

# Effort Reporting System (ERS)

## Certifier Quick Guide

1. Navigate to the Virginia Tech (VT) ERS launch page: <https://ers.maximus.com/VirginiaTech/>

2. **Login** using your VT User ID and password

3. Select the type of effort you want to certify

- To certify effort for assigned graduate students, use the **Project Certification** block
- To certify your own report, use the **Individual Certification** block

My Status/ To Do			
		Current	Prior(s)
Project Certification	Pending	1	0
	Pending Pre Review	0	1
Individual Certification	Pending	1	0
	Pending Pre Review	0	0

### Individual Certification

4. Select the **number** located under the Pending/Current field.

5. Select the **Edit Form** icon  or employee name.



6. Review the effort form and the effort percentages.

- If percentages accurately represent the activities, select **Proceed**.
- If there is a discrepancy on the form, such as an incorrect percentage of effort on a project or a missing project number, select the **Notify** button to send an email to your business manager/pre reviewer that a labor redistribution is necessary.

7. Allocate any non-sponsored effort by entering the percent for each activity type and select **Proceed**.

8. A Certifier Checklist appears providing compliance considerations, select **Close Window**.


9. If the effort form is correct, review the attestation statement and select **Certify** button.

10. To save a final summary for your records select the PDF  or the Print  icons located in the upper right-hand corner. select the **Exit** button.


11. Select the **Logout** option located on the right-hand side of the screen.

### Project Certification

4. Select the **number** located under the Pending/Current field.

5. Select the **Edit Project** icon . *A list of individuals with salary posting to the project appears. You may certify for the staff working on your sponsored projects (Graduate students, Post doctorates, and other similar positions.), all other personnel must certify their own report. The staff you have selected to certify the effort for will be listed with the status indicator of **Available for Certification***



6. Review the effort form and the effort percentages.

- If percentages accurately represent the activities for individual(s) listed, select **Proceed**.
- If there is a discrepancy identified for a specific individual, such as an incorrect percentage of effort on a project select the information  option, which will provide the name of the individual who completed the pre-review. Select the name to send an email to the business manager/pre-reviewer that a labor redistribution is necessary.

7. Not applicable to project certification.

8. A Certifier Checklist appears providing compliance considerations, select **Close Window**.

9. If the effort forms for the staff associates are correct, review the attestation statement and select **Certify** button.

10. To save a final summary for your records select the PDF  or the Print  icons located in the upper right-hand corner. select the **Exit** button.

11. Select the Logout option located on the right-hand side of the screen.



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