



EFFORT REPORTING SYSTEM (ERS) TRAINING FLOW

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INTRODUCTION

The following training session will be a step-by-step review of the effort certification process using ERS. This training session covers the following roles essential to ERS:

- **Department Coordinator (DC) and Pre-Reviewer Roles.** These administrative roles (typically business administrators) facilitate the effort process within their domain and are familiar with the funding and effort of individuals within their domain. *Pre-Reviewers* review effort forms for correctness before effort forms are certified by the appropriate individual(s). These roles can be the same person and or different individuals as determined by the *DC*, who also can perform these functions.
- **Certifier Role.** The Certifier is the appropriate person to officially attest to the effort report. Although you may not be responsible for performing all of these roles, it is important to understand the activities associated with each of the ERS roles. During the training, you will assume a number of different roles to become familiar with the entire ERS process.

The first role we will examine is that of the Departmental Coordinator (DC). Typically, this individual is the business manager/administrator. The DC may assign roles applicable to all effort reports in a sub department and or for individual effort reports. The DC can perform as pre-reviewer and generate management reports for an entire department. The Sub-DC will mainly perform the Pre-Review function of effort forms for their ERS Sub Department(s). Lastly, the Sub-DC can also generate management reports for their assigned Sub Department(s).

During this training session, we kindly ask that you **not work ahead of the instructor**.

The instructor will explain the scenario first, followed by a screen-by-screen instruction, walking you through the scenarios from start to finish while instructing you when to Select, read, observe or watch a demonstration overhead. You are encouraged to ask questions throughout the training session and notify the closest training assistant or the instructor if you are experiencing technical difficulties. You will also have opportunities to discuss effort reporting best practices. However, the training design assumes participants understand university effort certification policies, procedures and practices.

This training document will serve as an ongoing resource to refer back to when Virginia Tech operates ERS in a live environment. You are encouraged to use this as a reference manual.

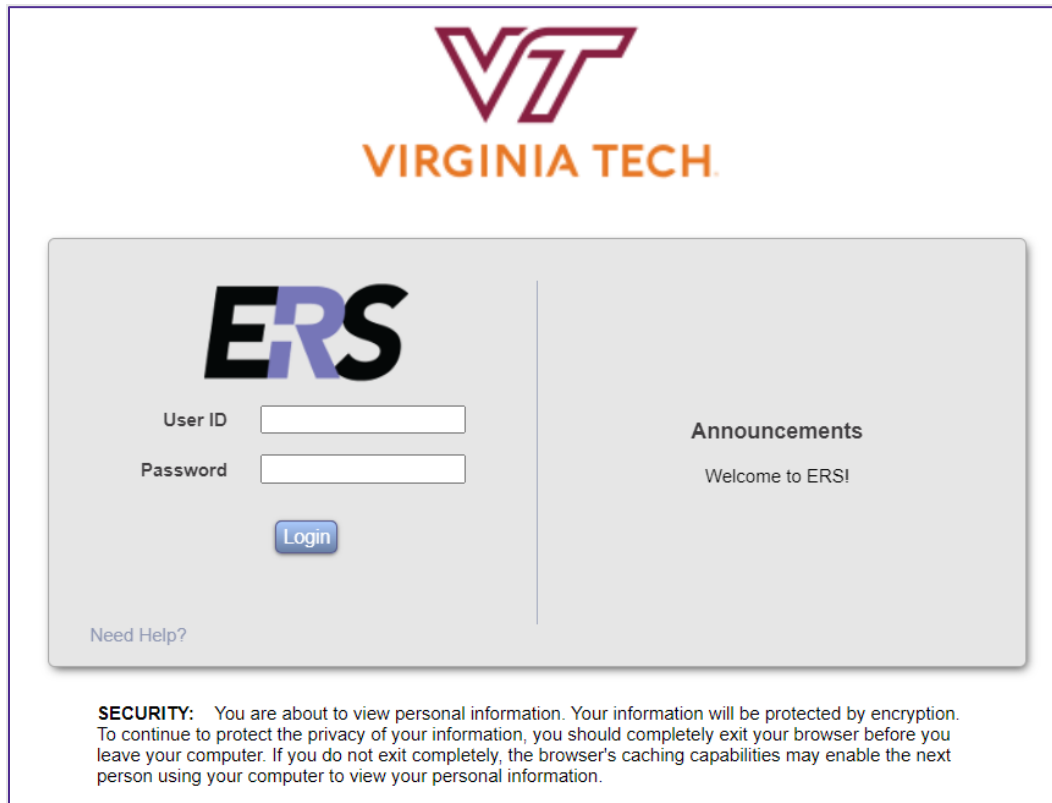
Terminology and Definitions

Term	Definition
CA	Central Administrator – role responsible for managing all aspects of Effort Reporting, providing helpdesk support and assistance, and overall responsibility for compliance and completion of effort reports.
DC	Department Coordinator – role specific to ERS established for an individual responsible for effort completion, monitoring, compliance and management at the 4-digit department level. Up to five (5) DCs can be designated for each

Term	Definition
	4-digit department. DCs can perform Assignments and Pre-Review, as well as run Reports.
Sub-DC	Sub-Department Coordinator – role specific to ERS established for an individual responsible for effort completion, monitoring, compliance and management at the 6-digit department level. Up to five (5) Sub-DCs can be designated for each 6-digit department. Sub-DCs can perform Assignments and Pre-Review, as well as run Reports.
Pre-Review	An option available to departments allowing an individual with department research portfolio knowledge to review the form to ensure effort reasonably reflects effort expended by the employee. If the information appears accurate, the pre-reviewer releases the form to the certifier. If not accurate, the pre-reviewer consults with the employee to determine if labor redistribution is necessary.
Pre-Reviewer	Using knowledge of the department research portfolio, the pre-reviewer examines the form for correctness before releasing to certifier. Pre-Review responsibilities vary by department, as some have the infrastructure to perform quality reviews before releasing to the certifier, and others do not. DC and Sub-DC can complete the Pre-Review by default.
Certification	A process by which effort devoted to various projects and funds is obtained.
Certifier	Individual responsible for completing certification, as per Virginia Tech's policy.
Post-Review	This option is not used at Virginia Tech. Any references to Post-Review can be ignored.
Reporting Period	Frequency by which certification is processed (Spring, Summer and Fall semesters)
Department	4-digit Organization unit
Sub Department	6-digit Organization unit
Individual Certification	A process by which an individual certifies his/her total (100% of activities, including both sponsored and non-sponsored activities) effort for the reporting period.
Line Item/Project Certification	A process by which an individual only certifies the effort of others associated with their projects/funds.
Labor Redistribution	Labor redistributions are used to transfer an employee's salary funding so that the effort form accurately matches the actual work that was performed.
Cost Transfer	A term used in ERS, however, synonymous with Labor Redistribution
Companion Fund	A separate fund established to reflect charges associated with mandatory or committed cost sharing as well as any cost sharing associated with Salary over the CAP.
Salary CAP	A cap amount established by the sponsoring agency.
IBS	Institutional Base Salary - Institutional Base Salary or IBS is annual compensation paid for an individual's appointment (9 or 12 months), whether that individual's time is spent on research, teaching, administration, or other activities. IBS does not include cell phone allowances, one-time bonuses, other types of pay that don't represent effort (see OSP procedure).

Logging onto ERS

For this training, you will be logging on through a URL for a training site especially established for today's training. This will **not** be used for future log in outside of this training session.



VT
VIRGINIA TECH

ERS

User ID

Password

Login

Need Help?

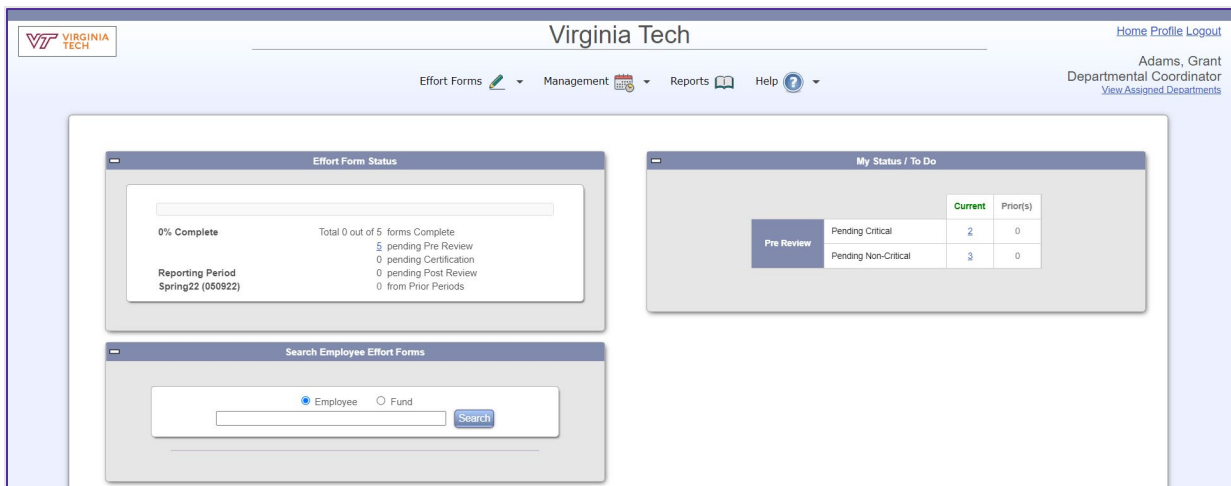
Announcements
Welcome to ERS!

SECURITY: You are about to view personal information. Your information will be protected by encryption. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

- A. Log in to the system as the Departmental Coordinator **Grant Adams** using your User ID **999999XXX** and your Password **temp** (all lower case, no quotations).



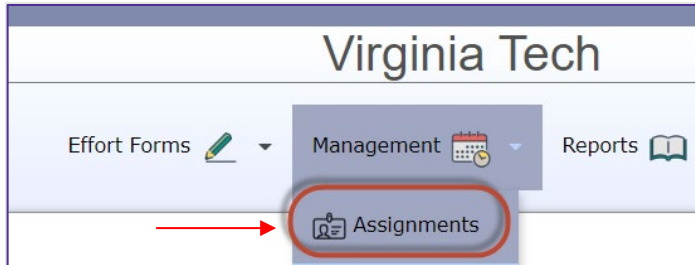
- B. The instructor will guide you through the home page, navigation bar, and side panel options as well as describe the center graphic, statistics and *Status/My To Do* table. Please watch the overhead presentation. You will be instructed on when to Select the options on your computer.



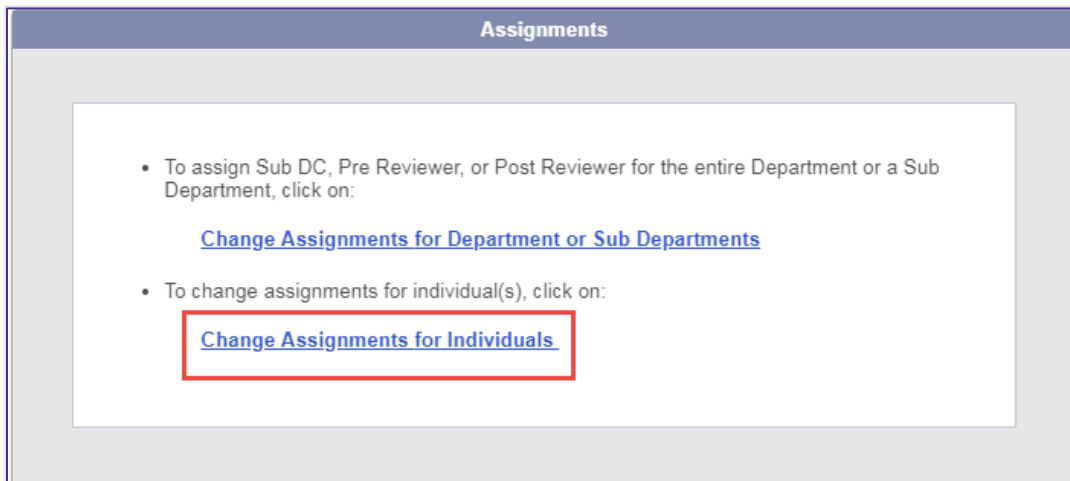
Scenario # 1: REVIEW ASSIGNMENTS

In this scenario, we will review the process of designating Pre-Reviewers and Certifiers.

- A. Select the **Management** menu option and then select **Assignments**.



- B. Assignments menu option allows Department Coordinator to manage global assignments for the department and/or sub department or update assignments for individuals. If the individual only has the role of the Sub Department Coordinator, then only Assignments for Individual option will be available. For this scenario we will focus on the Assignments for Individuals. Select the **Change Assignments for Individuals** link.



- C. Select your Department and Select the **Proceed** button.

Displaying 1 of 1 records

Selection	Department	Department Name
<input checked="" type="checkbox"/>	0505	General Engineering Dept

[Proceed](#)

D. Select your Sub Department and Select the **Proceed** button.

Change Assignments for Individuals

Select Sub Department

[Check All](#) [Clear All](#)

Displaying 1 of 1 records

Selection	Sub Department	Sub Department Name
<input checked="" type="checkbox"/>	050505	Engineering Org 1

[Back](#) [Proceed](#)

E. A list of individuals is provided, where changes to Pre-Reviewer and Certifier can be made by selecting an individual (or a group of individuals) and following the prompts provided by the system.

Change Individual Assignments

Please select the employees you wish to update and click Proceed to continue the individual assignment

[Check All](#) [Clear All](#)

Displaying 5 of 5 records

	Employee Name	Sub Department	Title Code	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept	Status
								[All] ▾
<input type="checkbox"/>	Barnes, James	050505	RS050505	Adams, Grant	Barnes, James			New Employee
<input type="checkbox"/>	Davis, Karen A	050505	RS050505	Adams, Grant	Davis, Karen A			New Employee
<input type="checkbox"/>	Davis, Karen B	050505	RS050505	Adams, Grant	Davis, Karen B			New Employee
<input type="checkbox"/>	Ford, Michael	050505	GR045045	Adams, Grant	(2 Pt's)			New Employee Eligible for PI Line Item
<input type="checkbox"/>	Smith, Adam	050505	RS045045	Adams, Grant	Smith, Adam			New Employee

[Back](#) [Proceed](#) [Help](#)

F. Select **Home** link at the top to return to the Home Page.

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

Assignments Summary and Key Take-aways.

- 1) Review assignments to ensure correct roles and responsibilities.
- 2) If an employee was terminated, assign the proxy certifier to ensure certification is completed on time.
- 3) If most of employee's activities during the reporting period happened at a different department, a Pre-Reviewer of that department can be assigned to complete the Pre-Review for the individual.
- 4) Graduate student and other staff (Post Doctorates or other similar positions) working on the PI's projects can be subject to Project Certification such that the responsible PIs will be certifying their effort.

Scenario # 2: PRE-REVIEW OF THE EFFORT REPORT

When the Effort Reporting Central Administrator has generated effort reports for a new effort reporting period, an email is sent to Pre-Reviewers informing them to begin reviewing effort reports. Pre-Review can be completed by the Departmental Coordinator or Sub-Departmental Coordinator depending on the assignments or delegation of duties within each Sub-Department. The purpose of Pre-Review is to ensure payroll charged and cost sharing align with the effort percentages expected for that individual. This is an important step prior to certification for correcting payroll distributions to align with the expected effort devoted. Ultimately, the Certifier will decide whether the results reasonably agree with the actual effort devoted.

Employee #1 – James Barnes

Pre-Review

- A. ERS provides users with a dynamic **Status / My To Do** list that allows quick and easy access to the effort reports requiring action. Select the “3” under Pre-Review Pending Non-Critical in the Status/My To Do List, Current Period (Spring22, 050922).

	Current	Prior(s)
Pre Review	2	0
Pending Critical		
Pending Non-Critical	3	0

- A. Select **Barnes, James** by Selecting on the edit button .

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Barnes, James	Associate Prof	050505	Engineering Org 1	Pending Pre Review				[All]	Barnes, James

- B. ERS provides payroll detail to help you understand the amounts that are included in the Payroll column. Review the Effort Report and then Select “\$109,007.03” under the Payroll column to view Payroll Details.

Pre Review ➤

Name: Barnes, James ⓘ Employee ID: 777777000 Title: Associate Prof
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

🕒 🖨️ 📄

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$39,943.03	37% 480297	SaTC: CORE: Small.Fi
\$39,943.03	37%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$69,064.00	63% 120943	EE Salaries
\$69,064.00	63%	Non-Sponsored Allocable Subtotal
\$109,007.03	100%	Grand Total

➕ Add Fund

Notes

- C. Payroll Details by Transaction report is presented by fund, by pay period. The user can toggle between Payroll Details by Transaction and Details by Month. The funds will be sorted in ascending order. The *Effort Payroll* column is the list of earnings used to derive the payroll percentages by dividing the sum of each fund by the total Effort Payroll earnings column to arrive at percentages. ERS has a rounding routine to ensure total percentages do not fall short of or exceed 100%. At the bottom of the form is the option to export the details to Excel or PDF. User can view the details of all funds presented or select a specific fund (ERS will provide a dropdown of all funds displayed on the Pre-Review form). In the example below, we only selected a Sponsored and Related Fund. Select the **Details by Month** to switch to a monthly view.

Payroll Details By Transaction

Reporting Period: Spring22 (12/25/2021 through 05/09/2022)

Name: Barnes, James Employee ID: 777777000 Title: Associate Prof
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Change to **480297(Sponsored and Related)** **Details By Month**

Details by Transaction														
Fund	Fund Title	Grant Sponsor	Fund Source	Account	Earnings Code	Earnings Description	Grant	Grant Title	Begin Date	End Date	Payroll	Non-Effort Payroll	Effort Payroll	Effort %
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	12/25/2021	01/09/2022	\$4,438.11	\$0.00	\$4,438.11	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	01/10/2022	01/24/2022	\$4,438.11	\$0.00	\$4,438.11	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	01/25/2022	02/09/2022	\$4,438.11	\$0.00	\$4,438.11	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	02/10/2022	02/24/2022	\$4,438.11	\$0.00	\$4,438.11	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	02/25/2022	03/09/2022	\$4,438.11	\$0.00	\$4,438.11	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	03/10/2022	03/24/2022	\$4,438.12	\$0.00	\$4,438.12	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	03/25/2022	04/09/2022	\$4,438.12	\$0.00	\$4,438.12	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	04/10/2022	04/24/2022	\$4,438.12	\$0.00	\$4,438.12	
480297	SaTC: CORE: Small:Findi	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480297	SaTC: CORE	04/25/2022	05/09/2022	\$4,438.12	\$0.00	\$4,438.12	
SubTL:											\$39,943.03	\$0.00	\$39,943.03	37%

D. The following Payroll Details by Month report is presented outlining Payroll Summary on a month-to-month basis for all funds. Any transactions that are considered as Non-IBS (not part of the Institutional Base Salary), have already been excluded.

Payroll Details By Month

Reporting Period: Spring22 (12/25/2021 through 05/09/2022)

Name: Barnes, James Employee ID: 777777000 Title: Associate Prof
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Change to **All** **Details By Transaction**

Details by Month														
Fund	December, 2021		January, 2022		February, 2022		March, 2022		April, 2022		May, 2022		Fund Total	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
120943	\$0.00	0%	\$12,358.78	58.20%	\$12,358.78	58.20%	\$17,313.77	66.11%	\$18,021.78	67.00%	\$9,010.89	67.00%	\$69,064.00	63%
480297	\$0.00	0%	\$8,876.22	41.80%	\$8,876.22	41.80%	\$8,876.23	33.89%	\$8,876.24	33.00%	\$4,438.12	33.00%	\$39,943.03	37%
Totals By Month	\$0.00	0%	\$21,235.00	100%	\$21,235.00	100%	\$26,190.00	100%	\$26,898.02	100%	\$13,449.01	100%	109,007.03	100%
Grand Total	\$0.00		\$21,235.00		\$21,235.00		\$26,190.00		\$26,898.02		\$13,449.01		109,007.03	

EXCEL Download **Close**

Select the **Close** button to exit from the Payroll Details by Month report and resume the Pre-Review of James Barnes’s Effort Form.

E. After reviewing the effort form, Grant Adams agrees no changes need to be made to James Barnes’ effort form. Select the **Proceed** button.

Pre Review >

Name: Barnes, James

Sub Dept: 050505 - Engineering Org 1

Employee ID: 777777000

Division: S05 - College of Engineering

Title: Associate Prof

Title Code: RS050505

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$39,943.03	37%	480297 SaTC: CORE: Small.Fi
\$39,943.03	37%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$69,064.00	63%	120943 EE Salaries
\$69,064.00	63%	Non-Sponsored Allocable Subtotal
\$109,007.03	100%	Grand Total

[+ Add Fund](#)

Notes

Exit Reset Initiate CT Save Proceed

F. Next, ERS presents the Allocation of Non-Sponsored Effort. As a Pre-Reviewer, the system allows you to allocate non-sponsored effort. Pre-Reviewers should not allocate effort unless the certifier shares this information with you. In the rare instance you allocate non-sponsored effort, please be sure the total adds up to the percentage specified. Certain groups of Certifiers will be required to complete this. Select **Proceed**.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
120943	EE Salaries	63%
Sub Total:		63%

As a Pre Reviewer you have the option to define in the details of the Institutionally Funded Fund 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 Fund, please be sure that the total adds up to **63%**.

Voluntary Uncommitted Cost Sharing	0 %
All Other Activities	0 %
Sub Total:	0 %

Cancel Proceed

G. At this point the Pre-Review is complete. Email is generated to the certifier, James Barnes. Select **Exit**.

Pre Review

Name: Barnes, James ⓘ

Sub Dept: 050505 - Engineering Org 1

Employee ID: 777777000

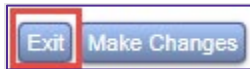
Division: S05 - College of Engineering

Title: Associate Prof

Title Code: RS050505

Pre Review Complete

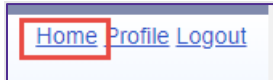
Adams, Grant on 06-15-2022
Email has been sent to the Certifier:
Barnes, James <jbarnes@vt.edu>



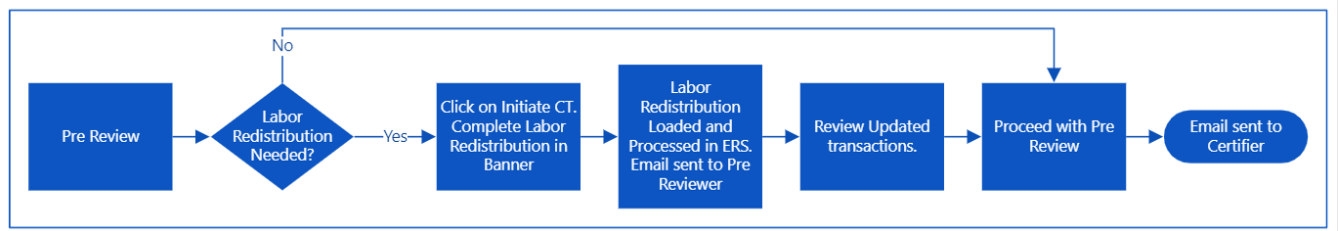
G. Note James Barnes’s effort form has now been Pre-Reviewed and the Form Status reflects ‘Pending Certification’.

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RGT	Assigned Certifier
[All]	Barnes, James	Associate Prof	050505	Engineering Org 1	Pending Certification	Adams, Grant			[All]	Barnes, James

H. Select **Home** link at the top of the screen.



Standard Pre-Review Process:






Employee # 2A – Karen Davis A

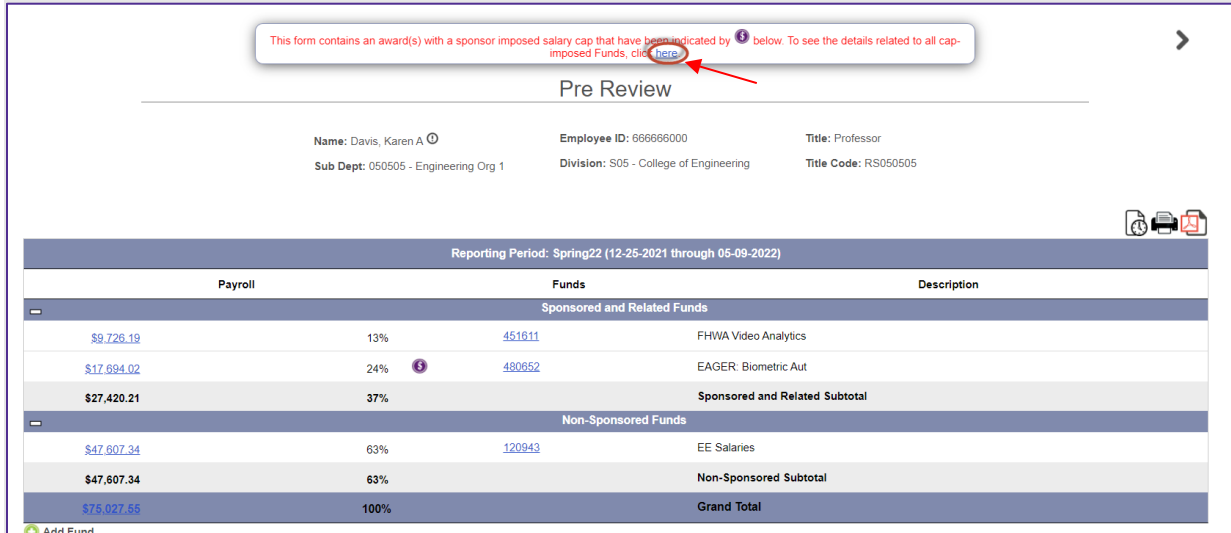
A. Note that the My Status/To Do box now reflects the latest counts. From the home page, Select “2” listed under Pending Critical. Forms containing awards subject to the Salary CAP or a K-award, will be identified as Critical to allow the Department Coordinator (or Sub DC or Pre-Reviewer) to determine how to best complete the Pre-Review (i.e. start with Non-Critical ones first and then review the Critical ones, or vice versa).


My Status / To Do			
		Current	Prior(s)
Pre Review	Pending Critical	2	0
	Pending Non-Critical	2	0

B. Select **Karen Davis A** from the Pre-Review list of individuals.


Critical Effort Forms Pending Pre Review						
Reporting Period 050922						
Displaying 2 of 2 records						
Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By
[All]			[All]		[All]	
	Davis, Karen A	Professor	050505	Engineering Org 1	Pending Pre Review	
	Davis, Karen B	Professor	050505	Engineering Org 1	Pending Pre Review (CT Posted)	Adams, Grant

- C. Notice the message at the top of the form indicating that the form is subject to the Salary CAP. The Pre-Reviewer can Select the “” icon (or the ‘[here](#)’ link at the top) that is displayed next to the fund to view more information pertaining to the Salary CAP. Select **here** link to review the information ERS provides to the Pre-Reviewer.





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 Funds, click [here](#).

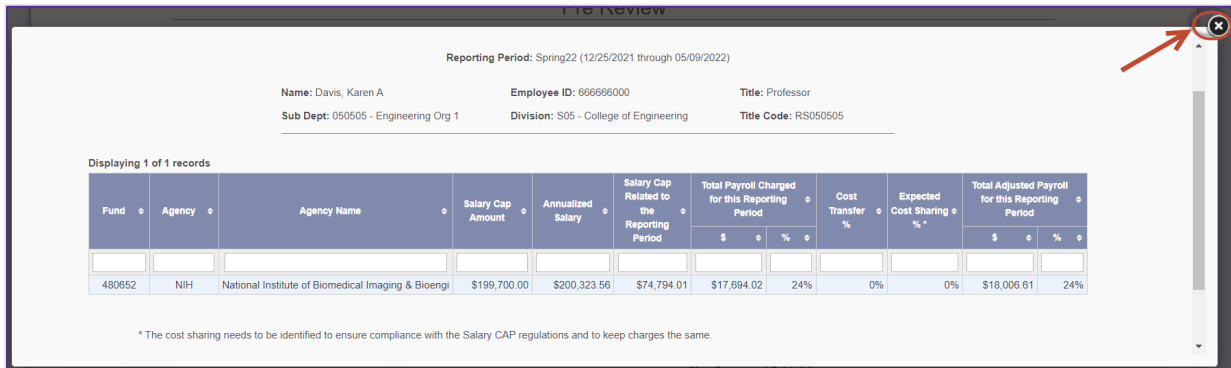
Pre Review

Name: Davis, Karen A  Employee ID: 66666000 Title: Professor
Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$9,726.19	13% 	451611 FHWA Video Analytics
\$17,694.02	24% 	480652 EAGER: Biometric Aut
\$27,420.21	37%	Sponsored and Related Subtotal
Non-Sponsored Funds		
\$47,607.34	63%	120943 EE Salaries
\$47,607.34	63%	Non-Sponsored Subtotal
\$75,027.55	100%	Grand Total

- D. ERS provides detailed information related to Salary CAP for each fund subject to the cap. To return to the effort form, close the screen by Selecting on the “X” in the far upper right corner.



Reporting Period: Spring22 (12/25/2021 through 05/09/2022)

Name: Davis, Karen A Employee ID: 66666000 Title: Professor
Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Displaying 1 of 1 records

Fund	Agency	Agency Name	Salary Cap Amount	Annualized Salary	Salary Cap Related to the Reporting Period	Total Payroll Charged for this Reporting Period		Cost Transfer %	Expected Cost Sharing % *	Total Adjusted Payroll for this Reporting Period	
						\$	%			\$	%
480652	NIH	National Institute of Biomedical Imaging & Bioengi	\$199,700.00	\$200,323.56	\$74,794.01	\$17,694.02	24%	0%	0%	\$18,006.61	24%

* The cost sharing needs to be identified to ensure compliance with the Salary CAP regulations and to keep charges the same.

- E. To make the necessary adjustments to stay in compliance with the Salary CAP, the Pre-Reviewer would need to process a labor redistribution in Banner. Select the **Initiate CT** button to be directed to Banner and process the labor redistribution. By Selecting on Initiate CT, ERS will mark the form as 'Pending Cost Transfer' to indicate that a labor redistribution is expected.

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 Funds, click [here](#).

Pre Review

Name: Davis, Karen A Employee ID: 666666000 Title: Professor
Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$9,726.19	13%	451611 FHWA Video Analytics
\$17,694.02	24%	480652 EAGER: Biometric Aut
\$27,420.21	37%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$47,607.34	63%	120943 EE Salaries
\$47,607.34	63%	Non-Sponsored Allocable Subtotal
\$75,027.55	100%	Grand Total

Notes

Exit Reset **Initiate CT** Save Proceed

A separate screen will appear directing the user to Banner portal to start the Labor redistribution process.

Labor Redistribution

apps.es.vt.edu/EmployeeSelfService/ssb/laborRedistribution#/app

Employee Dashboard • Labor Redistribution • Approvals

- F. Karen Davis A's form now reflects "Cost Transfer Pending". The effort form is placed on hold until the Labor redistribution is transacted and approved in Banner and subsequently brought into ERS. Select the **Exit** button.

Pre Review

Name: Davis, Karen A Employee ID: 666666000 Title: Professor
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Cost Transfer Pending

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$9,726.19	13% 451611	FHWA Video Analytics
\$17,694.02	24% 480652	EAGER: Biometric Aut
\$27,420.21	37%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$47,607.34	63% 120943	EE Salaries
\$47,607.34	63%	Non-Sponsored Allocable Subtotal
\$75,027.55	100%	Grand Total

Add Fund

Notes

Undo CT Pending Status

G. Karen Davis A’s effort form status reflects Pre-Review (CT Pending), indicating that the labor redistribution is pending to be processed and that Pre-Review is still pending until the labor redistribution is reflected in ERS.

Displaying 2 of 2 records

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Davis_Karen_A	Professor	050505	Engineering Org 1	Pre Review (CT Pending)	Adams, Grant			[All]	Davis, Karen A
	Davis_Karen_B	Professor	050505	Engineering Org 1	Pending Pre Review (CT Posted)	Adams, Grant				Davis, Karen B

Employee # 2B – Karen Davis B

A. Karen Davis B form reflects the Labor redistribution that was processed in Banner and subsequently, loaded in ERS. This is a continuation of Karen Davis A. Pre-Reviewer, Grant Adams, received an email stating that the labor redistribution has been processed and that the effort form is now ready to be Pre-Reviewed and certified. Karen Davis B form has the status of Pending Pre-Review (CT Posted), indicating that the labor redistribution has been posted. Select the **Edit Form** icon next to Karen Davis B.

Critical Effort Forms Pending Pre Review

Reporting Period 050922

Displaying 1 of 2 records

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By
[All]	b		[All]		[All]	
	<u>Davis, Karen B</u>	Professor	050505	Engineering Org 1	Pending Pre Review (CT Posted)	Adams, Grant

- B. At the top of the effort form, Pre-Reviewer is notified that the labor redistribution has been posted. Note that this effort form now reflects a companion fund, which is marked with a 'CS' icon. To view transactions that were posted, Select the Total Payroll link, **\$75,027.55**.

Pre Review

Name: Davis, Karen B Employee ID: 33333000 Title: Professor
Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Cost Transfer has been posted to this Effort Form

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$3,000.00	4% 199071	Salary cap - Marr
\$9,726.19	13% 451611	FHWA Video Analytics
\$14,694.02	20% 480652	EAGER: Biometric Aut
\$27,420.21	37%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$47,607.34	63% 120943	EE Salaries
\$47,607.34	63%	Non-Sponsored Allocable Subtotal
\$75,027.55	100%	Grand Total

Add Fund

- C. Items highlighted in green represent transactions associated with the labor redistribution that was processed in Banner and then brought in and reflected in ERS. If the effort form had not been marked as Pending CT, any labor redistributions processed affecting the form will be highlighted in yellow. Review that the transactions are accurate and reflected correctly. Close the screen by Selecting the (X) in the upper far right to return to the Pre-Review form.

Payroll Details By Transaction

Reporting Period: Spring22 (12/25/2021 through 05/09/2022)

Name: Davis, Karen B Employee ID: 33333000 Title: Professor
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Change to: 480652(Sponsored and Related) **Details By Month**

Fund	Fund Title	Grant Sponsor	Fund Source	Account	Earnings Code	Earnings Description	Grant	Grant Title	Begin Date	End Date	Payroll	Non-Effort Payroll	Effort Payroll	Effort %
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	03/25/2022	04/09/2022	\$8,042.74	\$0.00	\$8,042.74	
480652	EAGER Biometric Authentica	National Institute of Bio	DHHS G&C	11301	REG	Regular Pa	480652	EAGER Bio	03/25/2022	04/09/2022	\$6,295.00	\$0.00	\$6,295.00	
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	03/25/2022	04/09/2022	-\$7,295.00	\$0.00	-\$7,295.00	
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/10/2022	04/24/2022	\$8,042.74	\$0.00	\$8,042.74	
480652	EAGER Biometric Authentica	National Institute of Bio	DHHS G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/10/2022	04/24/2022	\$6,295.00	\$0.00	\$6,295.00	
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/10/2022	04/24/2022	-\$7,295.00	\$0.00	-\$7,295.00	
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/25/2022	05/09/2022	\$8,042.74	\$0.00	\$8,042.74	
480652	EAGER Biometric Authentica	National Institute of Bio	DHHS G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/25/2022	05/09/2022	\$6,295.00	\$0.00	\$6,295.00	
480652	EAGER Biometric Authentica	National Science Foundati	NSF G&C	11301	REG	Regular Pa	480652	EAGER Bio	04/25/2022	05/09/2022	-\$7,295.00	\$0.00	-\$7,295.00	
SubTL:											\$21,128.22	\$0.00	\$21,128.22	27%

D. Select the **Proceed** button.



E. The allocation of Non-sponsored Effort is presented. As a Pre-Reviewer, the system allows you to allocate non-sponsored effort. Pre-Reviewers should not allocate effort unless the certifier shares this information with you. In the rare instance you allocate non-sponsored effort, please be sure the total adds up to the percentage specified. Select **Proceed**.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
120943	EE Salaries	63%
Sub Total:		63%

As a Pre Reviewer you have the option to define in the details of the Institutionally Funded Fund 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 Fund, please be sure that the total adds up to **63%**.

Voluntary Uncommitted Cost Sharing	0 %
All Other Activities	0 %
Sub Total:	0 %

- F. This completed the Pre-Review. An email went out to Karen Davis B notifying her that her effort form is now available for certification. Select the **Exit** button.

Pre Review

Name: Davis, Karen B ⓘ

Sub Dept: 050505 - Engineering Org 1

Employee ID: 333333000

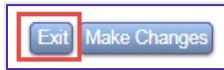
Division: S05 - College of Engineering

Title: Professor

Title Code: RS050505

Pre Review Complete

Adams, Grant on 06-15-2022
Email has been sent to the Certifier:
Davis, Karen B <kdavis1@vt.edu>




- G. Karen Davis B status now reflects “Pending Certification” under the Form Status column.

Displaying 2 of 2 records

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Davis, Karen A	Professor	050505	Engineering Org 1	Pre Review (CT Pending)	Adams, Grant			[AI]	Davis, Karen A
	Davis, Karen B	Professor	050505	Engineering Org 1	Pending Certification	Adams, Grant				Davis, Karen B

- H. Select **Home** at the top.

Employee # 3 –Michael Ford

- A. From the Non-critical list, select **Ford, Michael** from the Pre-Review list of individuals by Selecting on edit icon  next to his name. Note that the Assigned Certifier for Michael’s form states ‘Multiple’, which indicates that Michael’s effort on sponsored projects will be certified by the Principal Investigators associated with his funds, James Barnes and Karen Davis. This process is called Project Certification (or Line Item Certification) and can be configured via Assignments for those who are eligible.

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Ford, Michael	Graduate GRA	050505	Engineering Org 1	Pending Pre Review				[AI]	Multiple ⓘ

- B. An indicator at the top of the form stating that 'This Form is Subject to Line Item Certification' is displayed alerting the Pre-Reviewer that the certification will be completed by PIs associated with each fund. No changes need to be made to this form. Select **Proceed** to complete the Pre-Review.

Pre Review

➤

Name: Ford, Michael

Employee ID: 555555000

Title: Graduate GRA

Sub Dept: 050505 - Engineering Org 1

Division: S05 - College of Engineering

Title Code: GR045045

This Form is Subject to Line Item Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll		Funds	Description
Sponsored and Related Funds			
\$4,612.50	50%	450749	Efficient Acoustic-O
\$4,612.50	50%	450803	ECE
\$9,225.00	100%		Sponsored and Related Subtotal
\$9,225.00	100%		Grand Total

➕ Add Fund

Notes

Exit Reset Initiate CT Save Proceed

- C. Pre-Review is now complete. E-mail is sent to two PIs (James Barnes and Karen Davis) who will be certifying the effort associated with their respective funds/projects for Michael Ford. Select **Exit**.

Pre Review ➤

Name: Ford, Michael

Sub Dept: 050505 - Engineering Org 1

Employee ID: 555555000

Division: S05 - College of Engineering

Title: Graduate GRA

Title Code: GR045045

This Form is Subject to Line Item Certification

Pre Review Complete
Adams, Grant on 06-23-2022
Emails have been sent to the Line Certifier(s):
Davis, Karen B <kdavis1@vt.edu>
Barnes, James <jbarnes@vt.edu>

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$4,612.50	50% 450749	Efficient Acoustic-O
\$4,612.50	50% 450803	ECE
\$9,225.00	100%	Sponsored and Related Subtotal
\$9,225.00	100%	Grand Total

Notes

Exit Make Changes

- D. The status of Michael Ford’s form now indicates ‘Pending Certification’ under the Form Status column.

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By
[All] ▼	f		[All] ▼		[All] ▼	
	Ford, Michael	Graduate GRA	050505	Engineering Org 1	Pending Certification	Adams, Grant

- E. Select the **Home** link.

Employee # 4 –Adam Smith

- A. From the Non-critical list, select **Smith, Adam** from the Pre-Review list of individuals by Selecting on edit icon next to his name.

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All] ▼	ad		[All] ▼		[All] ▼				[All] ▼	
	Smith, Adam	Lecturer Prof CY	050505	Engineering Org 1	Pending Pre Review					Smith, Adam

- B. Adam was paid from a fund that falls under the “Non-Sponsored Non-Allocable Funds” category. Funds listed in this category will not require any further allocation information. Select **Proceed** to complete Pre-Review.

Pre Review

Name: Smith, Adam Employee ID: 444444000 Title: Lecturer Prof CY
Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS045045

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$1,537.05	5%	480315 IRES Track I: Energy
\$1,537.05	5%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$17,362.05	54%	230637 Research Overhead
\$17,362.05	54%	Non-Sponsored Allocable Subtotal
Non-Sponsored Non-Allocable Funds		
\$13,369.42	41%	121447 Salaries Dean
\$13,369.42	41%	Non-Sponsored Non-Allocable Subtotal
\$32,268.52	100%	Grand Total

Add Fund

Exit Reset Initiate CT Save **Proceed**

- C. Allocation of Non-sponsored Effort is presented. As a Pre-Reviewer, the system allows you to allocate non-sponsored effort. Pre-Reviewers should not allocate effort unless the certifier shares this information with you. In the rare instance you allocate non-sponsored effort, please be sure the total adds up to the percentage specified. Only 54% is listed, which was associated with the Non-Sponsored Allocable Funds section. Select **Proceed**.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
230637	Research Overhead	54%
Sub Total:		54%

As a Pre Reviewer you have the option to define in the details of the Institutionally Funded Fund 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 Fund, please be sure that the total adds up to **54%**.

Voluntary Uncommitted Cost Sharing	0 %
All Other Activities	0 %
Sub Total:	0 %

Cancel **Proceed**

- D. Pre-Review is now complete. E-mail is sent to Adam Smith who will be certifying his own effort form. Select **Exit**.

Pre Review

Name: Smith, Adam ⓘ

Sub Dept: 050505 - Engineering Org 1

Employee ID: 444444000

Division: S05 - College of Engineering

Title: Lecturer Prof CY

Title Code: RS045045

Pre Review Complete

Adams, Grant on 06-15-2022
Email has been sent to the Certifier:
Smith, Adam <asmith@vt.edu>

Notes

Allocation of Non-sponsored Effort	
Category	Effort %
Voluntary Uncommitted Cost Sharing	0%
All Other Activities	0%
Sub Total:	0%

Exit

Make Changes

- E. The status of Adam Smith’s form now indicates ‘Pending Certification’ under the Form Status column.

Displaying 1 of 1 records

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Smith, Adam	Lecturer Prof CY	[All]	Engineering Org 1	Pending Certification	Adams, Grant			[All]	Smith, Adam

- F. Select the **Home** link.

- G. Select the **Logout** link.

Pre-Review Summary and Key Take-aways.

- 1) Review all charges and funds presented. Use the Payroll drilldown to ensure all transactions are accurate.
- 2) If the effort form is subject to the CAP, ensure that everything was charged correctly and a companion fund is listed.
- 3) If Labor redistribution is needed, use the ‘Initiate CT’ button to place the effort form on Hold until the labor redistribution has been processed. Once processed, review all the transactions for accuracy.
- 4) Use the Notes box when needed to provide any alerts/comments to the certifier.

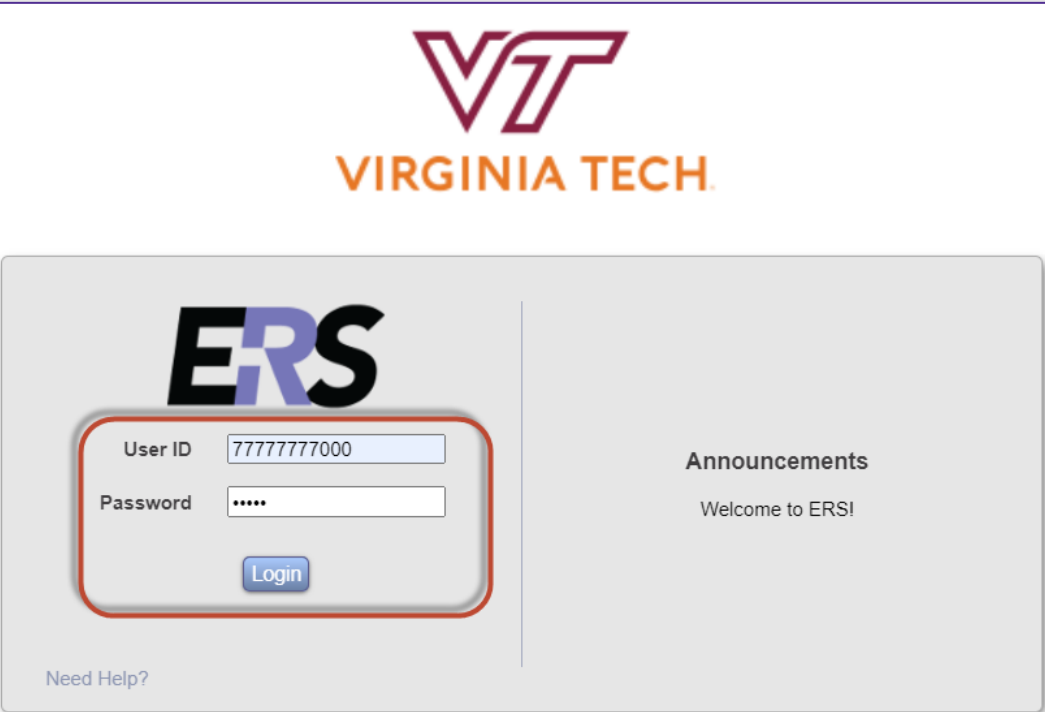
- 5) If Allocation of Non-Sponsored effort is presented, leave blank to allow the certifier to complete it.

Scenario # 3: CERTIFICATION

Certifier # 1 – James Barnes Individual Certification and Project Certification.

Log in as James Barnes, a faculty member. Typically, **you will not be performing the role of a Certifier in the live environment**; however, it is important to understand what the Certifier will be encountering.

- A. Log in using your training User ID for James Barnes: **777777XXX** and password **temp**.



VT
VIRGINIA TECH

ERS

User ID

Password

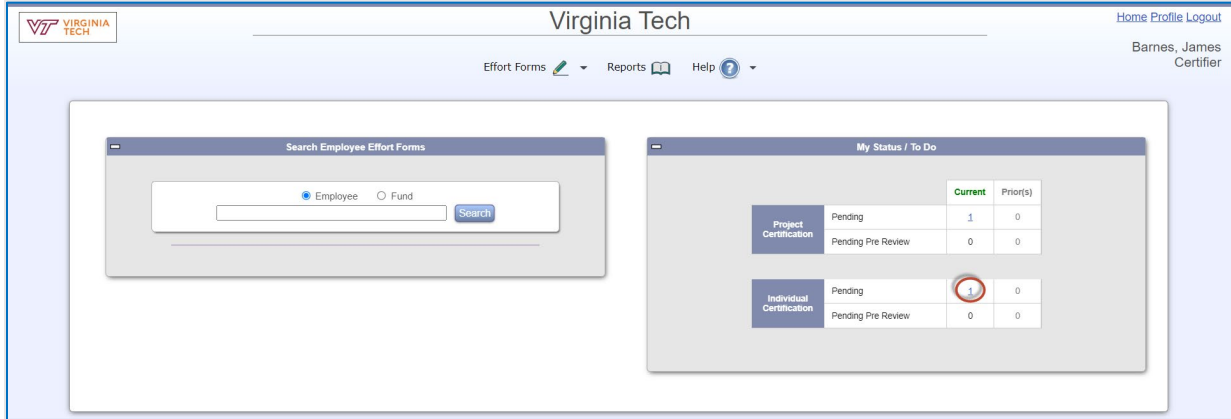
Login


Announcements
Welcome to ERS!

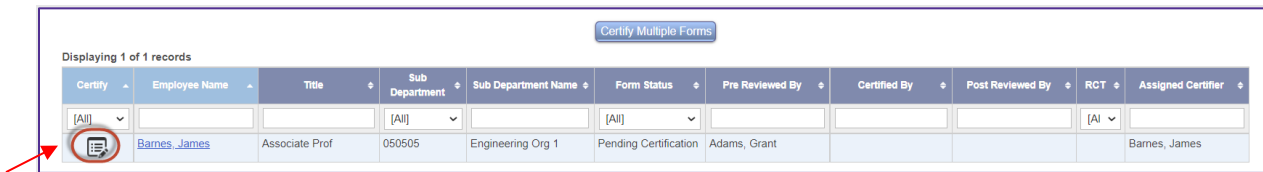
Need Help?

SECURITY: You are about to view personal information. Your information will be protected by encryption. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

- B. James Barnes will be certifying his own effort form (as listed under Individual Certification) as well as the effort associated with his fund for Michael Ford (as reflected under Project Certification). We will start with the Individual Certification first. Select the '1' under Individual Certification Pending in the Status/My To Do List Current Period.








- C. James Barnes is certifying his form. Select the **Edit Form** icon  next to James Barnes. **Note** that if James Barnes has multiple forms to certify, there is a Certify Multiple Forms option at the top of the screen that can be used to certify multiple effort forms at once.



- D. Certification form for James Barnes is presented. James determines that the percentages look correct as presented. **Note** that if the certifier has questions or issues with the percentages presented, he/she should Select the **Notify** button to send an email to the Pre-Reviewer. Select the **Proceed** button. If percentages are not reflected correctly, certifier should not be certifying the form and, instead, should contact the assigned Pre-Reviewer to address any changes or questions related to the form.

Certify

Name: Barnes, James  Employee ID: 777777000 Title: Associate Prof
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)				
Funds	Description	Payroll %	Total %	Certified Effort %
Sponsored and Related Funds				
480297	SaTC: CORE: Small.Fi	37%	37%	37%
Sponsored and Related Subtotal		37%	37%	37%
Non-Sponsored Allocable Funds				
120943	EE Salaries	63%	63%	63%
Non-Sponsored Allocable Subtotal		63%	63%	63%
Grand Total		100%	100%	100%

Notes

Exit Reset Notify Save Proceed

- E. Allocation of Non-sponsored Effort is presented. It is mandatory for certifiers to complete this, if presented. The total effort associated with non-sponsored allocable funds needs to be distributed among the categories presented. For James Barnes, we need to distribute 63%. Enter **63%** for *All Other Activities*. Each category has a description that the user can drill down to view.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
120943	EE Salaries	63%
Sub Total:		63%

As the Certifier you are required to define the details of the Institutionally Funded Fund at this time. Please fill in the percents for each activity type. Make sure the total adds up to 63%.

Voluntary Uncommitted Cost Sharing	0 %
All Other Activities	63 %
Sub Total:	63 %

Cancel Proceed

- F. Certification Checklist is presented providing various options to confirm/review. Select the **Close Window** button to close this screen.

Certifier Checklist

Have you reviewed these items?

[Will your certification comply with Policy 3105: Effort Certification and effort reporting procedures?](#)

Are all sponsored projects for which you provided effort listed on the effort form?

Is effort in relation to commitments made to the sponsor appropriately stated e.g., not overstated, understated, or missing)?

If applicable, does the effort reflect voluntary uncommitted cost share?

If the answer to any of the above is NO, do not proceed and communicate effort changes to your department effort coordinator.

Close Window

- G. Confirm the percentages are correct, review the Certification Checklist and read the Attestation Statement. If the Certifier agrees with the effort distributions, he/she will Select the **Certify** button.

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

Certify

- H. Electronic signature has been generated. Select the **Exit** button to return.

Certify

Name: Barnes, James ⓘ	Employee ID: 777777000	Title: Associate Prof
Sub Dept: 050505 - Engineering Org 1	Division: S05 - College of Engineering	Title Code: RS050505

Certification Complete
Barnes, James on 06-15-2022

Notes
N/A

Allocation of Non-sponsored Effort	
Category	Effort %
Voluntary Uncommitted Cost Sharing	0%
All Other Activities	63%
Sub Total:	63%

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

Exit
Make Changes
Notify

I. The Certified By column indicates the form has been certified by Barnes, James.

Effort Forms Pending Certification (Spring22)

Reporting Period 050922

[Certify Multiple Forms](#)

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Barnes, James	Associate Prof	[All]	Engineering Org 1	Certified	Adams, Grant	Barnes, James		[All]	Barnes, James

J. Select the Home link to return to the Home Page.

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

K. The My Status/To Do reflects '1' under Project Certification. Select 1.

Virginia Tech

Home Profile Logout
Barnes, James
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

Employee
 Fund

My Status / To Do

		Current	Prior(s)
Project Certification	Pending	1	0
	Pending Pre Review	0	0

L. Select the ECE fund - 450803.

Projects

Displaying 1 of 1 records

Certify	Project	Title	RP Code	Project Begin Date	Project End Date	Total Employees on Project	Number of Employees to Certify	Employees Pending Certification	Certified Employees
[All]	450803	ECE	050922	06/19/2019	05/31/2022	1	1	1	0

M. Michael Ford is listed showing 50% of effort on this fund. James Barnes confirms that 50% is accurate. Select **Proceed**.

Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: 450803 Project Begin Date: 06-19-2019 Project Description: ECE
Child Fund ID: 450803 Project End Date: 05-31-2022

Employees Charging Project

Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
55555000	Ford, Michael	OT	0.0	0%	50%	50%		Available for Certification

Note, if James Barnes does not believe that 50% is accurate and reasonable, he can contact the Pre-Reviewer by engaging the ⓘ next to Employee Name. It will display the assigned Pre-Reviewer and by selecting on the Pre-Reviewer name, an email can be sent to Grant Adams.

Employee Name	Job Role	Appointment
Ford, Michael ⓘ	OT	0.0

Assignments

	Fund	Employee
Pre Reviewer:	All	Adams, Grant
Certifiers:	450749	Davis, Karen B
	450803	Barnes, James

N. Certifier Checklist is presented. Select **Close Window**.

Certifier Checklist

Have you reviewed these items?

[Will your certification comply with Policy 3105: Effort Certification and effort reporting procedures?](#)

Are all sponsored projects for which you provided effort listed on the effort form?

Is effort in relation to commitments made to the sponsor appropriately stated e.g., not overstated, understated, or missing)?

If applicable, does the effort reflect voluntary uncommitted cost share?

If the answer to any of the above is NO, do not proceed and communicate effort changes to your department effort coordinator.



Close Window

O. Attestation Statement is presented. Select **Certify**.


Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: 45080301 Project Begin Date: 06-19-2019 Project Description: ECE
Child Fund ID: 45080301 Project End Date: 05-31-2022

Employees Charging Project

Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
55555001	Ford, Michael 	OT	0.0	0%	50%	50%	Available for Certification	

By clicking CERTIFY below, I confirm that each individual(s) listed above worked on the referenced project during the period noted and that the payroll expenses shown for each individual are reasonable in relation to the work performed during the period.

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

CertifyExitMake Changes

P. The effort for this project for this employee is now certified. Select **Exit**.

Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: 450803 Project Begin Date: 06-19-2019 Project Description: ECE
Child Fund ID: 450803 Project End Date: 05-31-2022

Certification Complete

Print PDF

Employees Charging Project

Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
55555000	Ford, Michael	OT	0.0	0%	50%	50%	Certified	

Exit **Make Changes**

Q. There are no items left under My Status/To Do. Select **Logout**.

Virginia Tech

Home Profile **Logout**
Barnes, James
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

Employee Fund

My Status / To Do

Congratulations! You do not have any To-Do Items

Certifier # 2 – Karen Davis B Individual Certification and Project Certification.

A. Log in using your training User ID for Karen Davis B: **333333XXX** and password **temp**.

VT
VIRGINIA TECH.

ERS

User ID

Password

[Login](#)

[Need Help?](#)

Announcements
Welcome to ERS!

SECURITY: You are about to view personal information. Your information will be protected by encryption. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

B. Select the '1' under Individual Certification Pending in the Status/My To Do List Current Period.

Virginia Tech

Home Profile Logout
Davis, Karen B
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

Employee Fund Search

My Status / To Do

		Current	Prior(s)
Project Certification	Pending	1	0
	Pending Pre Review	0	0
Individual Certification	Pending	1	0
	Pending Pre Review	0	0

C. Karen Davis B is certifying her form. Select the **Edit Form** icon next to Davis, Karen B.

Effort Forms Pending Certification (Spring22)

Reporting Period 050922

Certify Multiple Forms

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All] [Edit Form]	Davis, Karen B	Professor	050505	Engineering Org 1	Pending Certification	Adams, Grant			[All]	Davis, Karen B

- D. Certification form for Karen Davis B is presented. Karen determines that the percentages look correct as presented. Select the **Proceed** button.

Certify

Name: Davis, Karen B Employee ID: 333333000 Title: Professor
 Sub Dept: 050505 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Funds	Description	Payroll %	Total %	Certified Effort %
Sponsored and Related Funds				
199071	Salary cap - Marr	4%	4%	4%
451611	FHWA Video Analytics	13%	13%	13%
480852	EAGER: Biometric Aut	20%	20%	20%
Sponsored and Related Subtotal		37%	37%	37%
Non-Sponsored Allocable Funds				
120943	EE Salaries	63%	63%	63%
Non-Sponsored Allocable Subtotal		63%	63%	63%
Grand Total		100%	100%	100%

Notes

Exit Reset Notify Save Proceed

- E. Allocation of Non-sponsored Effort is presented. It is mandatory for certifiers to complete this, if presented. The total effort associated with non-sponsored allocable funds needs to be distributed among the categories presented. For Karen Davis B, we need to distribute 63%. Enter **63%** for *All Other Activities*. Each category has a description that the user can drill down to view.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
120943	EE Salaries	63%
Sub Total:		63%

As the Certifier you are required to define the details of the Institutionally Funded Fund at this time. Please fill in the percents for each activity type. Make sure the total adds up to **63%**.

Voluntary Uncommitted Cost Sharing	0 %
All Other Activities	63 %
Sub Total:	63 %

Cancel Proceed

- F. Certification Checklist is presented providing various options to confirm/review. Select the **Close Window** button to close this screen.

Certifier Checklist

Have you reviewed these items?

[Will your certification comply with Policy 3105: Effort Certification and effort reporting procedures?](#)

Are all sponsored projects for which you provided effort listed on the effort form?

Is effort in relation to commitments made to the sponsor appropriately stated e.g., not overstated, understated, or missing)?

If applicable, does the effort reflect voluntary uncommitted cost share?

If the answer to any of the above is NO, do not proceed and communicate effort changes to your department effort coordinator.

Close Window

- G. Confirm the percentages are correct, review the Certification Checklist and read the Attestation Statement. If the Certifier agrees with the effort distributions, he/she will Select the **Certify** button.

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

Certify

- H. Electronic signature has been generated. Select the **Exit** button to return.

Certify

Name: Davis, Karen B ⓘ	Employee ID: 333333000	Title: Professor
Sub Dept: 050505 - Engineering Org 1	Division: S05 - College of Engineering	Title Code: RS050505

Certification Complete
Davis, Karen B on 06-15-2022

Notes
N/A

Allocation of Non-sponsored Effort	
Category	Effort %
Voluntary Uncommitted Cost Sharing	0%
All Other Activities	63%
Sub Total:	63%

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

[Exit](#) [Make Changes](#) [Notify](#)

I. The Certified By column indicates the form has been certified by Davis, Karen B.

Effort Forms Pending Certification (Spring22)

Reporting Period 050922

[Certify Multiple Forms](#)

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Davis, Karen B	Professor	050505	Engineering Org 1	Certified	Adams, Grant	Davis, Karen B		[All]	Davis, Karen B

J. Select the **Home** link to return to the Home Page.

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

K. The My Status/To Do reflects '1' under Project Certification. Select **1**.

Virginia Tech

Home Profile Logout
Davis, Karen B
Certifier

Effort Forms [Reports](#) [Help](#)

Search Employee Effort Forms

Employee Fund

[Search](#)

My Status / To Do

		Current	Prior(s)
Project Certification	Pending	1	0
	Pending Pre Review	0	0

L. Select the **Efficient Acoustic O** fund - 454709.

Projects

Displaying 1 of 1 records

Certify	Project	Title	RP Code	Project Begin Date	Project End Date	Total Employees on Project	Number of Employees to Certify	Employees Pending Certification	Certified Employees
[All]	45074901	Efficient Acoustic-O	050922	06/19/2019	05/31/2022	2	1	1	1

M. Michael Ford is listed showing 50% of effort. Select **Proceed**.

Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: [45074901](#) Project Begin Date: 06-19-2019 Project Description: Efficient Acoustic-O
 Child Fund ID: 45074901 Project End Date: 05-31-2022

Employees Charging Project								
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
555555001	Ford, Michael	OT	0.0	0%	50%	50%	Available for Certification	

N. Certifier Checklist is presented. Select **Close Window**.

Certifier Checklist

Have you reviewed these items?

[Will your certification comply with Policy 3105: Effort Certification and effort reporting procedures?](#)

Are all sponsored projects for which you provided effort listed on the effort form?

Is effort in relation to commitments made to the sponsor appropriately stated e.g., not overstated, understated, or missing)?

If applicable, does the effort reflect voluntary uncommitted cost share?

If the answer to any of the above is NO, do not proceed and communicate effort changes to your department effort coordinator.

O. Attestation Statement is presented. Select **Certify**.

Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: [45074901](#) Project Begin Date: 06-19-2019 Project Description: Efficient Acoustic-O
 Child Fund ID: 45074901 Project End Date: 05-31-2022

Employees Charging Project								
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
55555001	Ford, Michael	OT	0.0	0%	50%	50%	Available for Certification	

By clicking CERTIFY below, I confirm that each individual(s) listed above worked on the referenced project during the period noted and that the payroll expenses shown for each individual are reasonable in relation to the work performed during the period.

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

[Certify](#)

[Exit](#) [Make Changes](#)

P. The effort for this project for this employee is now certified. Select **Exit**.

Project Certification

Reporting Period: Spring22 (12-25-2021 through 05-09-2022)

Project ID: [450749](#) Project Begin Date: 06-19-2019 Project Description: Efficient Acoustic-O
 Child Fund ID: 450749 Project End Date: 05-31-2022

Certification Complete

Employees Charging Project								
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
55555000	Ford, Michael	OT	0.0	0%	50%	50%	Certified	

[Exit](#) [Make Changes](#)

Q. There are no items left under My Status/To Do. Select **Logout**.

Virginia Tech

Home Profile [Logout](#)

Davis, Karen B
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

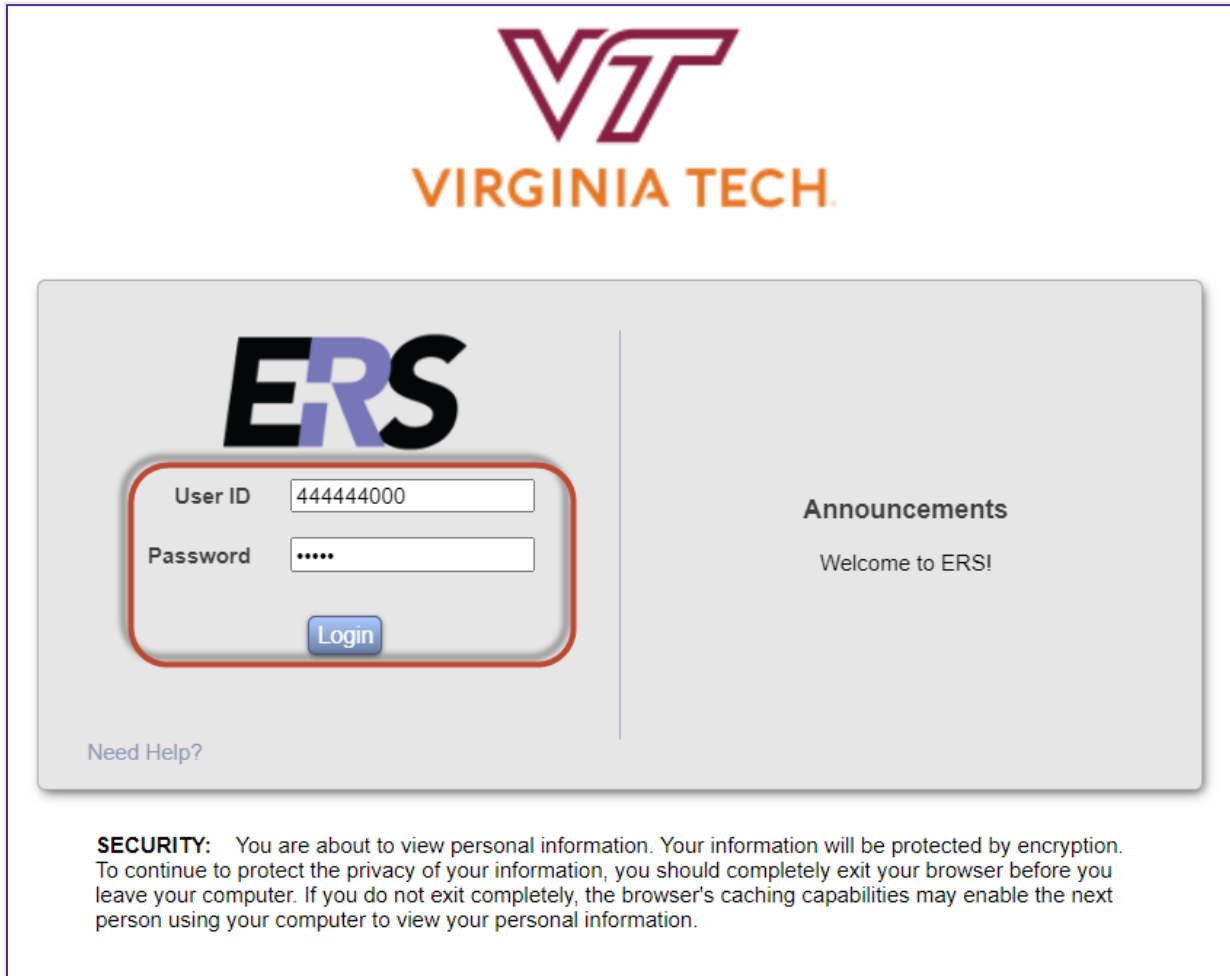
Employee Fund

My Status / To Do

Congratulations! You do not have any To-Do Items

Certifier # 3 – Adam Smith certifying his own effort form

- A. Log in using your training User ID for Smith, Adam: **444444XXX** and password **temp**.



VT
VIRGINIA TECH

ERS

User ID

Password

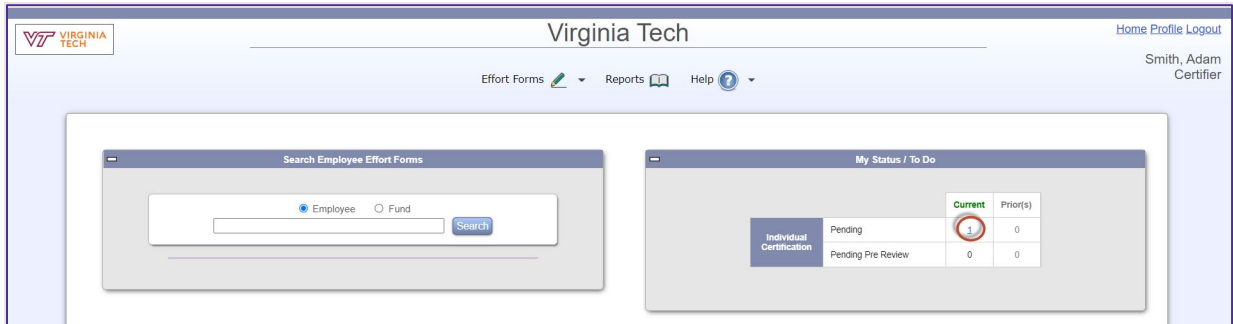
[Login](#)

[Need Help?](#)

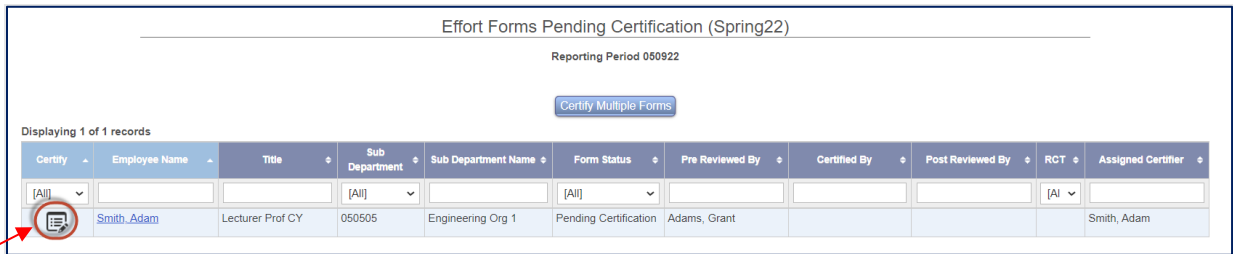
Announcements
Welcome to ERS!

SECURITY: You are about to view personal information. Your information will be protected by encryption. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

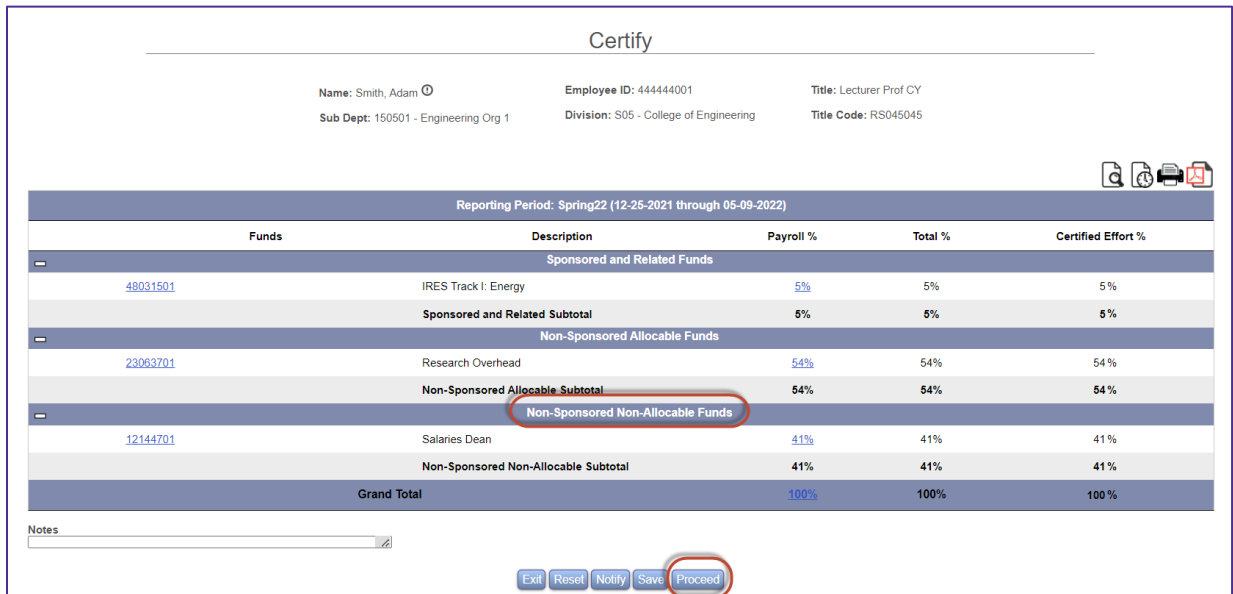
B. Select the '1' under Individual Certification Pending in the Status/My To Do List Current Period.



C. Smith, Adam is certifying his own form. Select the **Edit Form** icon  next to Smith, Adam.



D. Certification form for Smith, Adam is presented. Note the Non-Sponsored Non-Allocable Funds section. Adam determines that the percentages look correct as presented. Select the **Proceed** button.



- E. Allocation of Non-sponsored effort is presented. It is mandatory for certifiers to complete the allocation, if presented. The total effort associated with non-sponsored allocable funds needs to be distributed among the categories presented. For Adam, we need to distribute 54%. Enter **10%** for Voluntary Uncommitted Cost Sharing and **44%** for *All Other Activities*. Each category has a description that the user can drill down to view. Note, that effort associated with funds listed under 'Non-Sponsored Non-Allocable Funds' section does not need to be distributed. Select **Proceed**.

Allocation of Non-sponsored Effort

Fund ID	Fund Description	Effort %
230637	Research Overhead	54%
Sub Total:		54%

As the Certifier you are required to define the details of the Institutionally Funded Fund at this time. Please fill in the percents for each activity type. Make sure the total adds up to **54%**.

Voluntary Uncommitted Cost Sharing	10 %
All Other Activities	44 %
Sub Total:	54 %

- F. Certification Checklist is presented providing various options to confirm/review. Select the **Close Window** button to close this screen.

Certifier Checklist

Have you reviewed these items?

[Will your certification comply with Policy 3105: Effort Certification and effort reporting procedures?](#)

Are all sponsored projects for which you provided effort listed on the effort form?

Is effort in relation to commitments made to the sponsor appropriately stated e.g., not overstated, understated, or missing)?

If applicable, does the effort reflect voluntary uncommitted cost share?

If the answer to any of the above is NO, do not proceed and communicate effort changes to your department effort coordinator.

- G. Confirm the percentages are correct, review the Certification Checklist and read the Attestation Statement. If the Certifier agrees with the effort distributions, he/she will Select the **Certify** button.

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

[Certify](#)

- H. Electronic signature has been generated. Select the **Exit** button to return.

Certify

Name: Smith, Adam ⓘ **Employee ID:** 444444000 **Title:** Lecturer Prof CY
Sub Dept: 050505 - Engineering Org 1 **Division:** S05 - College of Engineering **Title Code:** RS045045

Certification Complete
Smith, Adam on 06-15-2022

Notes
N/A

Allocation of Non-sponsored Effort	
Category	Effort %
Voluntary Uncommitted Cost Sharing	10 %
All Other Activities	44 %
Sub Total:	54 %

By clicking CERTIFY below, I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the period of this report and I have reasonable means of verifying the activities performed by the above-mentioned employee(s) and that the distribution of activity represents a reasonable estimate of all work performed by the employee(s) during the period covered by this report.

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

[Exit](#) [Make Changes](#) [Notify](#)

- I. Form status now reflects 'Certified'.

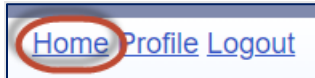
Effort Forms Pending Certification (Spring22)
Reporting Period 050922

[Certify Multiple Forms](#)

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	Smith, Adam	Lecturer Prof CY	[All]	Engineering Org 1	Certified	Adams, Grant	Smith, Adam		[All]	Smith, Adam

J. Select **Home**.



K. Select Reports menu option



L. Select **Effort by Individual** report.




M. Type in 'adam' for an employee ID field and the system will locate the employee ID number. Select the employee ID, and then enter the begin and end date as provided below: Select **Search**.


Search Individual Effort


Please enter Employee ID or Name, select time period and click Search to generate the report.

Effort By Individual

Employee ID:

Begin Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 



N. The results of the report are generated. Reports can be downloaded to Excel or PDF.

Effort by Individual

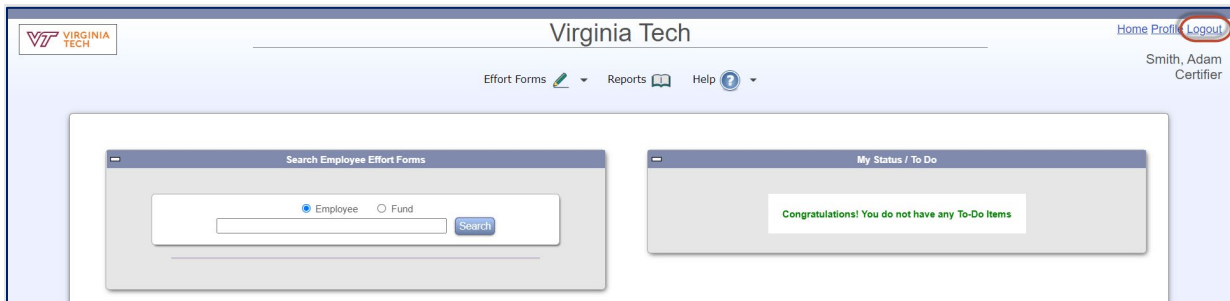
Employee ID: 44444001	Employee Name: Smith, Adam	Begin Date: 12/01/2021
SubDept: 150501	Department: 1501	End Date: 06/30/2022
Division: S05	Title: Lecturer Prof CY	

Displaying 3 of 3 records

Reporting Period	Fund ID	Fund Description	Fund Type	Fund SubDept	Payroll		Effort	Date Certified
					\$	%		
050922	12144701	Salaries Dean	R		\$13,369.42	41%	41%	07/14/2022
	23063701	Research Overhead	N		\$17,362.05	54%	54%	07/14/2022
	48031501	IRES Track I: Energy	S	145001	\$1,537.05	5%	5%	07/14/2022

Excel Download

O. Select **Logout**.



Certification Summary and Key Take-aways.

- 1) Individual certification will only be applicable for those certifying their own forms.
- 2) Project certification will only be applicable for those eligible and if enabled via Assignments. By default, the individual listed as the Principal Investigator will be assigned as the certifier, however, if someone else should be certifying on PI's behalf, reflect it under Assignments.
- 3) Certification should only be completed if percentages displayed reasonably reflect individual's effort on specific fund/project. If the effort displayed is incorrect, certifiers should notify Pre-Reviewers (via Notify button) of any issues.
- 4) Multiple forms can be certified at the same time using the 'Certify Multiple Forms' option.
- 5) If certified in error, contact Department Coordinator or Central Administrator.
- 6) Be cautious when entering notes as they will be part of the official effort report.
- 6) Review Certification checklist to ensure all activities have been accounted for.
- 7) If Allocation of Non-Sponsored effort is presented, ensure proper category is used. Contact **ERSpilot@vt.edu** if there are any questions.
- 8) If Labor redistribution is processed that is affecting an effort form previously certified, it may need to be recertified if there is an impact on sponsored activities.

Scenario # 4: REPORTING

- A. Log in to the system as the Departmental Coordinator **Grant Adams** using your User ID **999999XXX** and your Password **temp** (all lower case, no quotations).

ERS

User ID: 999999XXX

Password: ****

Login

Announcements

Need Help?

Comprehensive Status Report

- B. Let's review the Effort Form Status to see the latest progress. Select **4 out of 5** link to launch the Comprehensive Status Report:

Virginia Tech

Home Profile Logout

Adams, Grant
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Effort Form Status

80% Complete

Total 4 out of 5 Forms Complete

- 1 pending Pre Review
- 0 pending Certification
- 0 pending Post Review
- 0 from Prior Periods

Reporting Period: Spring22 (060922)

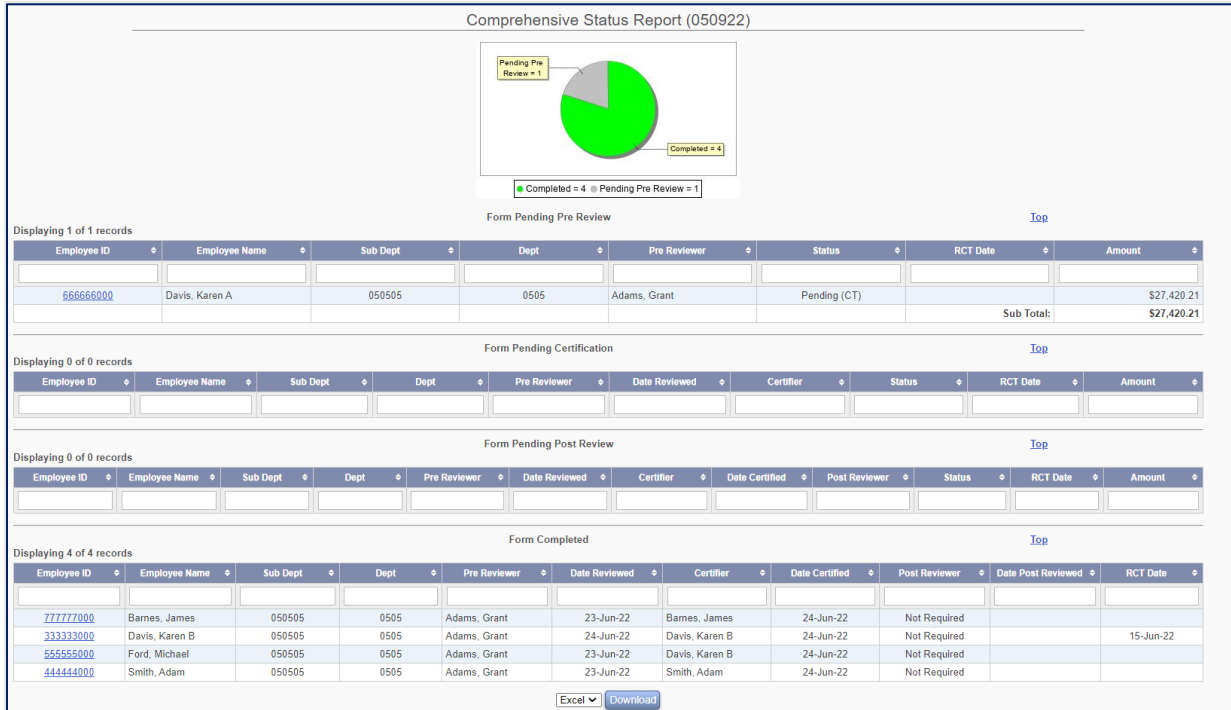
My Status / To Do

	Current	Prior(s)
Pending Critical	1	0
Pending Non-Critical	0	0

Search Employee Effort Forms

Employee Fund Search

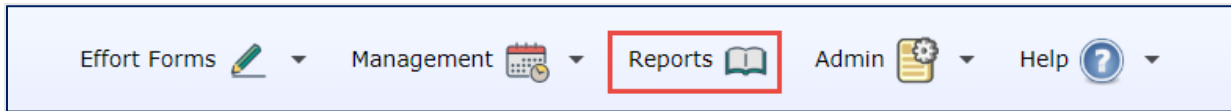
- C. Comprehensive Status Report provides the details related to status of the forms. Note, all reports in ERS can be downloaded to Excel or PDF



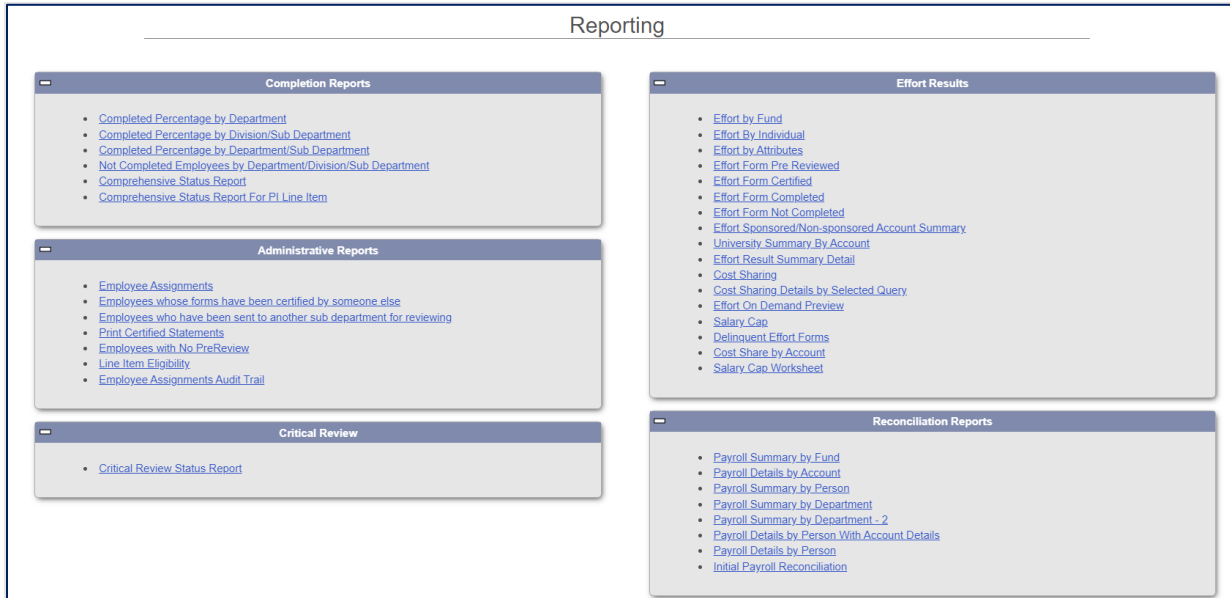
- D. Close the Report by Selecting on the red X:



- E. Select Reports menu.

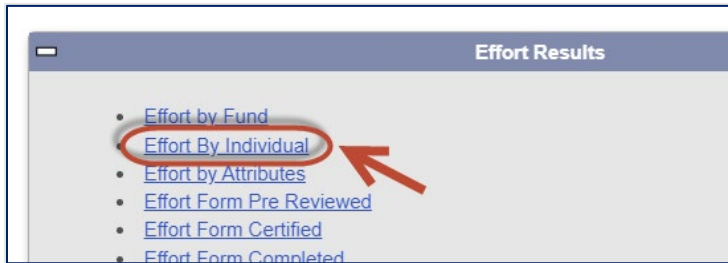


- F. The following is a list of available Reports:



Effort by Individual Report

G. Select Effort by Individual Report



H. Enter 777777XXX for the employee ID, 12/01/2021 as the Begin Date and 06/30/2022 as the end date and Select the Search button:

Search Individual Effort

Please enter Employee ID or Name, select time period and click Search to generate the report.

Effort By Individual

Employee ID: 777777000

Begin Date (mm/dd/yyyy): 12/01/2021

End Date (mm/dd/yyyy): 06/30/2022

Search

I. Effort by Individual report is presented.

Effort by Individual

Employee ID: 777777000 Employee Name: Barnes, James Begin Date: 12/01/2021
 SubDept: 050505 Department: 0505 End Date: 06/30/2022
 Division: S05 Title: Associate Prof

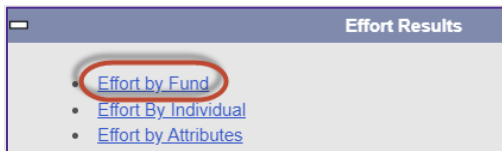
Displaying 2 of 2 records

Reporting Period	Fund ID	Fund Description	Fund Type	Fund SubDept	Payroll		Effort	Date Certified
					\$	%		
050922	120943	EE Salaries	N		\$69,064.00	63%	63%	06/24/2022
	480297	SaTC: CORE: Small-Fi	S	010400	\$39,943.03	37%	37%	06/24/2022

Excel Download

Effort by Fund Report

J. Select **Effort by Fund Report**



K. Enter **480297** for the Grant Description

Search Awards

Enter the following to search for an Award.

Effort by Account

Fund Organization:

Grant Description:

Grant Sponsor:

L. Select the Award from the drop down and enter **12/01/2021** as the Begin Date and **06/30/2022** as the end date and Select **Submit**:

Select Award

Please select Award from the Award drop-down box. Award description and Award Status will be populated automatically. Press Submit to generate the report.

Effort by Account

Award:

Award Description: SaTC: CORE: Small: Finding and Mitig

Award Status: A

Begin Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

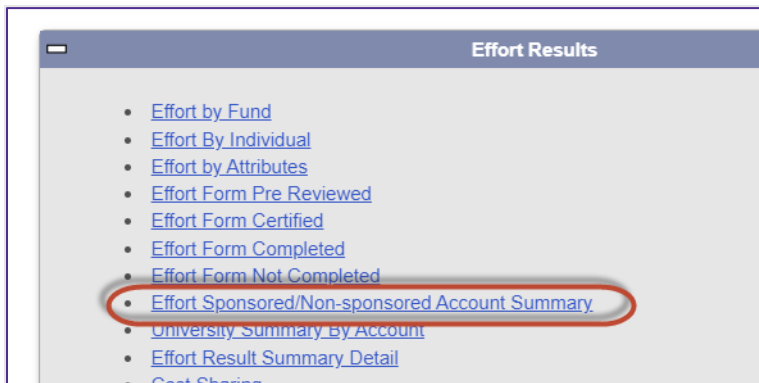
M. Effort by Award (Fund) Report generates the details for the selected fund:

Effort by Award						
Fund Number: 480297	Fund Description: SaTC: CORE: Small Finding and Mitig		Fund Description (short): SaTC: CORE: Small FI			
Displaying 1 of 1 records						
Reporting Period	Date Certified	Employee Name	Home Subdept	Payroll		Effort
				\$	%	
050922	2022-06-27	Barnes, James	050505	\$39,943.03	37%	37%

Excel Download

Effort Sponsored/Non-sponsored Account Summary Report

N. Select **Effort Sponsored/Non-sponsored Account Summary**



O. Select **Spring22**:

Effort Sponsored/Non-sponsored Account Summary			
Select Reporting Period			
Displaying 4 of 4 records			
Current	Reporting Period	Begin Date	End Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Spring22	12-25-2021	05-09-2022

P. Select the department and Select **Proceed**:

Displaying 1 of 1 records

Selection	Department	Department Name
<input checked="" type="checkbox"/>	0505	General Engineering Dept

Proceed

Q. Check all Titles and Select **Proceed**:

Effort Sponsored/Non-sponsored Account Summary

Select Title(s) [Clear All](#)

[Check All](#)

Displaying 3 of 3 records

Selection	Title	Title Name
<input checked="" type="checkbox"/>	GR045045	Graduate GRA
<input checked="" type="checkbox"/>	RS045045	Lecturer Prof CY
<input checked="" type="checkbox"/>	RS050505	Professor

Back Proceed

R. Select **Sponsored and Related**, then select **Greater than or Equal To** and enter **60** in the box and Select **Submit**:

View Employees with

Sponsored and Related

Sponsored and Related , Non-Sponsored and Other

GREATER THAN OR EQUAL TO 60 %

Submit

Effort Sponsored/Non-sponsored Fund Summary (050922)

Displaying 1 of 1 records

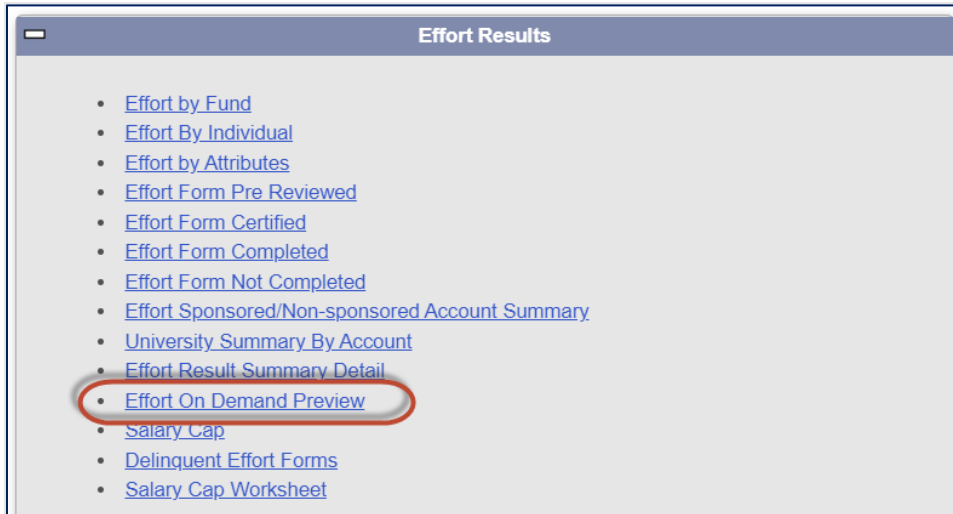
Employees with effort of 60% (or more) on Sponsored Accounts

Sub Dept	Employee Name	Title Code	Sponsored and Related	Sponsored and Related %	Non-Sponsored	Non-Sponsored %	Other	Other %	Total	Total %
050505	Ford, Michael	GR045045	\$9,225.00	100%	\$0.00	0%	\$0.00	0%	\$9,225.00	100%

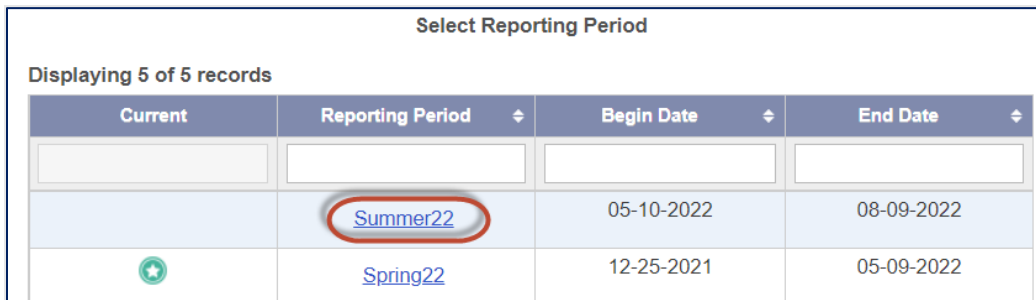
Excel Download

Effort on Demand Preview Report

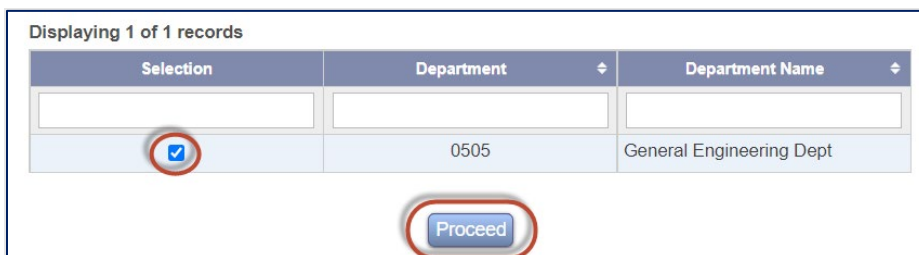
S. Select **Effort on Demand Preview** report



T. Select **Summer22** reporting period:



U. Select the department and Select **Proceed**:



- V. This will provide a list of employees and their respective effort forms based on how payroll has been processed to-date for the upcoming reporting period. Payroll will be updated in ERS on a regular basis such that an effort form can be reviewed before the reporting period officially launches to process any labor reallocations or make any other changes. Select the first line to see the effort form for **James Barnes** for Summer22 reporting period.

Effort On Demand Preview

Displaying 5 of 5 records

Employee ID	Employee Name	Title Code	Title	Subdept	Reporting Period
77777000	Barnes, James	RS050505	Associate Prof	050505	080922
66666000	Davis, Karen A	RS050505	Professor	050505	080922
33333000	Davis, Karen B	RS050505	Professor	050505	080922
55555000	Ford, Michael	GR045045	Graduate GRA	050505	080922
44444000	Smith, Adam	RS045045	Lecturer Prof CY	050505	080922

Excel Download

- W. This is a read-only Pre-Review form for James Barnes based on payroll information for the upcoming reporting period (in this case, Summer22). Business managers are encouraged to review payroll details to ensure all charges are correct. Select **Exit**.

Pre Review - Read Only

Name: Barnes, James Employee ID: 77777001 Title: Associate Prof
Sub Dept: 150501 - Engineering Org 1 Division: S05 - College of Engineering Title Code: RS050505

Print PDF

Reporting Period: Summer22 (05-10-2022 through 08-09-2022)

Payroll	Funds	Description
Sponsored and Related Funds		
\$27,460.85	35% 48029701	SaTC: CORE: Small FI
\$27,460.85	35%	Sponsored and Related Subtotal
Non-Sponsored Allocable Funds		
\$51,684.47	65% 12094301	EE Salaries
\$51,684.47	65%	Non-Sponsored Allocable Subtotal
\$79,145.32	100%	Grand Total

Notes

Exit

Reporting Summary and Key Take-aways.

- 1) All reports in ERS are downloadable to Excel or PDF
- 2) Ad Hoc reports can be created and made available; contact helpdesk at ERSpilot@vt.edu
- 3) Information presented on reports is subject to user's domain access
- 4) Effort on Demand Report Preview is updated after each Payroll run and should be used in determining if any labor redistributions are necessary before the new effort reporting cycle becomes active