Best Practices
Objective

- Receive a basic understanding of what to do with Effort Reports from notification to completion
ERS Notifications

- Effort Reporting System notifications are sent via the ERS Mailing List (ERS listserv)
- You can subscribe to this Mailing list via the ERS website: http://ora.research.ucla.edu/EFM/Pages/ERSHelp.aspx
- Through this Mailing List you will receive the following notifications:
  - Quarter release dates
  - Deadlines
  - Training opportunities
  - Any other ERS related news
ERS Verification Tools

- The **Effort Report System**
- **ERS Detail Report** (How To Instructions/Resource)
- Current/Approved Budgets, Personnel Reports and Progress Reports for all Federal contracts & grants
- Copies of PETs/UPAYs or any other payroll transfer documentation used in your Dept. affecting the ERS Quarter’s payroll.
- Any other necessary documentation containing payroll and/or effort information (emails etc.)
ERS Detail Report – What?

- The ERS Detail Report is an Excel based tool developed by the School of Medicine Dean’s Office to assist in Effort Report verification by providing a full accounting unit (FAU) breakdown of an individual employee’s salary by quarter based on the most recent closed payroll ledger.
ERS Detail Report – Why?

◆ Best practice recommends you run this report for each individual, each quarter to compare Columns A & B with actual payroll ledger information

◆ This step verifies ERS payroll detail against payroll ledger detail

◆ Older ERS reports used to have glitches which can be more easily discovered using the ERS Detail Report

◆ Easy way to confirm data in View Payroll Detail is accurate
ERS Detail Report – Where?

- The ERS Detail Report can be located within the RAPID Closeout tool, which can be found using the following link:

  http://portal.research.ucla.edu/index.aspx?Section=PostAward

  - Select the link titled "Smart Closeout Tool (.zip)"
  - Once downloaded, select the Excel worksheet titled "RAPID_Closeout_And_ARRA_Reporting_Tool" and the Reporting Tool will be available under the Tools menu, titled "RAPID Project Quick Wins"
  - Use your QDB logon to open the Reporting Tool
  - The ERS Detail Report can be found on the right side of the Reporting Tool's opening menu

- If you are using Excel 2007 you need to open Excel before selecting the downloaded worksheet. The Tool will now be available under the Add-Ins tab
ERS Detail Report – Where?

- ERS Detail Reports for 11/12 Academics and Non-Academic or 9/12 Academics
ERS Detail Report – How?

- Select 11/12 Academics and Non-Academic employees and click Next.
ERS Detail Report – How?

- Best Method: Copy & paste the Employee’s UID from ERS. Click Next

- Type Employee’s name, click Find Employee and click Next
ERS Detail Report – How?

- Leave all fields to the default asterisk and click Next.
ERS Detail Report – How?

- Choose the From Year \textit{FIRST} and \textit{then} the Quarter of the Effort Period (the order is important!) and click Next.
ERS Detail Report – How?

- Leave the default for Report Fields and click Finish.
The cells highlighted aqua in the ERS detail report should be compared to the Payroll % [A] on the ERS Report.

If they do not match, a reconciliation needs to be done.
Select Ledger Year and Quarter to automatically reflect correct pay period for the corresponding Quarter and click Next.
The column highlighted yellow in the ERS detail report should be compared to the Payroll % [A] on the ERS Report.

If they do not match, a reconciliation needs to be done.
Set-Up Searches

- Create Saved Searches specific to your needs.
  Recommended Searches:
  - Department code
  - Subscribe each of your PI’s “My Projects”

- Usually only need to be set up once, depending on the criteria used
**Verification – What are we verifying?**

- **PAID Effort** - Every Effort Report should be reviewed & verified against the Payroll Ledgers. Column A & B of ERS

- **PROPOSED Effort** – Total Effort to Certify (column furthest left highlighted in yellow) should match with the current/approved Budget and/or Progress Reports for all Key Personnel. Add Cost Share Effort (Column D) as necessary

- Required for EVERY single Effort Report
Verification

- **Make sure all the charges on the FAU’s are applicable** by comparing the Payroll Detail in ERS and ERS Detail report against your backup documentation (budgets, personnel reports, progress reports etc.)

  - To make sure the system is showing the correct paid percent, compare the Payroll % [A] in ERS with the payroll backup (Payroll Ledger, ERS Detail Report and the Payroll Detail in ERS)
Verification

- **Confirm all UPAYs/PETs and Retroactive Pay**, if applicable, that have already been processed have been taken into account.
  - *NOTE: Although the Financial Web Reports & ERS Detail Report are updated with payroll once a month, Payroll has three cycles (Bi-weekly 1, Bi-weekly 2 and Monthly). ERS is updated with each cycle’s information after it is processed in the payroll system (typically three times a month)*
  - Prepare necessary UPAYs/PETs as soon as possible, if applicable
Verification

- **Edit the Paid Effort % to Certify [B] if a payroll transfer will be submitted**, to show the new figures and have the report Certified.
  - The status will read “Certified/AdjustReqd” and when the payroll transfer is picked up by the system, the Payroll % [A] should change to match the Paid Effort % to Certify [B] which will change the report to a “Certified” status
  - Only recommend this if nearing the ERS deadline. **Best practice:** Do NOT edit Column B. Process payroll transfer. Allow ERS to automatically update both column A & B when payroll transfers are updated/picked up by ERS system. (see previous slide*)
Verification

◆ **Add Cost Sharing %** in the Cost Sharing Effort % to Certify [D] column, if applicable
  - Refer to UCLA’s Cost Sharing Contribution Report

◆ **Add Comment** – Once the Total Effort % to Certify [B+D] reflects the correct actual effort % worked, add a comment to the ERS Comment Log – “Report reviewed (, adjusted**) & verified by Name on Date.” as well as any other descriptive comment. **if changes were made**

◆ **Save changes**
## Verification Overview

1) Compare Payroll % [A] with Payroll backup/ERS Detail

2) Edit Paid Effort % to Certify [B] if incorrect (Submit UPAY’s if necessary)

3) Add Cost Share Effort % to Certify [D], if applicable

4) Comment – Add description of what action was taken on Effort Report

5) Save

6) Meet with Certifier to Review & explain Total Effort % to Certify [B+D] Column prior to certification

### Verification Table

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>32%</td>
<td>32%</td>
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<td>0%</td>
<td>32%</td>
<td>32%</td>
</tr>
<tr>
<td>441356-EC-RAND/NIH 9920080082 26%</td>
<td>22%</td>
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<td>0%</td>
<td>22%</td>
<td>22%</td>
</tr>
<tr>
<td>441356-CM-FDP-NIH AG021884 9%</td>
<td>5%</td>
<td>5%</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Total Federal and Federal Flow-Through Sponsored Projects:**

- Payroll %: 50%
- Paid Effort %: 50%
- Cost Share Effort %: 5%
- Total Effort %: 54%

**Other Sponsored Projects**

- Payroll %: 32%
- Paid Effort %: 32%
- Total Effort %: 32%

**Non-Sponsored Activities**

- Payroll %: 9%
- Paid Effort %: 9%
- Total Effort %: 9%

**Total Other Effort not requiring certification**

- Payroll %: 41%
- Paid Effort %: 41%
- Cost Share Effort %: 5%
- Total Effort %: 46%

**Grand Total**

- Payroll %: 100%
- Paid Effort %: 100%
- Total Effort %: 100%

**Report options:**

- Report requires multiple certifications
- Report allows for Cost Sharing Offset Against Other Sponsored Projects
- Report is under preliminary review

**Add a comment:**

- Report reviewed & verified by Cathy on 12/01/11.
- Cost sharing of 5% added from unrestricted fund to NIH Award AG021884 to reflect 10% effort, as budgeted, on NIH project.

Comments can be up to 255 characters long. (Total characters: 173)
Review

- Set up a time *prior to* the Quarter’s ERS certification deadline to sit down with the PI/Certifier to review & explain each individual Effort Report s/he is responsible for completing.

- If sitting with the Certifier is not possible, notify the certifier that the effort reports are ready for review and certification.

- Explain any complicated reports and let them know if any reports should not be certified because they need further action or review.

- If the Certifier sees the need for any changes to the reports, they should contact the reviewer to discuss the changes *before* certifying the reports & prior to ERS deadline.
Certificates

- PIs **must** self certify. (Names **highlighted in yellow** in ERS)
- Staff members *may* self certify
- It is also recommended that PIs certify for staff for which they have primary oversight of the project since they have first-hand knowledge of the work performed
The Effort Reporting process is **NOT** over once all Reports have been certified.

Fund Managers/Effort Reporting Coordinators should log into ERS from time to time to review their list of Saved Searches. Certified Effort Reports may reopen due to late payroll transactions.
In Summary – some hints & tips…
Good ERS management starts with good fund management and monthly reconciliation

- Minimize payroll cost transfers (UPAYs) by monitoring projects on a monthly basis
- Check Salary Cap Overpayment/Disallowance Report regularly, if applicable
Process UPAYs/PETs in a timely manner

- Processing UPAYs/PETs in a timely manner allows the user to see the changes to ERS before certification. Wait for these UPAYs/PETs to hit ERS prior to changing the Paid Effort % to Certify [B]

- If not processed in a timely manner, the Paid Effort % to Certify [B] should be edited and report certified prior to ERS picking up the transaction so certification deadlines are met
  - The status will read “Certified/AdjustReqd.” When ERS picks up the transaction* and the Payroll % [A] changes to match the Paid Effort % to Certify [B], the status will change to “Certified”
When Effort Reports are initially generated, Columns [A] & [B] automatically match:

- If [B] % remains unchanged, it will continue to change to match [A].
- If [B] % is changed & saved, any type of change to [A] will *not* automatically update [B] to match.
- If the [A] and [B] %’s do not match and the report gets certified, it will change to a status of “Certified/AdjustReqd”.

Both columns have to match to have a “Certified” status.
A Certified/AdjustReqd status is still considered Open

The priority during an ERS certification cycle is to first complete the current open quarter/s before the deadline to be in compliance with University policy. Then work on any overdue/non-certified Effort Reports from prior quarters to achieve the 100% compliance goal

Another priority is to ensure the completion of all effort reports on awards that are closing
Scenario 1: Donald Quixote Fall '14 Effort Report

### Federal and Federal Flow-Through Sponsored Projects

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Payroll %</th>
<th>Paid Effort % to Certify</th>
<th>N/A to UCLA</th>
<th>Cost Share Effort % to Certify</th>
<th>Total % [A+C]</th>
<th>Total Effort % to Certify [B+D]</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-441357-JB-23480</td>
<td>59%</td>
<td>59%</td>
<td>0%</td>
<td></td>
<td>59%</td>
<td>59%</td>
</tr>
<tr>
<td>FDP-NIH HL111470 BRUIN 6/15 54%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-441357-TT-32198</td>
<td>35%</td>
<td>35%</td>
<td>0%</td>
<td></td>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>FDP-NIH AI111666 TROJAN 12/15 54%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Federal and Federal Flow-Through Sponsored Projects requiring certification

- Payroll %: 94%
- Paid Effort % to Certify: 94%
- N/A to UCLA: 0%
- Cost Share Effort % to Certify: 0%
- Total % [A+C]: 94%
- Total Effort % to Certify [B+D]: 94%

### Other Sponsored Projects

- 0% (0%)
- 0% (0%)

### Non-Sponsored Activities

- 6% (6%)
- 0% (0%)

### Total Other Effort not requiring certification

- 6% (6%)

### Grand Total

- 100% (100%)
- 0% (0%)

**Report options:**
- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- Report is under preliminary review

**Add a comment:**

Comments can be up to 255 characters long. (Total characters: 0)
Scenario 1: Questions

◆ What tools are required to verify ERS?

◆ What are the steps to having this report accurately certified?

◆ What will the fully verified report look like? Feel free to write on the example.
### Scenario 1: Detailed Budget

**Program Director/Principal Investigator (Last, First, Middle):** Bruin, Josephine

#### Detailed Budget for Initial Budget Period

**Direct Costs Only**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruin, Josephine</td>
<td>PD/PI</td>
<td>1.20</td>
<td></td>
<td></td>
<td>181,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quixote, Donald</td>
<td>Co-Investigator</td>
<td>7.20</td>
<td></td>
<td></td>
<td>181,500</td>
<td>108,900</td>
<td>38,395</td>
<td>147,285</td>
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<tr>
<td>Mouse, Michael</td>
<td>SRA I</td>
<td>6.00</td>
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<td></td>
<td>46,704</td>
<td>23,352</td>
<td>11,209</td>
<td>34,561</td>
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<tr>
<td>Explorer, Dora</td>
<td>Post-Doc</td>
<td>6.00</td>
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<td></td>
<td>47,244</td>
<td>23,622</td>
<td>5,735</td>
<td>29,357</td>
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</tbody>
</table>

#### Consultant Costs
- 0

#### Equipment (List as Item)
- 0

#### Supplies (Specify by Category)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies &amp; Chemicals</td>
<td>10,000</td>
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#### Travel

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHA Conference</td>
<td>2,500</td>
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</tbody>
</table>

#### Inpatient Care Costs
- 0

#### Outpatient Care Costs
- 0

#### Alterations and Renovations (List as Item by Category)
- 0

#### Other Expenses (List as Item by Category)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Infrastructure Fee</td>
<td>848</td>
</tr>
<tr>
<td>Animal Purchases &amp; Supplies</td>
<td>15,000</td>
</tr>
<tr>
<td>Animal Per Diem</td>
<td>61,000</td>
</tr>
<tr>
<td>Publication Costs</td>
<td>5,000</td>
</tr>
<tr>
<td>Histological Services</td>
<td>5,300</td>
</tr>
</tbody>
</table>

#### Consortium/Contractual Costs
- 0

#### Subtotal Direct Costs for Initial Budget Period
- **$310,831**

#### Total Direct Costs for Initial Budget Period
- **$310,831**
### Scenario 1: ERS Detail Report

- **Payroll ID:** 404477008-All
- **Fund:** 06627, 23480, 32198
- **Report Type:** ERS Detail Report
- **Period:** November 2014 to December 2014
- **Date:** 03/19/2015

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>CC</th>
<th>Sub</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Project</th>
<th>Object</th>
<th>Led YM</th>
<th>Earned Date</th>
<th>DOS</th>
<th>Title Code</th>
<th>Time</th>
<th>H %</th>
<th>FTE</th>
<th>Pay Rate</th>
<th>Gross Earnings</th>
<th>Total Benefits</th>
<th>Total Pay</th>
<th>Total Adj. Ind.</th>
<th>Dept</th>
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</thead>
<tbody>
<tr>
<td>06627</td>
<td>441357</td>
<td>JB</td>
<td>00</td>
<td>QUICKTE, DONALD</td>
<td>404477008</td>
<td>1031</td>
<td>201410</td>
<td>10/31/14</td>
<td>TRN</td>
<td>1730</td>
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<tr>
<td>23480</td>
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<td>JB</td>
<td>00</td>
<td>QUICKTE, DONALD</td>
<td>404477008</td>
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<td>201410</td>
<td>10/31/14</td>
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<tr>
<td>32198</td>
<td>441357</td>
<td>TT</td>
<td>00</td>
<td>QUICKTE, DONALD</td>
<td>404477008</td>
<td>1031</td>
<td>201410</td>
<td>10/31/14</td>
<td>TRT</td>
<td>1730</td>
<td>0.2000</td>
<td>0.3021</td>
<td>0.4841</td>
<td>4,841.51</td>
<td>301.24</td>
<td>1,606.32</td>
<td>203.60</td>
<td>1,809.02</td>
<td>1565</td>
<td></td>
</tr>
</tbody>
</table>

**Fund Grand Total:**

- **Total Pay:** 47,409.99
- **Total Adj. Ind.:** 13,892.23
- **Total Dept.:** 61,392.22
**Scenario 2: Josephine Bruin’s Fall ‘14 Effort Report**

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<tr>
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<tbody>
<tr>
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<tr>
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</tr>
<tr>
<td>4-441357-JB-26789 FDP-NIH HLS48913 CRUISE 05/15 54%</td>
<td>7%</td>
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<td></td>
<td></td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>4-441357-JB-31977 FDP-NIH UL1RE000123 BUNNY 03/15 54%</td>
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<td>2%</td>
<td></td>
<td></td>
<td>2%</td>
<td>2%</td>
</tr>
</tbody>
</table>

**ADD ADDITIONAL SPONSORED PROJECT**

| Total Federal and Federal Flow-Through Sponsored Projects requiring certification | 29% | 29% | 0% | 29% | 29% |
| Other Sponsored Projects | 0% | 0% | 0% | 0% | 0% |
| Non-Sponsored Activities | 71% | 71% | 0% | 71% | 71% |
| Total Other Effort not requiring certification | 71% | 71% | 0% | 71% | 71% |
| Grand Total | 100% | 100% | 0% | 100% | 100% |

Report options:
- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- Report is under preliminary review.

Add a comment:
Comments can be up to 255 characters long. (Total characters: 0)
Scenario 2: Questions

◆ What tools are needed to verify ERS?

◆ What are the steps to having this report accurately certified?

◆ How does this ERS report differ from the simple/previous ERS report example?
## Scenario 2: Josephine Bruin’s Fall ’14 Effort Report

### Report Details
- **Emp. ID:** 1190588009
- **Home Dept.:** MEDICINE-DEPT ADMINISTRATION
- **Version:** 1.0 (03/09/2015 08:56)
- **Status:** Open
- **Report Period:** October 1, 2014 to March 31, 2015
- **Pay Periods:** October 1, 2014 to December 31, 2014

### Federal and Federal Flow-Through Sponsored Projects

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Title</th>
<th>PI</th>
<th>Payroll % to Cert</th>
<th>Paid Effort % to Cert</th>
<th>N/A to UCLA</th>
<th>Cost Share Effort % to Cert</th>
<th>Total %</th>
<th>Total Effort % to Cert</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-441357-JB-26400</td>
<td>FDP-NIH HL332177 BRUIN 06/15 54%</td>
<td>-</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>4-441357-TT-32198</td>
<td>FDP-NIH AI1111666 TROJAN 12/15 54%</td>
<td>-</td>
<td>10%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
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<tr>
<td>4-441357-JB-26789</td>
<td>FDP-NIH HL548913 CRUISE 05/15 54%</td>
<td>-</td>
<td>7%</td>
<td>7%</td>
<td>0%</td>
<td>0%</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>4-441357-JB-31977</td>
<td>FDP-NIH UL1RE000123 BUNNY 03/15 54%</td>
<td>-</td>
<td>2%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>4-441357-JB-23480</td>
<td>FDP-NIH HL111470 BRUIN 6/15 54%</td>
<td>-</td>
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<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Total Federal and Federal Flow-Through Sponsored Projects
- **Total Payroll % to Cert:** 29%
- **Total Paid Effort % to Cert:** 29%
- **Total N/A to UCLA:** 0%
- **Total Cost Share Effort % to Cert:** 29%
- **Total % (A+C):** 29%
- **Total Effort % to Cert:** 29%

### Other Sponsored Projects
- **Total Other Effort requiring certification:** 71%
- **Total Other Effort not requiring certification:** 71%

### Total Effort
- **Grand Total:** 100%

### Report Options
- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- Report is under preliminary review.

### Add a Comment
- Comments can be up to 255 characters long. (Total characters: 0)
### Scenario 2: Budgets

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruin, Josephine</td>
<td>PD/PI</td>
<td>1.20</td>
<td>-10%</td>
<td>181,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Quixote, Donald</td>
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<td>7.20</td>
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<td>108,900</td>
<td>38,365</td>
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**Fund: 23480**

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<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruin, Josephine</td>
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<td>1.20</td>
<td>-10%</td>
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<td>18,150</td>
<td>3,086</td>
<td>21,236</td>
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<tr>
<td>de Pooh, Winnie</td>
<td>Postdoctoral Scholar</td>
<td>6.00</td>
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<td>52,150</td>
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<td>37,235</td>
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**Fund: 26400**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
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<th>Acad. Months</th>
<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trojan, Tom</td>
<td>PD/PI</td>
<td>2.40</td>
<td>-10%</td>
<td>170,000</td>
<td>34,000</td>
<td>9,520</td>
<td>43,520</td>
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<tr>
<td>Bruin, Josephine</td>
<td>Co-Investigator</td>
<td>2.40</td>
<td>-20%</td>
<td>179,700</td>
<td>17,970</td>
<td>3,055</td>
<td>21,025</td>
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**Fund: 32198**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role on Project</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cruise, Thomas</td>
<td>PD/PI</td>
<td>1.80</td>
<td>-10%</td>
<td>183,300</td>
<td>27,495</td>
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<tr>
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<td>179,700</td>
<td>17,970</td>
<td>3,055</td>
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**Fund: 26789**

<table>
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<th>Summer Months</th>
<th>Inst Base Salary</th>
<th>Salary Requested</th>
<th>Fringe Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunny, Bugsy</td>
<td>PD/PI</td>
<td>1.20</td>
<td></td>
<td>185,000</td>
<td>16,500</td>
<td>3,960</td>
<td>20,460</td>
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<td>5,309</td>
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**Fund: 31977**

---

**NIH Calendar Month Conversion Calculation**

Calendar Months $\div 12$ Months = % Effort

**Example**

$1.20 \text{ cal months} / 12 \text{ months} = 0.10 = 10\% \text{ Effort}$
## Scenario 2: ERS Detail Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>CC</th>
<th>Sub</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Project</th>
<th>Object</th>
<th>Laid YMD</th>
<th>Earned Date</th>
<th>Earnings</th>
<th>Title Code</th>
<th>Time</th>
<th>H %</th>
<th>FTE</th>
<th>Pay Rate</th>
<th>Gross Earnings</th>
<th>Total Benefits</th>
<th>Total Pay</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900</td>
<td>401026</td>
<td>IA</td>
<td>00</td>
<td>BRUNO, JOSEPHINE</td>
<td>119058009</td>
<td>1011</td>
<td>1/31/14</td>
<td>TIR</td>
<td>1721</td>
<td>0.3081</td>
<td>3081</td>
<td>27,869.83</td>
<td>8,586.69</td>
<td>3,071.19</td>
<td>11,613.88</td>
<td>1563</td>
<td></td>
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</tr>
<tr>
<td>1900</td>
<td>401026</td>
<td>IA</td>
<td>00</td>
<td>BRUNO, JOSEPHINE</td>
<td>119058009</td>
<td>1011</td>
<td>1/31/14</td>
<td>TIR</td>
<td>1721</td>
<td>0.3081</td>
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<td>3,071.19</td>
<td>11,613.88</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1900</td>
<td>401026</td>
<td>IA</td>
<td>00</td>
<td>BRUNO, JOSEPHINE</td>
<td>119058009</td>
<td>1011</td>
<td>1/31/14</td>
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<td>3,071.19</td>
<td>11,613.88</td>
<td>1563</td>
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<tr>
<td>1900</td>
<td>401026</td>
<td>IA</td>
<td>00</td>
<td>BRUNO, JOSEPHINE</td>
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<td>1/31/14</td>
<td>TIR</td>
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<td>0.3081</td>
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<td>8,586.69</td>
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<td>11,613.88</td>
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<td>IA</td>
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<td>BRUNO, JOSEPHINE</td>
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<td>1/31/14</td>
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<td>8,586.69</td>
<td>3,071.19</td>
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<tr>
<td>Fund 19000</td>
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<td>IA</td>
<td>00</td>
<td>BRUNO, JOSEPHINE</td>
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<td>11,613.88</td>
<td>1563</td>
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<td></td>
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</tr>
</tbody>
</table>

**Payroll ID=119058009-All**
Scenario 2: Josephine Bruin’s Fall ’14 Effort Report

[Image of a screenshot showing a report page]

### Federal and Federal Flow-Through Sponsored Projects

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
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<td>4-441357-TT-32198</td>
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<td>10%</td>
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</tr>
<tr>
<td>4-441357-AI111666 TROJAN 12/15 54%</td>
<td>7%</td>
<td>10%</td>
<td></td>
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</tr>
<tr>
<td>4-441357-JB-26789</td>
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<td>4-441357-JB-23480</td>
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<td>10%</td>
<td>0%</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Total Federal and Federal Flow-Through Sponsored Projects**

- **Payroll %**: 29%
- **Paid Effort % to Certify**: 32%
- **NIA to UCLA**: 20%
- **Cost Share Effort % to Certify**: 29%
- **Total % [A+C]**: 52%

**Other Sponsored Projects**
- **Non-Sponsored Activities**: 71% (68%)
- **Total Other Effort not requiring certification**: 91%

**Total Other Effort**: 91%

**Grand Total**: 100%

Add a comment: Report reviewed, adjusted & verified by Cathy on 05/20/15.
Scenario 2: Steps to accurately certify Effort Report

- Pull effort report using saved search.
- Gather all budget/most recent progress reports.
- Run QDB ERS Detail report & compare Column A w/yellow highlighted payroll.

- **32198** – Cost share 10% effort (in Column D) from Non-Sponsored Activities.
  - Budget shows 20% effort, but 10% salary.

- **26789** – Process payroll expense transfer (PET/UPAY) to move 3% salary (in Column B) from Non-Sponsored Activities (unrestricted funding source) to this fund.
  - Budget shows 10% salary to go along with the 10% effort.

- **23480** – “Add Additional Sponsored Project” and then cost share 10% effort (in Column D) from Non-Sponsored Activities.
  - Budget shows 10% effort without salary.

- Add Comment

- Save.

- Review Effort Report with PI to ensure s/he understand what s/he is certifying.
Questions?
ERS Resources and Links

**Effort Reporting Website**
http://ora.research.ucla.edu/EFM/Pages/EffortReporting.aspx

**The Effort Reporting System (ERS)**
https://ers.it.ucla.edu/

**ERS Training Modules**
http://www.efm.ucla.edu/ERSTrainingMenu.htm

**ERS FAQ**
http://ora.research.ucla.edu/EFM/Pages/ERSFAQ.aspx

**ERS Help Desk**
ershelp@research.ucla.edu

**Effort Reporting Notifications**
http://ora.research.ucla.edu/EFM/Pages/ERSHelp.aspx