

University of California Effort Reporting System

Introduction

Welcome to the Multiple Certifications module. In this module you will learn about the ERS functionality that allows multiple certification of Effort Reports and how to line certify effort on projects over which you have oversight.

Why Require Multiple Certification?

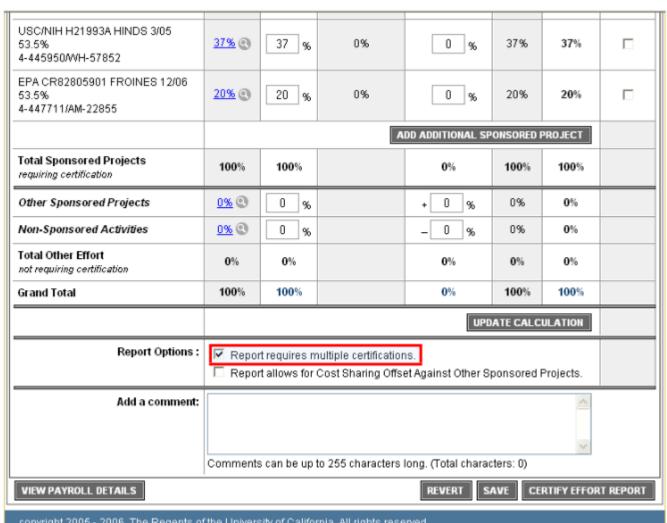
Effort Reports can generally be certified either by the individual or by a supervisor or someone with first hand knowledge of the work performed.

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 provides a facility to easily enable and track multiple certification of Effort Reports.

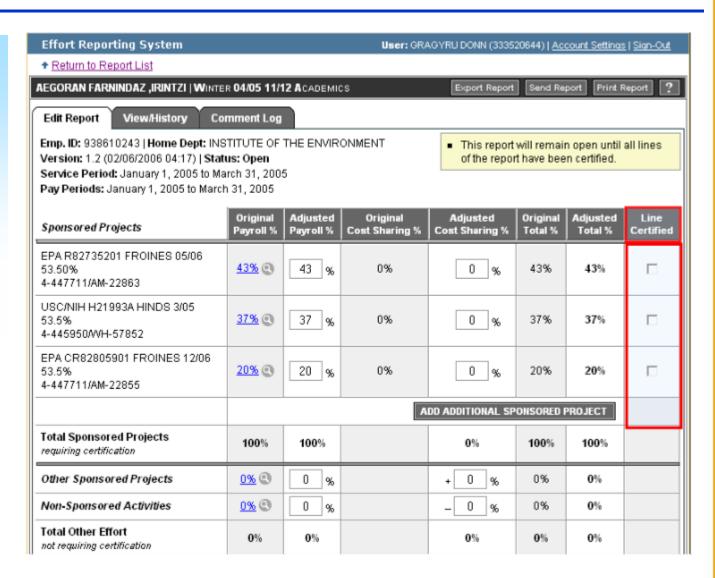
Typically a departmental administrator will activate the multiple certification functionality. This is done by simply clicking on the "Report requires multiple certifications," in the **Report** Option box.



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ERS Multiple Certification Functionality (cont'd)

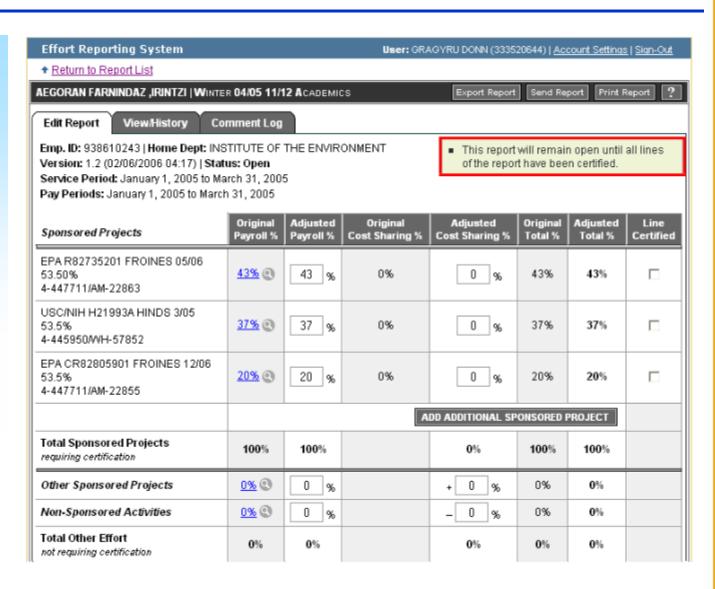
Effort Reports
designated as
requiring multiple
certification will
display a new
column of click
boxes titled Line
Certified to the
far right of the
lines for each
sponsored
project.



ERS Multiple Certification Functionality (cont'd)

When you encounter an Effort Report with the Line Certified click boxes, ERS requires that effort be certified line by line.

As the highlighted message indicates, the report will remain open until all lines of the report have been certified.



Line Certifying Effort

Line certification is achieved by following these steps*

- Review effort reported.
- Adjust any incomplete or incorrect effort in the Adjusted Payroll
 % and/or Adjusted Cost Shared % fields.

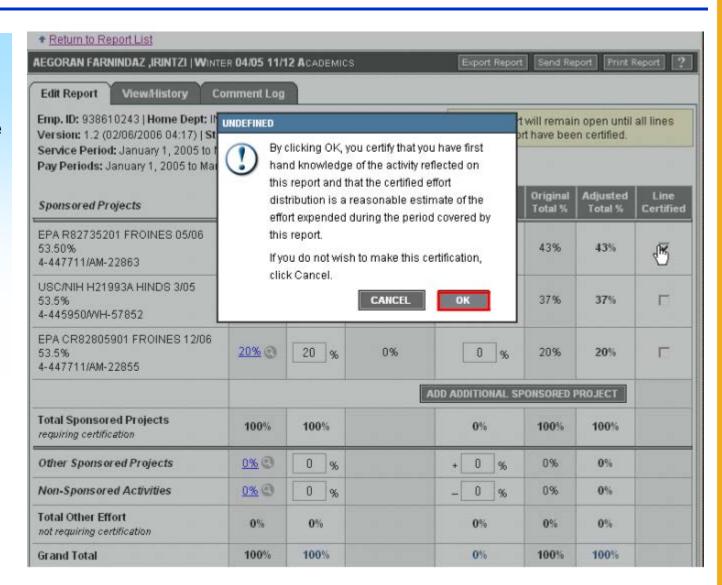
^{*}Refer to the Certifying Effort module for more detail on this process.

Line Certifying Effort (cont'd)

If you make changes to the reported effort, click the **Update Calculation** button.

Line Certifying Effort (cont'd)

- When you are satisfied that the effort is correct, click the Line Certified box for all projects you are certifying; then,
- Click the Save button to save the updated report.

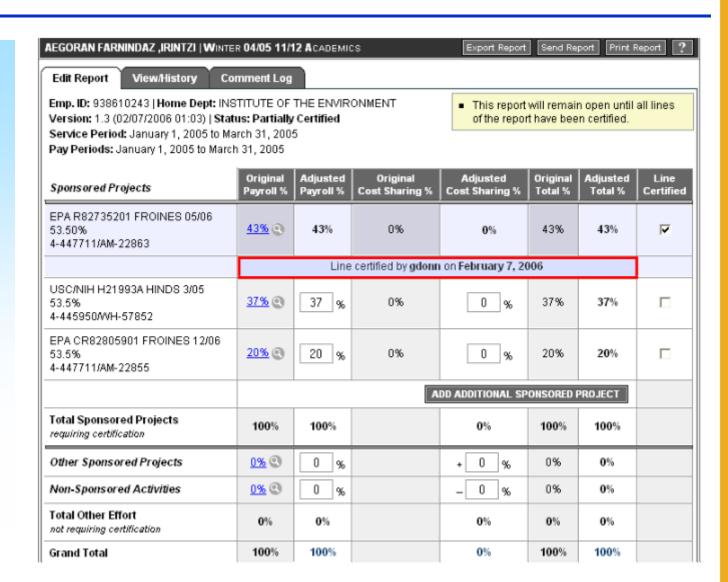


Line Certifying Effort (cont'd)

Once you line certify effort, ERS generates a message below the project that identifies who certified the effort and when.

Once all lines are certified, the report status will become "Certified."

Until all projects have certified the report status will be "Partially Certified."



Conclusion

This concludes the Multiple Certifications module.

In this module you learned:

- ERS provides functionality that allows multiple certification of Effort Reports;
- How to line certify effort on Effort Reports.