Effort Certification in the Effort Reporting System (ERS)

Effort certification is a federally mandated “after-the-fact” review of payroll records to verify that the percentage of payroll received from each sponsored project during a given period is an accurate reflection of the work actually done. We want to assure funders of sponsored projects that they are only paying for work that benefitted their projects.

At UNR, this process is completed in the web-based Effort Reporting System. A Pre-Reviewer in your department has reviewed the effort report and may have added cost transfer and/or cost sharing information, if necessary.

As the certifier, it is now your responsibility to carefully review the effort report for accuracy. If the effort report is not an accurate reflection of how you actually spent your time during the reporting period, please contact the pre-reviewer to make adjustments. **Do not certify an effort report that is not correct.**

To begin the effort reporting process, go to the Effort Reporting System at [https://effortreporting.unr.edu/GenericERS/custom/index.jsp](https://effortreporting.unr.edu/GenericERS/custom/index.jsp). Log in using your UNR NetID and password. It is the same NetID and password that you use to check your UNR email.

After you log in to ERS, you will see a status page that looks like the screen shot below.

A. Click on the number in the Pending, Current Period quadrant. If there is not a number in the current reporting period, click on the number in the Pending, Prior Periods quadrant. If you certify on behalf of other people, there may be more than one report for you to certify.
B. The certification screen is now displayed. Review the effort report carefully. If it is not correct, work with the Pre-Reviewer to make the corrections.

The first two columns show the sources of your pay over the reporting period: the account numbers and the account titles. The top half of the report shows sponsored project accounts, the bottom half shows non-sponsored project accounts.

The second two columns (Payroll and Cost Sharing) show how your effort was paid over the reporting period. You may have been paid directly from a sponsored project or your effort may have been cost shared from a non-sponsored account.

The final column, **Certified Effort %**, is important. This shows the effort distribution you are certifying. In the example below, the employee is certifying that 29% of her time/effort was spent on the NV Biodiversity project and 71% was spent on non-sponsored projects.

The federal government recognizes that it is sometimes difficult to know exactly the percent of effort spent on each project. Therefore, the effort report should be accurate within 5%.

If the reported effort is correct, click on the Proceed button. If not, please contact your departmental Pre-Reviewer to make adjustments.
C. Do a final review the Certified Effort Form and read the certification statement. The certification form in example shown is not the UNR certification statement. On a UNR effort report, the certification statement will say:

I certify that the proportion of my salary expensed or cost shared to each of the accounts on this effort report represents a reasonable estimate of my actual effort on each activity during this reporting period. Or, in the event I am certifying effort for someone other than myself, I have first-hand knowledge of the employee’s effort during this reporting period.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the Federal False Claims Act.

- When you are satisfied that the effort report is correct, click on the Certify button.

You can print the effort form for your records if you would like.

To complete the effort report, click the “Exit Form” button.

If you have any questions about effort reporting or the Effort Reporting System, please contact Michele Dondanville in the Office of Sponsored Programs at 775-784-6360 or mdondanville@unr.edu.