Effort Forms”, the DC can view Effort Forms of individuals outside of their department who have charged effort on a sponsored account “owned” by their department.



University of Penn

Home Profile Logout

Effort Forms Management Reports Help

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

Pre Review All

Effort Forms in my Departments

	Pending Pre Review	Pending Certification	Pending Post Review	Completed Forms
Current Period (063004)	13	3	0	0

[Pre Review All Forms Under My Domain By Reporting Periods](#)

Pre Review

Effort Forms Assigned to Me (My To Do List)

		Current	Prior(s)
Pre Review	Pending Critical	1	0
	Pending Non-Critical	8	11

[Pre Review Forms Assigned To Me by Reporting Periods](#)

View Read Only Effort Forms

Effort Forms Outside my Domain that are Charging my Departments (Read Only)


	Read Only Effort Forms
Current Period (063004)	0

[View by Departments](#)

Pre Review an Effort Form

Before proceeding to the next report, user has a opportunity to review information populated in the summary page. The user can add note or input cost share as a “\$” or “%” format. By entering Cost Share, the user is amending the reported effort.

Note: Any necessary changes or adjustments should be completed in the Payroll Reallocations application before proceeding forward with review of Effort Form.



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Home Profile Logout

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

Effort Forms Management Reports Help

This form contains an award(s) with a sponsor imposed salary cap that have been indicated by below. To see the details related to all cap-imposed Accounts, click [here](#).

Pre Review

Name: CRUZ, AMY
Sub Dept: 1320 - SCIENCE DEPARTMENT

Employee ID: 88132001
Division: 13 - ENGINEERING & APPLIED SCIENCE

Title: NA
Title Code: NA





Unsaved Changes


View Previously Certified Forms

Print Form

PDF Form

Reporting Period: 063004 (01-01-2004 through 06-30-2004)


Payroll	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$39,791.70	42%  130-1301-4-537329-5010-2000-0011	5-R01-NS-0039679	 <input type="text" value="\$2,834.38"/> 3%	\$42,626.08	45%
\$24,437.50	26% 130-1301-4-542114-5010-2000-0003	DAMD17-03-1-0713	\$0.00 0%	\$24,437.50	26%
\$9,000.00	10%  130-1301-4-542470-5010-2000-0000	Cost Share DAMD		\$9,000.00	10%
\$73,229.20	78%	Sponsored Subtotal	\$2,834.38 3%	\$76,063.58	81%
Non-Sponsored Accounts					
\$21,250.00	22% 130-1301-1-000000-5010-4321-0000	GENERAL UNRESTRI	 <input type="text" value="\$-2,834.38"/> -3%	\$18,415.62	19%
\$21,250.00	22%	Non-Sponsored Subtotal	\$-2,834.38 -3%	\$18,415.62	19%
\$94,479.20	100%	Grand Total	\$0.00 0%	\$94,479.20	100%

 Add Account

Notes

Pre Review Effort Form – Institutional Summary (optional)

If an Effort Form is for a Clinician, the Pre-Reviewer will also be directed to the Institutional Summary. Through this screen, effort tied to non-sponsored funding will be itemized by non-sponsored activities screen. Input fields should be populated with appropriate percentage values, reflecting the effort spent on that specific activity. NOTE: The Pre Reviewer is not required to complete the Institutional Summary in order to Proceed with review.



University of Penn

Effort Forms Management Reports Help

[Home](#) [Profile](#) [Logout](#)

SMITH-ANNE
Pre and Post Reviewer

Pre Review

Name: EISENSTEIN, HANS

Employee ID: 88402008

Title: NA

Sub Dept: 4020 - MEDICAL DEPARTMENT

Division: 40 - SCHOOL OF MEDICINE

Title Code: NA

Payroll		
\$2,148.78	3%	400-4231-4-538927-5010-2815-14
\$1,719.00	2%	400-4429-4-541375-5010-2810-15
\$3,867.76	5%	
\$43,620.98	59%	400-4231-2-014003-1511-3407-000
\$20,327.51	36%	400-4231-2-014003-1522-3407-011
\$69,948.49	95%	
\$73,816.23	100%	

Add Account

Notes

Institutional Summary

Account ID	Account Description	Effort %
400-4231-2-014003-1511-3407-0000	CPUP INTERFUND	59%
400-4231-2-014003-1522-3407-0112	CPUP INTERFUND	36%
Sub Total:		95%

As a Pre Reviewer you have the option to define in the details of the Institutionally Funded Account at this time. You may either fill in the percents for each activity type or you may leave this for the Certifier to define. If you choose to define the details of Institutionally Funded Account, please be sure that the total adds up to 95%.


Clinical Activity-Direct Patient Care	0%	
Clinical Activity-Education of House Staff	0%	
Clinical Activity-Administration	0%	
Other Activity	0%	
Sub Total:		0%

Cancel Proceed

UIS provided by [UIS/MSB, Inc.](#)

Payroll Adjustments, Suspense and Negative Effort

An adjustment to effort and payroll distribution is necessary if an Effort Form has charges in suspense (object code 9501) or when a payroll errors, including negative effort. Prior to completing pre-review, the Pre-Reviewer must clear payroll charges within the **Payroll Reallocations (PR)** application. The adjustment will be included in the regenerated effort report. The Pre-Reviewer should verify that the payroll and effort are correct after the adjustments and then complete Pre Review.



University of Penn

Home Profile Logout

BLACK,JOHN
Pre and Post Reviewer

Effort Forms Management Reports Help

Pre Review

Name: MUNN, KELLY
Employee ID: 88132002
Title: NA
Sub Dept: 1320 - SCIENCE DEPARTMENT
Division: 13 - ENGINEERING & APPLIED SCIENCE
Title Code: NA

Reporting Period: 063004 (01-01-2004 through 06-30-2004)

Payroll	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$638.35	1%	130-1302-4-538709-5010-2000-0110	5-R01-HL66555-04	\$0.00 0%	\$638.35 1%
\$8,300.00	10%	400-4626-4-540635-5010-2802-1680			
\$6,938.35	11%				
\$1,260.00	2%	400-4626-1-000000-9501-0000-0000			
\$1,260.00	2%				
\$46,450.02	74%	130-1301-1-000000-5010-4321-0000			
\$8,022.24	13%	130-1301-1-000000-5010-4321-0012			
\$54,472.26	87%				
\$62,670.61	100%				

Add Account

Notes

Pre Review Effort Form Errors and/or Warnings

Your input on the Pre Review Form caused the following error(s) and/or warning(s) displayed below. Error(s) require the user to return back to the form and correct by clicking [Correct Errors and/or Warnings](#) below. Warnings may be corrected or you may click [Continue](#) for warnings that need not be corrected.

Error	Account	Should be	Actual
The adjusted total \$ amount of Control Salary/Suspense/Payroll Clearing Account (s) must equal 0 when completing Pre Review.	400-4626-1-000000-9501-0000-0000	0.00	\$1,260.00

Correct Errors

Certify

As a Departmental Coordinator you typically are only responsible for certifying your own effort form. It is important that you consult your institution's policies and procedures if it is necessary to certify someone else's form. In order to access an effort form in Certify mode, the effort form must have been Pre Reviewed. The Certifier will be able to access the effort form through the My Status/To Do or the Effort Forms Certify menu option.

The screenshot displays the University of Penn Certify web application interface. The header includes the University of Penn logo, the title "University of Penn", and navigation links: Home, Profile, Logout. The user is identified as BLACK,JOHN, Departmental Coordinator, with a link to View Assigned Departments. The main navigation bar contains: Effort Forms (with a dropdown menu showing Pre Review and Certify), Management, Reports, and Help. The "Effort Form Status" panel shows a progress bar at 0% Complete, with a total of 0 out of 16 forms complete. It lists: 14 pending Pre Review, 2 pending Certification, 0 pending Post Review, and 15 from Prior Periods. The Reporting Period is 063004. The "My Status / To Do" panel shows a table with columns: Current, Prior(s), and a "Post Review" button. The table has two rows: "Pending" (0 Current, 0 Prior) and "Pending Certification" (2 Current, 0 Prior). The "Search Employee Effort Forms" panel has radio buttons for "Employee" (selected) and "Account", a search input field, and a "Search" button. The "Messages" panel contains an announcement dated 2019-01-01: "REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective ORS Post Award Accountant along with over-90-day CT justification/approval."

University of Penn

Home Profile Logout

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

Effort Forms Management Reports Help

Pre Review
Certify

Effort Form Status

0% Complete Total 0 out of 16 forms Complete

14 pending Pre Review
2 pending Certification
0 pending Post Review
15 from Prior Periods

Reporting Period
063004

My Status / To Do

	Current	Prior(s)
Pending	0	0
Pending Certification	2	0

Post Review

Search Employee Effort Forms

☒ Employee ☐ Account

Search

Messages

ANNOUNCEMENTS

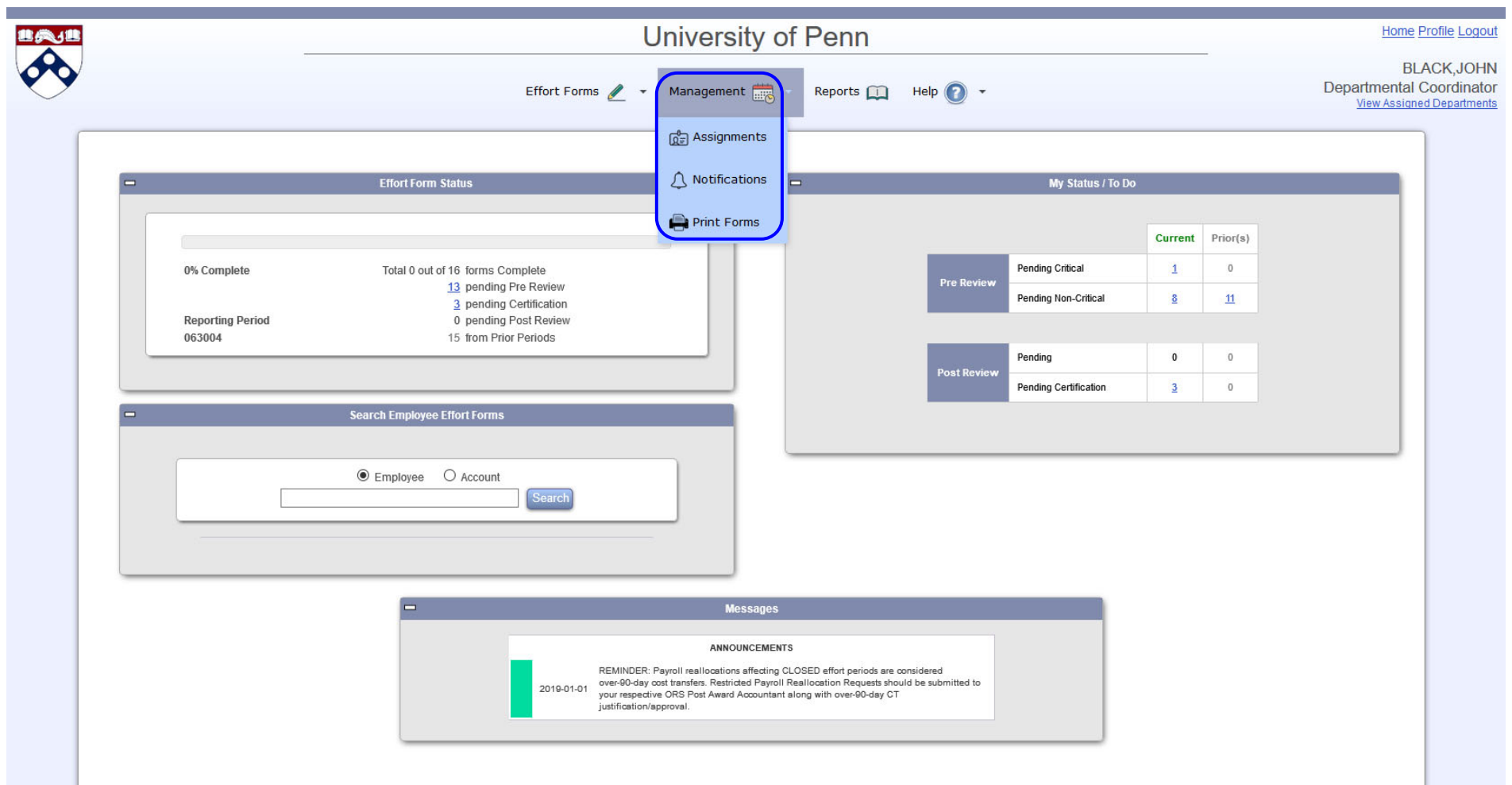
2019-01-01
REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective ORS Post Award Accountant along with over-90-day CT justification/approval.

ERS Menu Options: **Management**

Assignments: The DC can change Pre Reviewer and Certifier for assignments individual forms or change Department default role assignments for effort reporting.

Notification: Allows the user to send group e-mails to Pre Reviewers and Certifier within the Effort Reporting System

Print: Allows the user to print paper effort forms.




The screenshot displays the University of Penn ERS Management interface. The top navigation bar includes the University of Penn logo, the text "University of Penn", and links for "Home", "Profile", and "Logout". The main navigation menu features "Effort Forms", "Management" (highlighted with a blue box), "Reports", and "Help". The "Management" dropdown menu is open, showing "Assignments", "Notifications", and "Print Forms". The "Effort Form Status" section shows a progress bar at 0% Complete, with a total of 0 out of 16 forms complete. It lists 13 pending Pre Review, 3 pending Certification, 0 pending Post Review, and 15 from Prior Periods. The "Search Employee Effort Forms" section has a search bar with "Employee" selected and a "Search" button. The "My Status / To Do" section displays a table of pending items:

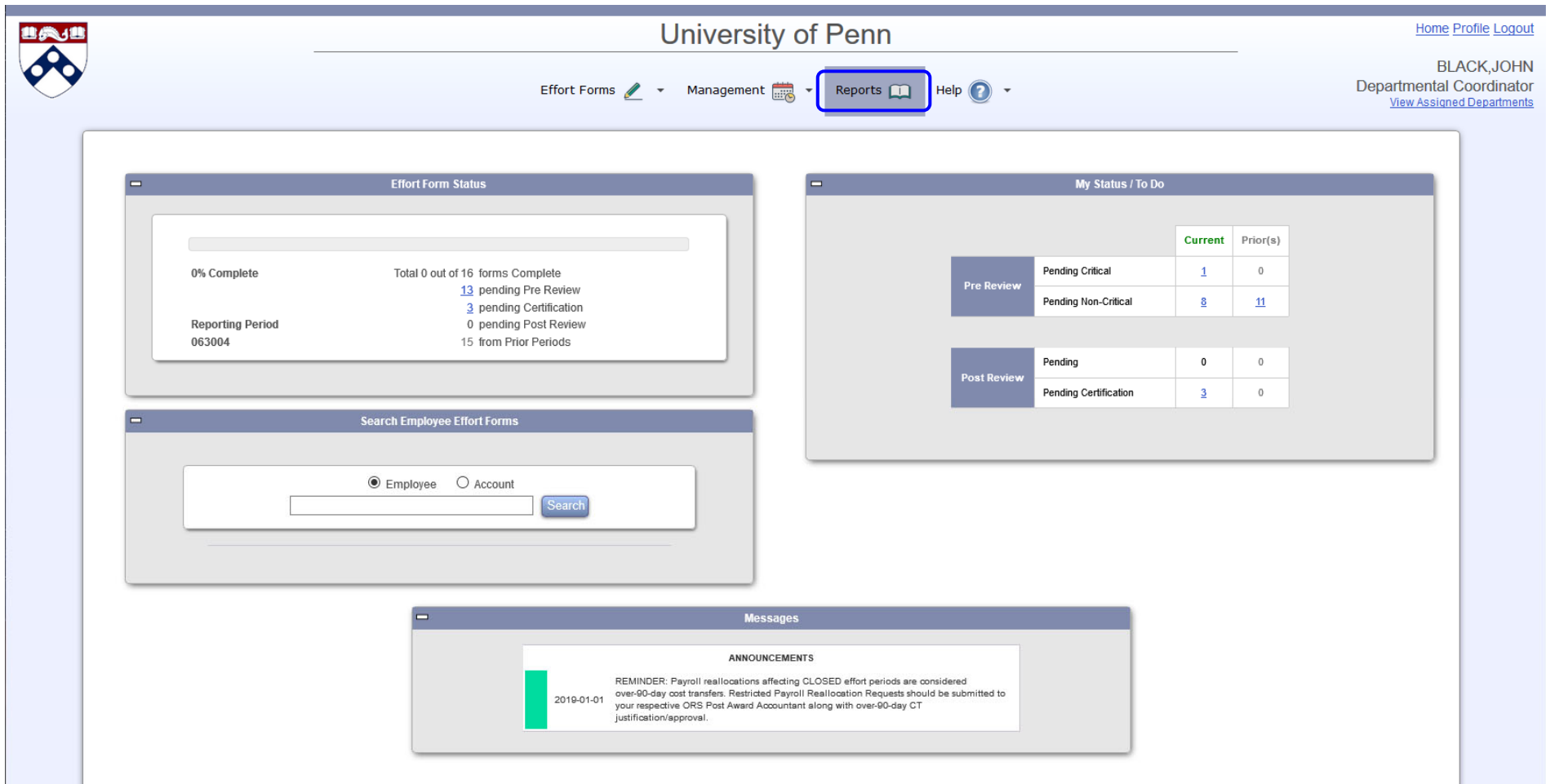
		Current	Prior(s)
Pre Review	Pending Critical	1	0
	Pending Non-Critical	8	11
Post Review	Pending	0	0
	Pending Certification	3	0

The "Messages" section at the bottom contains an announcement dated 2019-01-01: "REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective ORS Post Award Accountant along with over-90-day GT justification/approval."

ERS Menu Options: **Reports**

Reports 

Reports: Effort Reporting System (ERS) reports are classified under five categories: Completion Reports, Effort Results, Administrative Reports, Critical Review and Reconciliation and Custom Reports. Available reports vary by individual user roles. Reports can be downloaded to Excel or PDF file.



The screenshot displays the University of Penn ERS Reports page. The top navigation bar includes the University of Penn logo, the text "University of Penn", and links for "Home", "Profile", and "Logout". Below this, a secondary navigation bar contains "Effort Forms", "Management", "Reports" (highlighted with a blue box), and "Help". The user's name, "BLACK, JOHN", and title, "Departmental Coordinator", are displayed in the top right corner, along with a link to "View Assigned Departments".

The main content area is divided into three sections:

- Effort Form Status:** A summary box showing "0% Complete" and "Total 0 out of 16 forms Complete". It lists the following counts: 13 pending Pre Review, 3 pending Certification, 0 pending Post Review, and 15 from Prior Periods. The Reporting Period is 063004.
- Search Employee Effort Forms:** A search box with radio buttons for "Employee" (selected) and "Account", and a "Search" button.
- My Status / To Do:** A table showing the user's current status and pending items.

The "My Status / To Do" table is structured as follows:

		Current	Prior(s)
Pre Review	Pending Critical	1	0
	Pending Non-Critical	8	11
Post Review	Pending	0	0
	Pending Certification	3	0

Below the search box is a "Messages" section with an "ANNOUNCEMENTS" header. A message dated 2019-01-01 states: "REMINDER: Payroll reallocations affecting CLOSED effort periods are considered over-90-day cost transfers. Restricted Payroll Reallocation Requests should be submitted to your respective ORS Post Award Accountant along with over-90-day CT justification/approval."

Reporting

The following reports have been identified as those most likely to be of assistance in monitoring certification completion, managing the review process and role assignments.

- Employee Assignments - displays the current *Pre Reviewer* and *Certifier* assignments on effort forms individual by Department
- Comprehensive Status Report - displays completion breakdown of effort forms in a department for selected reporting period.

The screenshot displays the 'Reporting' section of the University of Penn ERS system. The header includes the University of Penn logo, the text 'University of Penn', and navigation links: 'Home Profile Logout'. Below the header is a navigation bar with 'Effort Forms', 'Management', 'Reports', and 'Help'. The user's name 'BLACK, JOHN' and title 'Departmental Coordinator' are shown in the top right, along with a link to 'View Assigned Departments'.

The main content area is titled 'Reporting' and contains three columns of report categories:

- Completion Reports**
 - Completed Percentage by Department
 - Completed Percentage by Division/Sub Department
 - Completed Percentage by Department/Sub Department
 - Not Completed Employees by Department/Division/Sub Department
 - Comprehensive Status Report (indicated by a black arrow)
- Administrative Reports**
 - Employee Assignments (indicated by a black arrow)
 - Employees who have been sent to another sub department for reviewing
 - Print Certified Statements
 - Employee Assignments Audit Trail
- Critical Review**
 - Critical Review Status Report
- Effort Results**
 - Effort by Account
 - Effort by Attributes
 - Effort Form Pre Reviewed
 - Effort Form Certified
 - Effort Form Completed
 - Effort Form Not Completed
 - Effort Sponsored/Non-sponsored Account Summary
 - Cost Sharing
 - Salary Cap
 - Cost Share by Account
 - Delinquent Effort Forms
- Reconciliation Reports**
 - Initial Payroll Reconciliation

At the bottom, it states 'ERS provided by MAXIMUS, Inc. ®'.

ERS Menu Options: **Help**

The Help menu provides direct links to various resources to assist users throughout the Effort Reporting 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 user's name, BLACK,JOHN, Departmental Coordinator, is on the right. The main navigation bar includes links for Effort Forms, Management, Reports, and Help. The Help menu is currently open, showing a dropdown list of options: About ERS, Penn Effort Reporting Online Help, Submit ERS-related Issues, PennPR - Payroll Reallocations, and Manual Effort Reporting Form. Below the navigation bar, there are three main sections: Effort Form Status, Search Employee Effort Forms, and Messages. The Effort Form Status section shows a progress bar at 0% Complete and a list of forms pending review. The Search Employee Effort Forms section has a search bar with radio buttons for Employee and Account. The Messages section displays an announcement from 2019-07-01 welcoming users to the new effort reporting system.

University of Penn

Home Profile Logout

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

Effort Forms Management Reports Help

Help menu options:

- About ERS
- Penn Effort Reporting Online Help
- Submit ERS-related Issues
- PennPR - Payroll Reallocations
- Manual Effort Reporting Form

Effort Form Status

0% Complete Total 0 out of 16 forms Complete

Reporting Period 063004

12 pending Pre Review
4 pending Certification
0 pending Post Review
15 from Prior Periods

Search Employee Effort Forms

Employee Account Search

Messages

ANNOUNCEMENTS

2019-07-01 WELCOME TO THE NEW EFFORT REPORTING SYSTEM (v10)

	Current	Prior(s)
	1	0
	11	15

Post Review	Pending	0	0
	Pending Certification	3	0

NEED HELP?

Detail 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: ers_help@isc.upenn.edu