

# ERS Reporting Periods



## Introduction

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Welcome to the ERS Reporting Periods module. In this module you will learn about ERS flexibility with regard to reporting periods; as well as what effort is reported on Effort Reports produced during different reporting cycles.

## ERS Reporting Periods

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ERS has the capability to use different reporting periods in order to accommodate academic schedules. Options include:

- Monthly reporting
- Quarter reporting
- Semester reporting
- Annual reporting

## ERS Reporting Periods

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Each campus may determine their own Effort Reporting schedule.

## What effort is included on Effort Reports?

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**Quarterly Effort Reports for staff, 11-month appointees and 9-month appointees (paid over 9 months)** show three months of effort.

*Summer* includes July, August, and September

*Fall* includes October, November, and December

*Winter* includes January, February, and March

*Spring* includes April, May, and June

**Quarterly Effort Reports for 9-month appointees (paid over 12 months)** show four months of effort. The system also allows campuses to issue a separate off-quarter research effort report for 9-month faculty performing research during their off-quarter, typically the summer.

# What effort is included on Nine-Month Quarterly Effort Reports?

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## **9-Month Appointees (paid over 12 months)**

*Off Quarter Research* - For example, summer includes only additional compensation DOS codes and payments made for June, July, August, and September. Separate off-quarter reports may need to be provided throughout the year.

*Fall quarterly reporting* - includes July, August, September, and October (excludes DOS codes for additional compensation)

*Winter quarterly reporting* - includes November, December, January, and February (excludes DOS codes for additional compensation)

*Spring quarterly reporting* - includes March, April, May, and June (excludes DOS codes for additional compensation)

## What effort is included on Semester Effort Reports?

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**Semester Effort Reports for staff, 11-month appointees, and 9-Month Appointees (paid over 12 months)** contain six months of effort.

*Fall semester* includes July, August, September, October, November, and December (excludes DOS codes for additional compensation)

*Spring semester* includes January, February, March, April, May, and June (excludes DOS codes for additional compensation)

The system also allows campuses to issue a separate effort report for 9-month faculty performing research during inter-semester periods.

## Policy Consideration re: Reporting Periods

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Regardless of the reporting period, campuses should issue Effort Reports no more than 45 days after the close of the reporting period. Effort Reports are to be certified within 30 days of their issuance.



## Payroll Processing Consideration re: Reporting Periods


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Effort Reports are run approximately 40 days after the close of the reporting period in order to allow time for one month plus one pay compute after the close of the period. This allows any needed adjustments to be processed.

## Conclusion

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This concludes the ERS Reporting Periods module. In this module you learned:

- ERS can report effort on a monthly, quarterly, semester and annual basis.
  - What effort is reported on Effort Reports produced during different reporting cycles.
  - There are policy and payroll processing considerations re: reporting periods.
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- A pen and a calculator are visible in the bottom right corner of the slide, resting on a light-colored surface. The pen is silver and black, and the calculator is a standard handheld model.