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 ERS

In this module you will learn that ERS creates special views for groups of users and you will see those views.

You will also learn how Department Administrators will access Effort Reports.
Accessing ERS

When users log on to ERS they will be taken to one of four screens or views depending on their personal authorizations and settings within the system. ERS creates special views for:

1. Self-Certifiers
2. Principal Investigators
3. Employees paid from federal projects but who are NOT Principal Investigators
4. Employees who are not paid from federal projects but who will be responsible for accessing, reviewing, or certifying Effort Reports for others.
Self-Certifiers

Users who are not authorized to certify reports for others, but who will be certifying their own effort reports, will be taken to a screen displaying a list titled “My Effort Reports”.

![Image of Effort Reporting System interface](image-url)
From here they will be able to select their own Effort Reports:

- to view individual period reports
- to see when a report was last modified
- to view the status of reports for all periods
- and to review and certify their own Effort Reports.
Principal Investigators will be taken to a screen that contains a Report List titled “My Projects”. The “My Projects” list is created by ERS based on information provided by other campus information systems indicating the Principal Investigator for each sponsored project.
PI’s are automatically authorized to access, view, and certify Effort Reports for anyone paid from projects for which they are designated as the Principal Investigator.
Users who are not Principal Investigators but who are paid from federal projects will be taken to a screen containing a list of “My Effort Reports”. If they are authorized to view, review, or certify Effort Reports for others they will also have access to the Create Searches function, and will be able to define their own searches.
Departmental Administrators who are not paid from federal funds and therefore do not have an Effort Report for themselves, but who are authorized to certify for others, will be taken to a Create Searches screen containing various tabs and selection options. These selection options will allow the administrator to create searches to select the Effort Reports they wish to access.
Default Views

All users except for Self-Certifiers may choose which list or view will appear each time they log on. This can be done by setting a default search. Setting defaults is explained in the Creating Searches module.
Accessing Effort Reports

From this screen, depending on your ERS Authorization, you may view, review, add comments and/or certify Effort Reports.

Talk to your departmental effort reporting administrator to determine what you are authorized to do and what information you can access.

Refer to the ERS Authorization module for more details.
To access an individual Effort Report:

- Select the individual whose Effort Report you wish to view from the list.

- Click the **view** icon to view the Effort Report.

- Click the **edit** icon if you intend to edit the Effort Report.
Accessing Effort Reports (cont’d)

Refer to The Effort Report module for a detailed explanation of the Effort Report.

Refer to Report Lists and Creating Searches for details on how to search ERS for specific effort report lists; and how to specify which report list is shown when you log-on to ERS.
Conclusion

In this module you learned about the different views users may see when logging on to ERS.

You also learned how Administrators access ERS.