ERS provides a facility to easily enable and track multiple certifications on Effort Reports. Typically, Department Administrators or certifiers are responsible for activating this feature. Once activated, review and certification of the Effort Report is required on a line by line basis.
Accessing Archived Reports

In this module you will learn how to access archived reports.

This new process was implemented under Release 10.11.
Accessing Archived Reports

The Archive and Purge feature will allow ERS functional owners to archive specific reporting periods using an offline batch job. The archive process will preserve all versions of each report in the given period, and the payroll detail for the most recent report. It will also capture all comments associated with each report version.

You will access the Archive Reports by:

- Selecting the System Administrator link, if you are granted access
- Select Archive Reports from the Report Generation (bottom right) section on the screen.
Users who are authorized to access the System Administration area of ERS can now access archived reports via the Archive Reports link.
Authorized users will be taken to a screen that contains all of the available search options.

The “Period ID” list is created by ERS based on reports that have been archived for any particular period.

Example below:
After you input your search the system is prepared to perform a search:

- Select “Search Archive” to generate the report.
- Press “Reset” to clear the form.
The results are returned in the form of list of PDF documents, based on the search criteria used.
The standard display is based on 20 records per page, but can be revised to indicate 10, 20, 30, 50 and 100 reports per page.

The system will also indicate the total number of records available in the search results.

You can now select your report, via the PDF link.

<table>
<thead>
<tr>
<th>PDF</th>
<th>Period</th>
<th>Emp ID</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>021228493</td>
<td>APIV,YKOE,UFREHU</td>
</tr>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>021107453</td>
<td>AAFY,BUSA,WOKFA</td>
</tr>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>028320893</td>
<td>AAMV,QWEGB-BOI</td>
</tr>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>026811338</td>
<td>ACUZ,LYHYK GELYE</td>
</tr>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>020300604</td>
<td>AFASY,IXEKO</td>
</tr>
<tr>
<td>PDF</td>
<td>07/08 Academic Spring</td>
<td>029325115</td>
<td>AGALO,DOKOE,LAQYYU</td>
</tr>
</tbody>
</table>
Once selected, a confirmation window will appear with options to ‘Open’, ‘Save’ or ‘Cancel’ your report.
The Archive Report will deliver all data that is available, based on the search criteria, including:

- **ERS Effort Report**
- **ERS Payroll Report**

Report status and certification state will reflect status of the reports at the time they were archived.
Conclusion

In this module you learned how to generate Archived Reports on ERS.

You also learned how to access the Archive Reports option via the System Administration link in ERS.

Note: Examples of all search criteria results are on the following pages.
The results are returned in the form of list of PDF documents, based on the search criteria used.
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