UNIVERSITY OF NEVADA, RENO
EFFORT REPORTING SYSTEM (ERS)

Provided on the following pages are scenarios demonstrating the most common tasks in the Effort Reporting System.

Scenario # 1: Department Coordinator assigns roles

Assignments – Assign James Barnes (Faculty) to be Karen Davis’ (Grad Student) Certifier. Once the change has been made, the Assignment will stay in effect until you change it again.

A. Log on to the system as the Department Coordinator.

B. Click on “Assignment” from the left-hand menu

C. Click on the “Change Assignments for Individuals” hyperlink
D. Select your Department and click “Proceed”

![Change Individual Assignments](image)

E. Select Davis, Karen and click “Proceed”

![Change Individual Assignments](image)

F. Select ‘Change Certifier’ for Davis, Karen and click “Proceed”

![Change Individual Assignments](image)
G. Select Barnes, James to be the new Certifier for Davis, Karen and click “Proceed”

H. To confirm that Barnes, James has been selected as the certifier and to complete the assignment click “Apply”

I. To confirm that Davis, Karen no longer has a role in ERS click “Apply”
J. View the Current Assignments for Davis, Karen. Click “Home” to be taken back to the main screen.

Review the Assignments report periodically and update them as necessary.
Scenario #2: Pre-Reviewing an Effort Form with no changes

Pre Review for Barnes, James. Pre-review is done by a Departmental Coordinator or Pre-Reviewer to ensure that payroll aligns with the effort percentages performed by the individual to be certified.

A. Click on the “2” under Pre Review Pending in the Status/My To Do List

B. Select the Barnes, James from the list of individuals
C. Review the Effort Form. Click on the $2,900.58 to see the payroll details.

D. Click “Close Window” after viewing the Payroll Details

E. Click on Account “1320-122-06BC” under the Sponsored Account Column and then click “Close Window” after reviewing the account details
F. After ensuring that the effort form looks correct, click “Proceed” on the effort form.

G. Review the Pre Review Summary. You may want to print the form for your records. Click “Exit”.

The system will now send an email notification to the Certifier to go into ERS to review and certify the Effort Report.
Scenario # 3: Pre-Reviewing with a Cost Transfer and Adding an Account

A cost transfer moves expenses from one account to another. A payroll cost transfer that occurs after an effort report has been created must be done through ERS, not with a PR-45. If you know you need to do a cost transfer within two weeks of the effort report generation date, wait to do it in ERS as the PR-45 may not have time to get posted to payroll prior to the effort report generation.

If the employee was paid from the account you are cost transferring to, it will show up on the effort report. If not, you will need to add the account before you can do the cost transfer. (The same procedure applies to cost sharing.)

**A Cost Transfer moves an expense.**

**Cost Sharing shows the value of salary paid by UNR for employee to work on a project, but does not move the expense to the project account.**

### Table:

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Accounts</th>
<th>Sponsored Accounts</th>
<th>Cost Transfer</th>
<th>Cost Sharing</th>
<th>Total $</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,937.26</td>
<td>100%</td>
<td>ENDEMIC RELAPSING FE</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>$2,937.26</td>
<td>100%</td>
<td>Total Sponsored Accounts</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>$2,937.26</td>
<td>100%</td>
<td>Grand Total</td>
<td>$0.00</td>
<td>0%</td>
<td>$0.00</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Notes:**

Maximum 600 characters

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**Step 1:** Click **Add Account** button

In this example, I want to add the account 1320-153-521M.

**Step 2:** Key in the account number information and click **Continue**.
Step 3: From the Account drop down menu, select the account you need to add.

The Account Description and Account Status fields will auto-populate. Then click Add Account.

Step 4: Start the Cost Transfer.

The effort report will now have a new line with the account you just added.

- Credit the account you are moving the expense from by putting a negative sign before the dollar amount.
- Debit the account you are moving the expense to.

You may be crediting and/or debiting more than one account. Just make sure that your credits and debits balance.

Alternatively, you can do the cost transfer based on % effort. First click on the Input as % button. If you input as %, when you are done, you’ll need to click on the Input as $ before you can click Proceed.

In this example, I want to cost transfer $300.00 from 1320-153-07AA to 1320-153-521M.

This step will tell ERS the total dollar amount of cost transfers to and from each account. In the next few steps, you’ll specify which pay periods to do the cost transfers in.

When you have keyed in all your debits and credits, click Proceed.
Step 5: Begin the process to “Define the Cost Transfer.”

You can narrow down the pay periods that you’ll see in the next step here, but I usually don’t change anything on this page and just click **Proceed**.

<table>
<thead>
<tr>
<th>Fund-Acct-Org</th>
<th>+Amount</th>
<th>-Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>32015:3521M</td>
<td>INTERGOV PERSONNEL A</td>
<td>$300.00</td>
</tr>
<tr>
<td>32015:3077A</td>
<td>ENDEMIC RELAPSING FE</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Cost Transfer**

**Pay Periods**

- **Begin Date (mm/dd/yy)**: 05/01/14
- **End Date (mm/dd/yy)**: 09/30/14

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Click **Proceed** to define this cost transfer, or **Cancel** to return to Pre Review Effort Form.
Step 6: Defining the cost transfer means you let the system know which pay periods you want to do the cost transfers in.

You’ll notice that the new account is not added to any of the pay periods on this page. Because you may not want to do a cost transfer in every pay period, you’ll need to add the new account to the pay periods that will be affected.

Also notice that the Status box at the top of the page shows you how much of your cost transfer you have defined. Right now, my Status box shows that I have $300.00 undefined. That will change.

First add the account to each pay period that will be affected by the payroll cost transfer. You may add it to each pay period separately or choose to add it to all pay periods. In this example, I’ll add the account to only two pay periods.

In each pay period that will have a cost transfer, do the following:

1) Click Select and from the drop down menu, choose the account you will be debiting.
2) Click Earn Code and (IMPORTANT) from the drop down menu, choose the same Earn Code as the account you will be crediting.
3) Click Add. The new account should now show up in that pay period.
4) Repeat for each pay period in which you need to do a payroll cost transfer.

If you make mistakes during this process, click the Reset Form button at the bottom of the page and start over again.
Step 7: After you have added the accounts, you can enter your debits and credits.

Note about furlough: The maximum amount of salary you can transfer from an account is the net difference between the salary and the furlough credit. For example, if $2,500.00 was expensed to an account, but there was also a furlough credit of $50.00, the maximum amount you can transfer to another account is $2,450.00. Never make changes to the lines with furlough (just like PR-45s).

In this example, the new account has been added for the June and July pay periods, but not August.

I want to cost transfer $200 in the June pay period and $100 in the July pay period.

When entering your credits, do not use a negative sign; just make sure to use the Credit From column.

Notice how the Status box now shows that the full $300 has been defined. There is nothing left undefined – and that’s what you want to see 😊.
Step 8: Now add the Justification for the Transfer. The justification must explain the error that led to the transfer and why the cost really belongs on the new account. Include enough information that anyone (including an auditor) reviewing the cost transfer can understand what happened and why.

<table>
<thead>
<tr>
<th>Justification For Transfer (Limit: 255 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost transfer to move expense to account where a portion of employee’s work was done in June and July.</td>
</tr>
</tbody>
</table>

When you have fully defined the cost transfer and have entered the justification, click Proceed.

The system will tell you if you have any errors that you need to fix.
Step 9: Review and Print cost transfer definition page.

This page serves the same function as a PR-45. Because ERS does not interface with the UNR payroll system, this page needs to be printed, signed and submitted to OSP. Once approved, OSP will submit the form to Payroll.

1. Review the cost transfers for accuracy.
2. Print this page.
3. Click Submit to send the effort report to the Certifier.
4. Get the printed page signed just like a PR-45. (There are no signature lines, so sign at the bottom of the page.)
5. Submit it to OSP. You can submit a scanned copy or the original (just don’t do both).
6. If the cost transfer is moving expenses that posted more than 90 day ago, or are on a project that has closed or will close within the next 45 days, attach a completed OSP-6 form when you submit the cost transfer page.

Print this page, get it signed, and submit it to OSP.
Step 10: Complete the pre-review process.

You will now see a Cost Transfer Summary page.

Notice how the effort distribution has changed as a result of the payroll cost transfer. The employee is now reporting 90% effort on 1320-153-07AA and 10% effort on 1320-153-521M.

Click Exit to complete the pre-review process.
Scenario #4: Cost sharing from a non-sponsored project account to a sponsored project account

Reporting cost share in ERS is the only way we have of capturing payroll expenses being used as cost share.

Cost sharing does not move expenses from a non-sponsored account to a sponsored account, it moves effort. However, because it does show the monetary value of the effort that is being cost shared, it can look like a cost transfer.

Use this column for cost sharing.

Step 1. Add Account (if necessary)

If the employee did not receive any pay from the account that you will be cost sharing to, you will need to add the account. To add an account, do Steps 1 through 3 starting on page 8.

Step 2. Decide to use “Input as $” or “Input as %”

In this example, 10% of the employee’s salary that was paid from 1506-151-74P1 was used to support the Bioplastic Cropping project (1320-151-74LJ). You can input the cost share either as a % of effort, or as a dollar amount.

In this example, I will input the cost share as a % of effort, so I’ll first click on the Input as % button.
In the Cost Sharing column, enter a negative amount in the account you'll be cost sharing from (remember to use a negative sign), then a positive amount in the account you are cost sharing to.

If you are entering a percent of effort, notice how the system calculates the dollar amount for you.

If you have entered the cost share as a percent of effort, click on the “Input as $” button before proceeding.

Take a look at the last column. This employee is reporting that 10% of her effort during this reporting period was for the Bioplastic Cropping project, even though no payroll was expensed to that account.

Some effort reports need both cost transfers and cost sharing. If all you need to do is cost sharing, after the amount is entered, the job of the Pre-Reviewer is finished. Click the Proceed button and the form will go to the certifier for certification.

You will then see a Pre-Review Summary page. Click Exit to complete the pre-review process.
Scenario # 5: Certification

A. Click on the number in the Pending, Current Period quadrant. If the certification is not in the current reporting period, click on the number in the Pending, Prior Periods quadrant.

Click Here
B. The certification screen is displayed. Review the effort report carefully. If it is not correct, work with the Pre-Reviewer to make the corrections.

Do not certify an effort report that is not correct. You will not be able to make changes after a report has been certified.

Once the reported effort is correct, click on the Proceed button.

Click Here
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, 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.