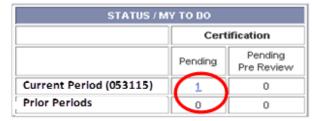UNIVERSITY of
HOUSTON

ERS Certifier Reference

Log on: Use your CougarNet ID and password

To Certify the Forms:

1. Click on the number located under Pending Certification box.

STATUS / MY TO DO		
	Certification	
	Pending	Pending Pre Review
Current Period (053115)	1	0
Prior Periods	0	0

2. After clicking on the number, you will possibly be presented with two sections with a list of name(s) whose effort forms are available for certification: .

   a. Effort Forms Pending Certification for the Current or from Prior (Delinquent) Periods. The individuals listed in this section require your certification for the entire effort profile on the form.

   b. Line Item Forms Pending Certification for the Current or from Prior (Delinquent) Periods, if applicable. The individuals listed in this section require your certification for the effort expended on your project(s) in relation to the individual's total effort.

   For both sections an "N" in the "Certified" column indicates the form has not been certified and an "N (saved)" indicates the form has been viewed, but not certified. Click on the name of the individual whose form you wish to certify. The individual's effort form will be displayed.

3. Review the effort form and the default effort percentages. If there is a discrepancy on the form, such as an incorrect percentage of effort on a project or a missing project number update the form appropriately if allowed by your department, or click the "Notify" button to send an email to your administrator. If an email was sent to your administrator, exit the form until further directions are provided by your administrator by clicking the "Exit Form" button.

4. Review the certification summary to be certain it is correct. If correct, review the attestation statement and click the "Certify" button.

   If there are concerns in certifying the effort form, click the "Notify" link that appears below the attestation statement. To exit the form without certifying, click the "Exit Form" button.

5. To print a final summary for your records click the [PDF icon] or the [printer icon] icons located in the upper right hand corner of the summary screen. Click the "Exit Form" button.

Accessing Effort Forms Not Yet Pre Reviewed:

Forms cannot be certified until they have been Pre Reviewed, which is typically done by your Departmental Coordinator. To review forms that have not been Pre Reviewed click the number in the My Status/To Do box under "Pending Pre Review".

Logging Off:

Click the "Log Off" option on the main menu bar on the left side of the screen.

ERS *Effort*
Reporting System