

Enabling Multiple Certifications on ERS



Introduction

Welcome to the Enabling Multiple Certifications on ERS module. In this module you will learn how to activate and deactivate the multiple certifications functionality on an Effort Report.

Why Require Multiple Certification?

Effort Reports can generally be certified either by the individual or by a supervisor or someone with first hand knowledge of the work performed.

However, when an individual works on multiple projects, has multiple supervisors, and/or is not aware of which projects their effort is benefiting their Effort Report may require multiple certifications.

ERS Multiple Certification Functionality

ERS makes it easy to enable and track multiple certifications on Effort Reports.

Reviewers and certifiers are able to activate this feature. Once activated, review and certification of the Effort Report is required on a line by line basis.

How to Enable the Multiple Certification Capability

To enable the ERS multiple certification capability:

- Access the Effort Report that requires multiple certification.
- Click the **check box** adjacent to “Report requires multiple certifications” in the **Report Options** window.

Enabling the Multiple Certification Function

Access the Effort Report that requires multiple certification in **Edit** mode.

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








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

EFFORT REPORT LIST ?

Display Saved Search: My Projects Manage Searches... Create New...

Reporting Periods: All Select: Winter 04/05 11/12 Academics

REPORT LIST FOR: *My PROJECTS* Export List Send List Print List

Period	For	Last Modified	Status
 Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ ,IRINTZI (938610243)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIGOAL (138660204)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
 Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

Display 20 reports per page displaying 1 to 10 (10 total)

Enabling the Multiple Certification Function

Click on the **check box** adjacent to “Report requires multiple certifications” in the **Report Options** window.

USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37% 🔍	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%		
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20% 🔍	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%		
ADD ADDITIONAL SPONSORED PROJECT								
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%		
Other Sponsored Projects	0% 🔍	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%		
Non-Sponsored Activities	0% 🔍	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%		
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%		
Grand Total	100%	100%		0%	100%	100%		
UPDATE CALCULATION								
Report Options :	<input checked="" type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.							
Add a comment:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>							
VIEW PAYROLL DETAILS			REVERT		SAVE		CERTIFY EFFORT REPORT	

Enabling Multiple Certification (Cont'd)

An ERS Alert requests you confirm your multiple certification request.

Click **OK** to confirm.

Click **Cancel** to cancel.

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%
Other Sponsored Projects	0%	0%	0%	0%	0%	0%
Non-Sponsored Activities	0%	0%	0%	0%	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%	0%	0%	0%	0%
Grand Total	100%	100%	0%	0%	100%	100%

UNDEFINED

Are you sure that you want to require each line of this report to be certified individually?

CANCEL **OK**

UPDATE CALCULATION

Report Options :

- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Add a comment:

Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILS **REVERT** **SAVE** **CERTIFY EFFORT REPORT**

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Enabling Multiple Certification (Cont'd)

Effort Reports designated as requiring multiple certification will display a new column of click boxes titled **Line Certified** to the far right of the lines for each sponsored project.

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[Return to Report List](#)

AEGORAN FARNINDAZ ,IRINTZI | 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

■ This report will remain open until all lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43%	<input type="text" value="43"/> %	0%	<input type="text" value="0"/> %	43%	43%	<input type="checkbox"/>
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	0%	<input type="text" value="0"/> %		<input type="text" value="0"/> %	0%	0%	

Enabling Multiple Certification (Cont'd)

In addition to the line certified column, ERS displays a message on the Effort Report that says "This report will remain open until all lines of the report have been certified."

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[Return to Report List](#)

AEGORAN FARNINDAZ ,IRINTZI | 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
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Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
EPA R82735201 FROINES 05/06 53.50% 4-447711/AM-22863	43%	43 %	0%	0 %	43%	43%	<input type="checkbox"/>
USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	37 %	0%	0 %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	20 %	0%	0 %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
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%	

Enabling Multiple Certification (Cont'd)

Once multiple certification is enabled ERS requires that effort on each sponsored project line be individually certified.

Since the Effort Report is not considered to be certified until all lines have been certified, it is possible to continue to make changes after the Effort Report has been partially certified.

It is also possible to “uncertify” individual lines which had previously been certified.

Enabling Multiple Certification (Cont'd)

This can be done simply by clicking on the Line Certified button at the far right of the line.

It is also possible to deactivate the Multiple Certifications choice if the Multiple Certification was activated in error or if it has been determined that a single individual can certify the Effort Report.

Deactivating Multiple Certification

To deactivate multiple certification:

- Access the Effort Report
- Click on the **check box** adjacent to “Report requires multiple certifications” in the **Report Options** window.

This box will contain a check mark; when you click on the check box you are deactivating multiple certification.

USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%	
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%	
Non-Sponsored Activities	0%	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%	
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
UPDATE CALCULATION							
Report Options :	<input checked="" type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.						
Add a comment:	<input type="text"/>						
Comments can be up to 255 characters long. (Total characters: 0)							
VIEW PAYROLL DETAILS			REVERT		SAVE		CERTIFY EFFORT REPORT

Deactivating Multiple Certification (Cont'd)


ERS Alert prompts you to confirm your request to stop requiring multiple certification.

Click **OK** to confirm.

Click **Cancel** to cancel the request.

USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	37%	0%	0%	37%	37%	<input type="checkbox"/>
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	20%	0%	0%	20%	20%	<input type="checkbox"/>
Total Sponsored Projects requiring certification					100%	100%	
Other Sponsored Projects					0%	0%	
Non-Sponsored Activities					0%	0%	
Total Other Effort not requiring certification	0%	0%		0%	0%	0%	
Grand Total	100%	100%		0%	100%	100%	
UPDATE CALCULATION							
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.						
Add a comment:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>						
VIEW PAYROLL DETAILS		REVERT		SAVE		CERTIFY EFFORT REPORT	

UNDEFINED

 Are you sure that you want to stop requiring that each line of this report to be certified individually? All currently certified lines will revert to uncertified.

CANCEL **OK**

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Deactivating Multiple Certification (Cont'd)

When you confirm, ERS displays the revised Effort Report.

Note the **Line Certified** column is gone and the check box in the **Report Options** window is unchecked.

Multiple certification is no longer activated on this Effort Report.

USC/NIH H21993A HINDS 3/05 53.5% 4-445950/WH-57852	37%	<input type="text" value="37"/> %	0%	<input type="text" value="0"/> %	37%	37%
EPA CR82805901 FROINES 12/06 53.5% 4-447711/AM-22855	20%	<input type="text" value="20"/> %	0%	<input type="text" value="0"/> %	20%	20%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	100%	100%		0%	100%	100%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	0%	<input type="text" value="0"/> %		- <input type="text" value="0"/> %	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%
Grand Total	100%	100%		0%	100%	100%
UPDATE CALCULATION						
Report Options :	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects.					
Add a comment:	<input type="text"/>					
Comments can be up to 255 characters long. (Total characters: 0)						
VIEW PAYROLL DETAILS			REVERT		SAVE	
CERTIFY EFFORT REPORT						

Deactivating Multiple Certification (Cont'd)

If the Multiple Certification option is deactivated AFTER one or more line certifications have taken place, those lines will now be uncertified.

If a previously certified line is uncertified by clicking the Line Certified box, that line will also be considered to be uncertified.

If either of these “uncertifying” actions takes place ERS will send an email notification to alert the individual(s) who certified the line(s) that the certification has now been removed.

A detailed explanation of how to line certify Effort Reports is provided in the Multiple Certifications module.

Conclusion

This concludes the Enabling Multiple Certifications on ERS module.

In this module you learned how to activate and deactivate the multiple certifications capability on ERS.