



ERS Coordination



Introduction

Welcome to the ERS Coordination module. This module describes:

- The role of the ERS Coordinator.
- Things to consider to enable communication within the department concerning Effort Reports.

Coordinating Effort Reporting

The Effort Report Coordinator will receive all ERS email notifications.

Each department should identify one or more ERS Coordinators. Coordinators will be responsible for receiving the ERS email notifications and distributing the information contained in those notifications as appropriate within their department or area of responsibility.

The Coordination Role - Notifications

ERS will send the following types of email notification to ERS Coordinators:

- Effort Reports have been **generated** and are **ready** for review and certification.
- Effort Reports for a particular reporting period are due on a specific date.
- Effort Report has been reissued because retroactive payroll transactions have been processed.
- A previously certified Effort Report has been reopened by user request.

The Coordination Role - Notifications

There are two other somewhat unusual circumstances that will cause a notification to be generated:

- If an Effort Report has been designated as requiring multiple certifications and is later changed back not to require multiple certifications AND one or more of the lines had already been certified.
- If a report designated as requiring multiple certifications has one or more lines certified and then subsequently has those lines “de-certified”.

In these two cases the individual certifier will receive a notification in addition to the notification sent to the Coordinator.

The Coordination Role - Effort Report List

In addition to receiving notifications, Coordinators also have access to Effort Report Lists that contain a status for each individual Effort Report. Coordinators may view these lists to identify incomplete or past due reports.

ERS Coordination Duties

While ERS coordination duties will vary by department, typical duties include:

- Notifying appropriate administrators and certifiers upon receipt of email from ERS that Effort Reports have been generated for the reporting period and are ready to view.
- Tracking status of Effort Reports (e.g., open, certified, re-opened) and reporting to administrators.
- Identifying incomplete and/or late Effort Reports and notifying appropriate individuals to take action.
- Following-up, as required.

Setting Up Your ERS Coordination Function

Coordinators and/or department administrators may want to:

- Develop departmental notification procedures and schedules to ensure that certification of all department Effort Reports occurs in a timely manner.

Setting Up Your ERS Coordination Function (Cont'd)

- Decide on notification flow (e.g., coordinator to viewers, reviewers, certifiers, etc.).
- Create notification mechanisms (i.e., email lists, listservs, etc.) to notify department staff, administrators, faculty and Principal Investigators about status of Effort Reports.

Additional References for the ERS Coordinator

For Details About:	Refer to:
Notifications	ERS Notifications module
Monitoring status of effort report certification process	How to Handle Report Lists module Monitoring Compliance module

Conclusion

This concludes the ERS Coordination module. In this module you learned:

- Why each departments needs an ERS Coordinator.
- Suggested duties of the ERS coordinator.
- Important things to consider when setting up an ERS coordination function.

