

ERS Processing Considerations



Introduction

Welcome to the ERS Processing Considerations module. In this module you will learn how the Effort Reporting System (ERS) is populated, how effort is calculated, the types of edits ERS performs and other processing considerations.

How ERS is Populated

Interfaces files that contain data from the following campus systems populate ERS:

- Payroll/Personnel System (PPS)*
- Contract and Grant Systems
- Account Fund Profiles
- Financial Systems
- Cost Sharing Systems
- Local Security Systems
- Local e-mail systems

*PPS is the system used by all campuses to capture payroll data. Other source systems vary by campus.

ERS Captures...

Payroll Information, such as:

- Employee Name, ID
- Home Department
- Pay and Payroll Expense Distribution Information
- Title Code
- DOS Code

Contracts and Grants Information, such as:

- Project Title

ERS Captures...

Financial Information, such as:

- Fund Number
- Fund Title
- Campus Project Number
- Sponsor Award Number
- Sponsor Name
- Principal Investigator

Cost Sharing Information, such as:

- Fund Number
- Employee ID
- Cost Sharing Percent

How Individual Pay Transactions are Identified for Inclusion and Exclusion

The Effort Reporting System checks its input sources and identifies those employees receiving pay from federal funds or federal flow-through funds and/or who have cost sharing information imported from a campus information system.

How Individual Pay Transactions are identified for inclusion and exclusion (cont'd)

Once those records are known, the Effort Reports are generated using the actual payment transactions.

Those payment transactions are selected for inclusion either by the DOS code or by an attribute of the **DOS code**, such as **Pay Category**, or **Pay Type**.

What is a DOS code?

Description of Service (DOS) is a three character code used within the Payroll/Personnel system to designate among other things the Type Pay and Pay Category.

Every appointment and distribution that is set up on the Employee Data Base (EDB) as well as every pay transaction that is processed contains a **DOS** code.

Although the DOS code is not displayed on the Effort Report, it is a key element in the behind the scenes calculations.

What is a Pay Category?

Pay Category is a field on the Description of Service (DOS) table identifying the general category of pay the DOS code represents. Values are:

N=Normal or regular

L=Leave

A=Additional one-time pay

D=Differential

P=Perquisite

S=Suspense

Only pay transactions with DOS codes with a pay category of N indicating Normal pay are passed to the Effort Reporting System.

What is a Pay Type?

Pay Type (aka Type Pay) is a field on the Description of Service (DOS) table identifying the type of pay the DOS code represents. Values are:

- 1=regular
- 2=overtime straight
- 3=overtime premium
- 4=overseas premium
- 5=on call
- 6=not in use
- 7=terminal vacation
- 8=shift differential
- 9=by agreement.

Only payments with a DOS code indicating pay types of 1, 2, and 5 are passed to the Effort Reporting System.

When is an Effort Report Generated for an Employee?

IF an employee received “normal” pay for any and all of the following pay types: regular, overtime straight and on-call during normal pay cycle;

AND that pay was paid on a federal fund, a federal flow-through fund

AND/OR cost sharing information was imported through campus cost sharing system;

THEN an Effort Report is generated for the individual

How ERS Calculates Effort

ERS looks at the pay transaction line in PPS to obtain source information in order to calculate the percent of effort and attribute it to the appropriate fund source.

How ERS Calculates Effort (cont'd)

During the payroll compute process, PPS derives an equivalent percent of time for employees paid by the hour. It transfers this calculated or derived percent of time into a field called the Derived Percent.

PPS also transfers the percent of time for each pay transaction for employees paid with a monthly rate into the Derived Percent field.

The Derived Percent field now contains a percent of time paid for each pay transaction and that field can now be used to calculate effort for all types and combinations of payment types

How ERS Calculates Effort (cont'd)

ERS then takes all of the pay for the reporting period (which spans multiple payroll periods) and:

- Sorts it by fund;
- Sums it up by fund;
- Sums up all funds across the period.

The sum of all effort for a given line is divided by the total effort for the reporting period.

Where ERS Reports Effort

The result is shown as the "Original Payroll %" on the Effort Report.

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Effort Reporting System User: GRAGYRU DONN (333520644) | [Account Settings](#) | [Sign-Out](#)

[Return to Report List](#)

AEGORAN FARNINDAZ ,JRINTZI | WINTER 04/05 11/12 ACADEMICS [Export Report](#) [Send Report](#) [Print Report](#) ?

[Edit Report](#) [View History](#) [Comment Log](#)

Emp. ID: 938610243 | **Home Dept:** INSTITUTE OF THE ENVIRONMENT
Version: 1.0 (02/03/2006 01:11) | **Status:** Open
Service Period: January 1, 2005 to March 31, 2005
Pay Periods: January 1, 2005 to March 31, 2005

Report Version:
1.0 (02/03/2006) Open

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43% ⓘ	43%	0%	0%	43%	43%
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37% ⓘ	37%	0%	0%	37%	37%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20% ⓘ	20%	0%	0%	20%	20%
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%
Other Sponsored Projects	0% ⓘ	0%		+ 0%	0%	0%
Non-Sponsored Activities	0% ⓘ	0%		- 0%	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%

Effort Must Always Equal 100%

All Effort Reports must total 100%.

ERS prorates the percent of time between funds if the employee was paid for other than 100% time.

For employees who were paid 100% time, the percent of effort and the percent of pay would be equal.

What happens when employees work less than full time?

In a case where an employee works less than full time the system prorates the percent so that the Effort Report shows 100% effort.

If a 9-month faculty is paid for more than 100% time while performing off quarter research, the system will also prorate the percent so that the Effort Report shows 100% effort.

Are payroll percents and effort the same thing?

No.

The **payroll percent** shows the allocation of an individual's salary or the amount of hours worked for all fund distributions.

Effort shows the allocation of an individual's effort contributed to sponsored projects to meet effort commitments agreed to in the award, whether or not reimbursed by the sponsor.

ERS Edits

ERS edits fall into two general categories:

- Effort Report edits
- Administrative edits

Effort Report Edits

Effort Report edits occur when a user is online editing and/or certifying an Effort Report.

An edit message/prompt occurs when:

- Effort does not add up to 100%.
- The Adjusted Payroll % field was changed and the user failed to provide an explanation in the comments box.
- User attempted to recertify an effort report without entering comments.

How should users respond to Effort Report edits?

Revise adjusted percent effort so that **effort always totals 100%**.

Type an **explanation** in the Comments box whenever a **change** is made to the **Adjusted Payroll %**.

Type an **explanation** in the Comments whenever an Effort Report is reopened after certification and **recertified**.

Administrative Edits

Administrative edits occur “off line” after Effort Reports have been certified and are considered complete. ERS provide the following administrative edits:

- ERS verifies whether the certified payroll effort is consistent with the actual expense charged and sets the report status to “Certified/AdjustReqd” when the two do not agree to indicate that action is required to bring the report into compliance.
- ERS identifies Effort Reports that have not been certified by the deadline and sets the status to “Overdue”.

Triggers for Effort Report Generation

There are four triggers for Effort Report generation:

- Regularly scheduled effort reporting periods (at campus discretion on a monthly, quarterly and/or semester basis).
- When payroll transactions for prior reporting periods on federal and federal flow-through funds occur after the close of the reporting period, ERS may reissue an Effort Report if the newly calculated Effort Report differs from the previously certified Effort Report for the period.

Triggers for Effort Report Generation, cont.

- On demand for a reporting period for which reports were already issued, when the employee has erroneously been excluded.
- On demand for a future reporting period. When an employee is terminating and you need an Effort Report to be issued for the period or the portion of the period for which the employee worked so that it can be certified prior to their departure.

When retroactive payroll transactions trigger re-issuance of the Effort Report

When a transfer of payroll expense or other adjustment to pay has been processed and the resultant effort calculation does not match the previously certified report for the period, ERS reissues that Effort Report.

That report must be recertified and the certifier must document the business justification for the recertification. Adequate justification might include verifiable administrative or clerical error, failure to include cost sharing activities, and any other justification deemed appropriate by campuses.

How do you request an Effort Report on demand?

From the **Administrative Tasks** screen:

Click **Generate Effort Report for Employee** on the **Report Generation** window.

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Effort Reporting System - Administration User: System Administrator | [Return to ERS](#) | [Sign-Out](#)

ADMINISTRATIVE TASKS ?

CENTRAL ADMINISTRATION TASKS	DEPARTMENTAL ADMINISTRATION TASKS
SCHEDULE DEFINITION View Schedule Types View Report Period Models Create Report Periods from Model	TABLE MAINTENANCE View 'Additional Employees' List View 'Cannot Certify' List Update Employee PI Indicator Update Employee Schedule Assignment Update Effort Report Status
MESSAGES/REPORTS View system message log	REPORT GENERATION Generate Effort Report for Employee
	SECURITY View Permissions View Roles View Users

How do you request an Effort Report on demand?

ERS displays the **Individual Report Generation** screen.

Enter the **Employee ID** of the individual for whom you need to generate an “on demand” Effort Report.

The screenshot displays the 'UNIVERSITY of CALIFORNIA Effort Reporting System - Administration' interface. At the top, it shows the user is 'System Administrator' with links for 'Return to ERS' and 'Sign-Out'. A purple link for 'Return to Administration' is also present. The main section is titled 'INDIVIDUAL REPORT GENERATION' and contains two input fields: 'Employee ID' with the value '938610243' and 'Generate Report for Period' with a dropdown arrow. A 'Cancel' button is located at the bottom left of the form area. The footer contains the copyright notice: 'copyright 2005 - 2006, The Regents of the University of California, All rights reserved.'

How do you request an Effort Report on demand?

Click on the **Generate Report for Period** drop-down menu.

Select the **reporting period** for which you require an “on demand” Effort Report.

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Effort Reporting System - Administration User: System Administrator | [Return to ERS](#) | [Sign-Out](#)

[Return to Administration](#)

INDIVIDUAL REPORT GENERATION ?

Employee ID:

Generate Report for Period:

- Fall 04/05 9/12 Academics
- Winter 04/05 9/12 Academics
- Spring 04/05 9/12 Academics
- Summer 04/05 11/12 Academics
- Fall 04/05 11/12 Academics
- Winter 04/05 11/12 Academics
- Spring 04/05 11/12 Academics
- Off Quarter 04/05 - Academics
- Q1 04/05 - Non-academics
- Q2 04/05 - Non-academics
- Q3 04/05 - Non-academics
- Q4 04/05 - Non-academics

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How do you request an Effort Report on demand?

The **Individual Report Generation** screen appears.

- Click **Generate** to generate report.
- Click **Cancel** to cancel request.

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Effort Reporting System - Administration User: System Administrator | [Return to FRS](#) | [Sign-Out](#)

[Return to Administration](#)

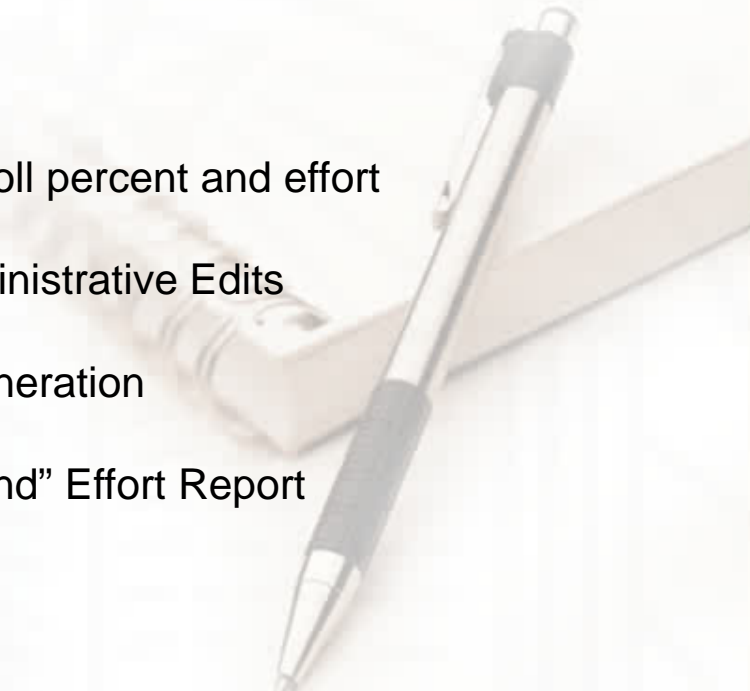
INDIVIDUAL REPORT GENERATION ?

Employee ID: **Generate Report for Period:**

Name:	AEGORAN FARNINDAZ, IRINTZI	Period Name:	Q4 04/05 - Non-academics
Employee ID:	938610243	Period ID #:	12
		Period Status:	Not Started
		Period Type:	Regular
		Period Start to End Dates:	Apr 01, 2005 to Jun 30, 2005
		Academic Period Start to End Dates:	Apr 01, 2005 to Jun 30, 2005
		Report Date:	Aug 15, 2005
		Certification Date:	Nov 15, 2005

Conclusion

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

- How the Effort Reporting System (ERS) is populated
 - What individual pay transaction are included/excluded
 - How ERS calculates effort
 - The difference between payroll percent and effort
 - About Effort Report and Administrative Edits
 - Triggers for Effort Report Generation
 - How to request an “on demand” Effort Report
- 
- A silver and black ballpoint pen lies diagonally across a white desk surface. To its left, a portion of a white calculator is visible. The background is a light, slightly blurred image of a desk with a pen and calculator, suggesting a professional or academic setting.