



EFFORT REPORTING SYSTEM (ERS) TRAINING FLOW

The following training session will be a step-by-step review of the effort certification process using ERS. This training session will explain a number of roles including the Department Coordinator (DC), Pre Reviewer, Certifier and Post Reviewer roles. Although you may not be responsible for performing all of these roles, it is important to understand the activities associated with each of the ERS roles involved in the effort certification process. During the training, you will assume a number of different roles within ERS to become familiar with the entire process.

The first role we will examine is that of the Departmental Coordinator (DC). Typically this person will be the department budget manager and/or business administrator. The DC may assign roles (both Sub Department default roles and assignments of individual effort reports). The DC can also Pre Review and Post Review effort forms and generate management reports for an entire department. The SubDC will mainly perform the Pre Review and Post Review function of effort forms for their ERS Sub Department(s). Lastly, the SubDC can also generate management reports for their assigned Sub Department(s).

During this training session, we kindly ask that you **not work ahead of the instructor**.

The MAXIMUS instructor will explain the scenario first, followed by a screen-by-screen instruction, walking you through the scenarios from start to finish while instructing you when to click, read, observe or watch a demonstration overhead. You are encouraged to ask questions throughout the training session as well as notifying the closest training assistant or the instructor if you are experiencing technical difficulties. There will also be opportunities for you to participate in the discussion about effort reporting best practices although it is assumed that you have previously been instructed regarding the policies, procedures and practices of the University.

This training document will serve as an ongoing resource to refer back to when University of Houston operates ERS in a live environment. You are encouraged to use this as a reference manual.

Logging onto ERS

For this training, you will be logging on through a URL for a training site especially established for today's training. This will **not** be used for future log ons outside of this training session.



The screenshot shows the login interface for the ERS Effort Reporting System. At the top left is the University of Houston logo. Below it is a login form with the following elements:

- User ID:** A text input field.
- Password:** A text input field.
- Login:** A button.
- ERS Help Desk:** A section containing contact information:
 - phone:** (xxx) 555-1000
 - email:** ershelpdesk@maximus.com

On the right side of the page, the **ERS Effort Reporting System** logo is displayed, featuring the letters 'ERS' in a blue box and 'Effort Reporting System' in a stylized font.

- A. Log on to the system as the Departmental Coordinator **Grant Adams** using your USERID **111111XXX** and your Password **temp** (all lower case, no quotations).

UNIVERSITY of
HOUSTON

User ID:
111111XXX

Password:
.....

Login

ERS **Effort**
Reporting System

ERS Help Desk

phone
(xxx) 555-1000

email
ershelpdesk@maximus.com

SECURITY: You are about to view personal information. Your information will be protected by encryption as it travels across the web. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

- B. The MAXIMUS instructor will guide you through the home page, navigation bar, and side panel options as well as describe the center graphic, statistics and *Status/My To Do* table. Please watch the overhead presentation. The MAXIMUS instructor will instruct you when to click options on your computer.

The screenshot displays the 'Certification' system interface for a Departmental Coordinator, Grant Adams. The interface includes a navigation bar with links for Home, My Profile, Tutorial, Help, About, and Log Off. A left-hand menu contains options for Assignment, Notification, Pre Review, Certify, Post Review, and Reporting. The main content area shows the user's assigned departments and a progress bar for Effort Form Status, indicating 0% completion for the current reporting period (053115). Below this, a 'My Status / To Do' table provides a summary of forms pending pre-review and certification. At the bottom, there are two search boxes for finding effort forms by employee ID or account ID.

	Pre Review	
	Pending	Critical
Current Period (053115)	1	3
Prior Periods	1	0

Scenario # 1: CHANGING CERTIFIER ASSIGNMENTS

- Designate Jennifer Evans' effort form as Line Item Effort Form

In this scenario, Grant Adams as the DC will designate Jennifer Evans' effort form as Line Item Effort Form to allow Principal Investigators (Karen Davis B and Michael Ford) to certify Jennifer's effort expended on their project. Jennifer will no longer be able to certify her form.

- A. Click on **Assignment** from the left-hand menu.

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

CERT

- Assignment
- Notification
- Pre Review
- Certify
- Post Review
- Reporting

Departmental Coordinator
Grant Adams [Your Assigned Departments](#)

Effort Form Status

Completion Status: 0% for Current Reporting Period - 053115

Total 0 out of 4 forms completed; 4 pending Pre Review; 0 pending Certification; 0 pending Post Review. 1 from Prior Periods.

My Status / To Do

	Pre Review	
	Pending	Critical
Current Period (053115)	1	3
Prior Periods	1	0

Search Employee Effort Forms

Employee Id Search

Search Employee Effort Forms By Account

Account Id Search

B. Click on the **Change Assignments for Individuals** hyperlink.

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

CERT

- Assignment
- Notification
- Pre Review
- Certify
- Post Review
- Reporting

Assignments

To assign Sub DC, Pre Reviewer, or Post Reviewer for the entire Department or a Sub Department, click on:

[Change Assignments for Department or Sub Departments](#)

To change assignments for individual(s), click on:

[Change Assignments for Individuals](#)

C. Select your Department and click **Proceed**.

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

Change Assignments for Individuals

Check All Clear All

Selection	Department	Department Name
<input type="checkbox"/>	H0XXX	DC Training Department

Proceed

D. Select your Sub Department and click **Proceed**.

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

Change Assignments for Individuals

Check All Clear All

Selection	Sub Department	Sub Department Name
<input checked="" type="checkbox"/>	H0XXX	DC Training Department

Back Proceed

E. Select Jennifer Evans and click **Proceed**.

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

Change Individual Assignments

Please select the employees you wish to update and click Proceed to continue the individual assignment

Filter by: All

- New Employee
- Assigned to an Alternate Sub Department
- Faculty
- Eligible for PI Line Item
- Terminated

Check All Clear All

	Employee Name	Sub Department	Title Code	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
<input type="checkbox"/>	James Barnes <input type="checkbox"/> <input type="checkbox"/>	H0XXX	1020	Grant Adams	James Barnes	Grant Adams	
<input checked="" type="checkbox"/>	Jennifer Evans <input checked="" type="checkbox"/> <input type="checkbox"/>	H0XXX	T3D7	Grant Adams	Jennifer Evans	Grant Adams	
<input type="checkbox"/>	Karen Davis <input checked="" type="checkbox"/> <input type="checkbox"/>	H0XXX	1010	Grant Adams	Karen Davis	Grant Adams	
<input type="checkbox"/>	Michael, Ford <input checked="" type="checkbox"/> <input type="checkbox"/>	H0XXX	1020	Grant Adams	Michael, Ford	Grant Adams	

Back Proceed Help

F. Select **Enable Selected Forms as Line Item Forms** for **Jennifer Evans** and click **Proceed**.

The screenshot shows the 'Certification' interface for the University of Houston. The main heading is 'Change Individual Assignments'. Below this, it states: 'You have selected to change the assignment setting for the following employees.' and 'If this is correct, select the option and click Proceed. If this is not correct, please click Back to select other employees.'

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
Jennifer Evans **	H0XXX	Grant Adams	Jennifer Evans	Grant Adams	

** Line Item certification can be enabled for this individual.

You have following rights to change the assignment settings for the above individuals. Please select an appropriate option to continue:

- Change Pre Reviewer.
- Change Certifier.
- Change Post Reviewer.
- Assign to a different Sub Department.
- Move back to original Sub Department.
- Enable Selected Forms as Line Item Forms

At the bottom right, there are 'Back' and 'Proceed' buttons. A red arrow points to the 'Reporting' option in the left sidebar, and another red arrow points to the 'Enable Selected Forms as Line Item Forms' option in the list.

G. Jennifer's sponsored accounts are displayed, along with Principal Investigators assigned. Click **Proceed**.

Individual Assignments - Line Item Forms

You have selected to make the form for the following individuals a line item form.
The Certifier for the following employees will be changed to the PI by each account on the form.

Employee Name	Sub Department	Sponsored Account	Certifier
Jennifer Evans	H0XXX	00730-5013-H0288-B0001-G101915 (48475) - ARITHMETICAL AND COGNITIVE ANTECEDENTS AND CONCOMITANTS OF ALGEBRAIC SKILL	Michael Ford
Jennifer Evans	H0XXX	00730-5013-H0288-B0001-G101970 (48264) - USING LONGITUDINAL AND MOMENTARY ANALYSIS TO STUDY THE IMPACT OF MIDDLE TEACHERS' STRESS ON TEACHER EFFECTIVENESS, STUDENT BEHAVIOR AND ACHIEVEMENT	Karen Davis B

Check this box, if you would like to change the certifiers for each line item.

Please click **Proceed** to continue with assignment process. To Select another Individual, click **Back**

H. ERS presents the confirmation that Jennifer's effort form has been designated as line item form. Click **Exit**.

Change Individual Assignments

The forms for the following individuals have been re-assigned to be line item forms with the PI's identified by account for certification.

Employee Name	Sub Department	Sponsored Account	Certifier
Jennifer Evans	H0XXX	00730-5013-H0288-B0001-G101915 (48475) - ARITHMETICAL AND COGNITIVE ANTECEDENTS AND CONCOMITANTS OF ALGEBRAIC SKILL	Michael Ford
Jennifer Evans	H0XXX	00730-5013-H0288-B0001-G101970 (48264) - USING LONGITUDINAL AND MOMENTARY ANALYSIS TO STUDY THE IMPACT OF MIDDLE TEACHERS' STRESS ON TEACHER EFFECTIVENESS, STUDENT BEHAVIOR AND ACHIEVEMENT	Karen Davis B

To continue to work on other assignment options for the same group of individuals, please click on **Continue**
To work on another individual in the previously selected sub departments, please click on **Return**
To exit to the assignments main page, click on **Exit**

Scenario #2: PRE REVIEW OF THE EFFORT REPORT

When the Effort Reporting Central Administrator has generated effort reports for a new effort reporting period, an email is sent to Pre Reviewers informing them to begin reviewing effort reports. Pre Review can be completed by the Departmental Coordinator or Sub-Departmental Coordinator depending on the assignments or delegation of duties within each Sub-Department. The purpose of Pre Review is to ensure payroll charged and cost sharing align with the effort percentages expected for that individual. This is an important step prior to certification for correcting payroll distributions to align with the expected effort devoted. Ultimately, the Certifier will decide whether the results reasonably agree with the actual effort devoted.

Employee #1 – Jennifer Evans

Pre Review

- A. ERS provides users with a dynamic **Status / My To Do** list that allows quick and easy access to the effort reports requiring action. Click on the “1” under Pre Review Pending in the Status/My To Do List, Current Period (053115).

The screenshot displays the 'Certification' interface for a Departmental Coordinator named Grant Adams. The main content area shows the 'Effort Form Status' and 'My Status / To Do' sections. The 'Effort Form Status' section indicates a completion status of 0% for the current reporting period (053115) and shows a total of 4 forms pending Pre Review. The 'My Status / To Do' section contains a table with the following data:

	Pre Review	
	Pending	Critical
Current Period (053115)	1	3
Prior Periods	1	0

A red arrow points to the '1' in the 'Pending' column for the 'Current Period (053115)'. Below this table are two search boxes: 'Search Employee Effort Forms' (with an 'Employee Id' field) and 'Search Employee Effort Forms By Account' (with an 'Account Id' field).

- B. Select **Jennifer Evans** from the list of individuals. Jennifer Evans' form is going to be certified by multiple Principal Investigators, and is therefore, listed under the Line Item Effort Forms section.

- C. Note that the form displays a message to alert the Department Coordinator (or the Pre Reviewer) that the form has been enabled for Line Item certification. ERS provides payroll detail to help you understand the amounts that are included in the Payroll column. Review the Effort Report and then click on “\$13,260.21” under the Payroll column to review the Payroll Details.

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$6,630.08	50%	00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG	\$ 0.00	0%
\$784.02	6%	00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A	\$ 0.00	0%
\$7,414.10	56%	Total Sponsored Accounts		\$0.00	0%
Non-Sponsored Accounts					
\$5,846.11	44%	00730-2080-H0288-B1672-NA (32522)	TEJAS LEE TRAINING	\$ 0.00	0%
\$5,846.11	44%	Total Non-Sponsored Accounts		\$0.00	0%
\$13,260.21	100%	Grand Total		\$0.00	0%
				\$13,260.21	100%

- D. The following Payroll Details by Transaction report is presented by account by pay period. The accounts will be sorted in numerical order. The *Effort Payroll* column is the list of earnings used to derive the payroll percentages by dividing the sum of each account by the total Effort Payroll earnings column to arrive at percentages. If an individual has a 9-month appointment, the Pre Amount will reflect the individual's amount paid, and the Payroll column will reflect the amount earned. ERS has a rounding routine to ensure total percentages do not fall short of or exceed 100%. At the bottom of the form is the option to export the form to Excel or PDF.

Payroll Details by Transaction																		
University of Houston																		
Reporting Period: 03/31/15 (03/01/2015 - 03/31/2015)																		
Name: Jennifer Evans			Employee ID: 88888001			Title: Researcher 2 Nat Phys Science												
SubDept: H0XXX			Division: H0409			Title Code: T3D7												
Change to: All <input type="button" value="Detail By Month"/>																		
Cost Center	Begin Date	End Date	Account Code	Job Title	Job Code	Position	Check Number	Pay Group	Earning Code	APP1	Pre Amount	Date Paid	Off Cycle?	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %	
00730-5013-H0288-B0001-G101915 (48475)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	10	12	1768.50	03/23/2015	N	\$1,768.50	\$0.00	\$1,768.50		
00730-5013-H0288-B0001-G101915 (48475)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	150	12	87.69	03/23/2015	N	\$87.69	\$0.00	\$87.69		
00730-5013-H0288-B0001-G101915 (48475)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	170	12	43.84	03/23/2015	N	\$43.84	\$0.00	\$43.84		
00730-5013-H0288-B0001-G101915 (48475)	03/01/2015	03/31/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	400	12	60.0	03/23/2015	N	\$60.00	\$0.00	\$60.00		
00730-5013-H0288-B0001-G101915 (48475)	04/01/2015	04/30/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	400	12	60.0	04/17/2015	N	\$60.00	\$0.00	\$60.00		
00730-5013-H0288-B0001-G101915 (48475)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	10	12	1866.19	04/17/2015	N	\$1,866.19	\$0.00	\$1,866.19		
00730-5013-H0288-B0001-G101915 (48475)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	180	12	43.84	04/17/2015	N	\$43.84	\$0.00	\$43.84		
00730-5013-H0288-B0001-G101915 (48475)	05/01/2015	05/11/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8342752	HMO	491	12	750.0	05/13/2015	Y	\$750.00	\$0.00	\$750.00		
00730-5013-H0288-B0001-G101915 (48475)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	10	12	1636.94	05/17/2015	N	\$1,636.94	\$0.00	\$1,636.94		
00730-5013-H0288-B0001-G101915 (48475)	05/01/2015	05/31/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	400	12	60.0	05/17/2015	N	\$60.00	\$0.00	\$60.00		
00730-5013-H0288-B0001-G101915 (48475)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	180	12	87.69	05/17/2015	N	\$87.69	\$0.00	\$87.69		
00730-5013-H0288-B0001-G101915 (48475)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	150	12	175.39	05/17/2015	N	\$175.39	\$0.00	\$175.39		
														SubTL:	\$6,630.08	\$0.00	\$6,630.08	50%
00730-5013-H0288-B0001-G101970 (48264)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	10	12	353.7	03/23/2015	N	\$353.70	\$0.00	\$353.70		
00730-5013-H0288-B0001-G101970 (48264)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	150	12	17.54	03/23/2015	N	\$17.54	\$0.00	\$17.54		
00730-5013-H0288-B0001-G101970 (48264)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	170	12	8.77	03/23/2015	N	\$8.77	\$0.00	\$8.77		
00730-5013-H0288-B0001-G101970 (48264)	03/01/2015	03/31/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	400	12	12.0	03/23/2015	N	\$12.00	\$0.00	\$12.00		
00730-5013-H0288-B0001-G101970 (48264)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	10	12	371.24	04/17/2015	N	\$371.24	\$0.00	\$371.24		
00730-5013-H0288-B0001-G101970 (48264)	04/01/2015	04/30/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	400	12	12.0	04/17/2015	N	\$12.00	\$0.00	\$12.00		
00730-5013-H0288-B0001-G101970 (48264)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	180	12	8.77	04/17/2015	N	\$8.77	\$0.00	\$8.77		
														SubTL:	\$784.02	\$0.00	\$784.02	6%
00730-2080-H0288-B1672-NA (32522)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	10	12	1414.79	03/23/2015	N	\$1,414.79	\$0.00	\$1,414.79		
00730-2080-H0288-B1672-NA (32522)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	150	12	70.16	03/23/2015	N	\$70.16	\$0.00	\$70.16		
00730-2080-H0288-B1672-NA (32522)	03/01/2015	03/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	170	12	35.08	03/23/2015	N	\$35.08	\$0.00	\$35.08		
00730-2080-H0288-B1672-NA (32522)	03/01/2015	03/31/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8311219	HMO	400	12	48.0	03/23/2015	N	\$48.00	\$0.00	\$48.00		
00730-2080-H0288-B1672-NA (32522)	04/01/2015	04/30/2015	50112	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	400	12	48.0	04/17/2015	N	\$48.00	\$0.00	\$48.00		
00730-2080-H0288-B1672-NA (32522)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	180	12	35.08	04/17/2015	N	\$35.08	\$0.00	\$35.08		
00730-2080-H0288-B1672-NA (32522)	04/01/2015	04/30/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8330278	HMO	10	12	1484.95	04/17/2015	N	\$1,484.95	\$0.00	\$1,484.95		
00730-2080-H0288-B1672-NA (32522)	05/01/2015	05/11/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8342752	HMO	491	12	750.0	05/13/2015	Y	\$750.00	\$0.00	\$750.00		
00730-2080-H0288-B1672-NA (32522)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	400	12	60.0	05/17/2015	N	\$60.00	\$0.00	\$60.00		
00730-2080-H0288-B1672-NA (32522)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	180	12	87.7	05/17/2015	N	\$87.70	\$0.00	\$87.70		
00730-2080-H0288-B1672-NA (32522)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	150	12	175.39	05/17/2015	N	\$175.39	\$0.00	\$175.39		
00730-2080-H0288-B1672-NA (32522)	05/01/2015	05/31/2015	50182	Researcher 2 Nat Phys Science	T3D7	1002688	8351450	HMO	10	12	1636.96	05/17/2015	N	\$1,636.96	\$0.00	\$1,636.96		
														SubTL:	\$5,846.11	\$0.00	\$5,846.11	44%
														Total:	\$13,260.21	\$0.00	\$13,260.21	100%
<input type="button" value="EXCEL"/> <input type="button" value="Download"/> <input type="button" value="Close Window"/>																		

Next, click **Close Window** to exit from the Payroll Detail report and resume Pre Reviewing the effort form for Jennifer Evans.

- E. After reviewing the effort form, Grant Adams agrees no changes need to be made to Jennifer Evans' effort form, and then clicks **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Pre Review Effort Form

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7
[View Previously Certified Effort Statements](#)

This Form is Subject to Line Item Certification

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$6,630.08	50%	00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG \$ 0.00 0%	\$6,630.08	50%
\$784.02	6%	00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A \$ 0.00 0%	\$784.02	6%
\$7,414.10	56%		Total Sponsored Accounts \$0.00 0%	\$7,414.10	56%
Non-Sponsored Accounts					
\$5,846.11	44%	00730-2080-H0288-B1672-NA (32522)	TEJAS LEE TRAINING \$ 0.00 0%	\$5,846.11	44%
\$5,846.11	44%		Total Non-Sponsored Accounts \$0.00 0%	\$5,846.11	44%
\$13,260.21	100%		Grand Total \$0.00 0%	\$13,260.21	100%

Notes
Maximum 800 characters

F. The Pre Review Summary shows that you have completed Pre Review of the effort form. ERS records on the effort form the name of the Pre Reviewer and the date the forms was Pre Reviewed. Additionally, the form indicates that an email notification was sent to the Certifiers (two [2] PIs who will be certifying Jennifer Evans' effort form) alerting them that the effort form has been Pre Reviewed and is ready for their certification. The Pre Reviewed effort form can be downloaded to PDF or sent to a printer for a hard copy. By clicking **Exit**, ERS will take you back to your (Grant Adams') list of effort forms requiring Pre Review.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Pre Review Summary

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7
[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$6,630.08	50%	00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG \$0.00 0%	\$6,630.08	50%
\$784.02	6%	00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A \$0.00 0%	\$784.02	6%
\$7,414.10	56%		Total Sponsored Accounts: \$0.00 0%	\$7,414.10	56%
Non-Sponsored Accounts					
\$5,846.11	44%	00730-2080-H0288-B1672-NA (32522)	TEJAS LEE TRAINING \$0.00 0%	\$5,846.11	44%
\$5,846.11	44%		Total Non-Sponsored Accounts: \$0.00 0%	\$5,846.11	44%
\$13,260.21	100%		Grand Total: \$0.00 0%	\$13,260.21	100%

Notes:
N/A

Form Pre Reviewed By: Grant Adams
Form Pre Reviewed On: 05/29/2015

This Effort Form has been successfully Pre Reviewed. If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

Confirmation
An email notification was sent to the Line Item Certifiers:
Michael Ford at
Karen Davis B at
on 05/29/15.

G. Note Jennifer Evans' effort form has now been Pre Reviewed and is notated with a letter "Y" meaning "yes", the form has been Pre Reviewed. Click on **Return to Home** link.

The screenshot shows the 'Certification' interface of the University of Houston. The header includes the university logo and navigation links: Home, My Profile, Tutorial, Help, About, and Log Off. A left sidebar contains a 'CERT' menu with options: Assignment, Notification, Pre Review, Certify, Post Review, and Reporting. The main content area displays two tables. The first table, titled 'Effort Forms Pending Pre Review for Current Reporting Period', shows 'No Pending Effort Forms'. The second table, titled 'Line Item Effort Forms Pending Pre Review for Current Reporting Period', contains one entry for Jennifer Evans. A red arrow points to a 'Return to Home' link below the table.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	N	N	Multiple

[Return to Home](#)

Scenario #3: PRE REVIEW OF THE EFFORT REPORT

Employee # 2A – Karen Davis A

A. From the home page, click on “3” listed under Critical.

Effort Form Status

Completion Status: 0% for Current Reporting Period - 053115

Total 0 out of 4 forms completed; 3 pending Pre Review; 1 pending Certification; 0 pending Post Review; 1 from Prior Periods.

My Status / To Do

	Pre Review		Post Review	
	Pending	Critical	Pending	Pending Certification
Current Period (053115)	0	3	0	1
Prior Periods	1	0	0	0

Search Employee Effort Forms

Employee Id

Search Employee Effort Forms By Account

Account Id

B. Select **Karen Davis A** from the Pre Review list of individuals.

Critical Effort Forms Pending Pre Review for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	3	N	N	Karen Davis
Karen Davis B	053115	H0XXX	1010	N (CT Posted)	N	N	Karen Davis
Michael Ford	053115	H0XXX	1020	N	N	N	Michael, Ford

[Return to Home](#)

- C. Notice the message at the top of the form indicating that the form is subject to the Salary CAP. The Pre Reviewer can click on the “**CAP**” icon (or the [‘here’](#) link at the top) that is displayed next to the account to view more information pertaining to the Salary CAP. Click **here** link to review the information ERS provides to the Pre Reviewer.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).

Pre Review Effort Form

Name: Karen Davis A
SubDept: H0XXX
[View Previously Certified Effort Statements](#)

Employee ID: 66666001
Division: H0409

Title: Professor
Title Code: 1010

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$14,653.42	20% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA \$ 0.00 0%	\$14,653.42	20%
15%	\$12,731.66	18% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA \$ 0.00 0%	\$12,731.66	18%
0%	\$7,446.82	10% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child \$ 0.00 0%	\$7,446.82	10%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA \$ 0.00 0%	\$31,949.26	44%
85%	\$66,781.16	92%	Total Sponsored Accounts \$0.00 0%	\$66,781.16	92%
Non-Sponsored Accounts					
	\$5,205.64	8% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN \$ 0.00 0%	\$5,205.64	8%
	\$5,205.64	8%	Total Non-Sponsored Accounts \$0.00 0%	\$5,205.64	8%
	\$71,986.80	100%	Grand Total \$0.00 0%	\$71,986.80	100%

Notes:
 Maximum 800 characters

- D. ERS provides the detailed information related to Salary CAP for each account/project subject to the cap. Click on **Close Window** to return to the form.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Name: Karen Davis A
SubDept: H0XXX

Employee ID: 66666001
Division: H0409

Title: Professor
Title Code: 1010

Account	Agency	Agency Name	Salary Cap Amount	Annualized Salary	Maximum Allowed To Charge*	Total Payroll Charged for this Reporting Period		Difference \$	Difference %
						\$	%		
00730-5013-H0288-B0001-G104660 (50061)	NIH	NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVEL	\$181,500.00	\$287,947.20	\$9,075.00	20%	\$5,578.42	8%	
00730-5013-H0288-B0001-G104661 (50053)	NIH	NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVEL	\$181,500.00	\$287,947.20	\$8,167.50	18%	\$4,564.16	6%	
00730-5013-H0288-B0001-G107189 (53593)	NIH	NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVEL	\$181,500.00	\$287,947.20	\$4,537.50	10%	\$2,909.32	4%	

* Maximum allowed to charge is calculated with assumption that the payroll has not been adjusted for the CAP. If payroll has already been adjusted for the CAP, this amount may not be applicable.

- E. To make the necessary adjustments in compliance with the Salary CAP, the Pre Reviewer would need to generate a cost transfer in PeopleSoft. Click on Initiate CT to mark the effort form as 'Pending Cost Transfer'.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).

Pre Review Effort Form

Name: Karen Davis A Employee ID: 666666001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$14,653.42	20% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA	\$ 0.00	20%
15%	\$12,731.66	18% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA	\$ 0.00	18%
0%	\$7,446.82	10% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child	\$ 0.00	10%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	\$ 0.00	44%
85%	\$66,781.16	92%	Total Sponsored Accounts	\$0.00	92%
Non-Sponsored Accounts					
	\$5,205.64	8% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	\$ 0.00	8%
	\$5,205.64	8%	Total Non-Sponsored Accounts	\$0.00	8%
	\$71,986.80	100%	Grand Total	\$0.00	100%

Notes
Maximum 800 characters

- F. Karen Davis A' form now reflects "Cost Transfer Pending". The effort form is put on hold until the cost transfer is transacted and approved in PeopleSoft and subsequently brought into ERS. Click on **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).

Pre Review Effort Form

Name: Karen Davis A Employee ID: 666666001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Cost Transfer Pending

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$14,653.42	20% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA	\$ 0.00	20%
15%	\$12,731.66	18% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA	\$ 0.00	18%
0%	\$7,446.82	10% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child	\$ 0.00	10%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	\$ 0.00	44%
85%	\$66,781.16	92%	Total Sponsored Accounts	\$0.00	92%
Non-Sponsored Accounts					
	\$5,205.64	8% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	\$ 0.00	8%
	\$5,205.64	8%	Total Non-Sponsored Accounts	\$0.00	8%
	\$71,986.80	100%	Grand Total	\$0.00	100%

Notes
Maximum 800 characters

- G. Karen Davis' A effort form status reflects N (CT Pending), indicating that the cost transfer is pending to be processed.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	N (CT Pending)	N	N	Karen Davis
Karen Davis B	053115	H0XXX	1010	N (CT Posted)	N	N	Karen Davis
Michael Ford	053115	H0XXX	1020	N	N	N	Michael, Ford

[Return to Home](#)

Employee # 2B – Karen Davis B

- A Karen Davis B form reflects the Cost Transfer that was processed in PeopleSoft and subsequently, loaded in ERS. This is a continuation of Karen Davis A. Pre Reviewer, Grant Adams, received an email stating that the cost transfer has been processed and that the effort form is now ready to be Pre Reviewed and certified. Karen Davis B form has the status of N (CT Posted), indicating that the cost transfer has been posted. Click on Karen Davis B.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	N (CT Pending)	N	N	Karen Davis
Karen Davis B	053115	H0XXX	1010	N (CT Posted)	N	N	Karen Davis
Michael Ford	053115	H0XXX	1020	N	N	N	Michael, Ford

[Return to Home](#)

B At the top of the effort form, Pre Reviewer is notified that the cost transfer has been posted. To view transactions that were posted, click on the Total Payroll link, **\$71,986.00**.

University of Houston
Reporting Period: 05/31/15 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).

Cost Transfer has been posted to this Effort Form.

Pre Review Effort Form

Name: Karen Davis B
SubDept: H0XXX
[View Previously Certified Effort Statements](#)

Employee ID: 44444001
Division: H0409

Title: Professor
Title Code: 1010

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$9,405.22	13% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA	\$ 0.00	0%
15%	\$8,008.28	11% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA	\$ 0.00	0%
0%	\$4,822.72	7% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child	\$ 0.00	0%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	\$ 0.00	0%
85%	\$54,185.48	75%	Total Sponsored Accounts	\$0.00	0%
Non-Sponsored Accounts					
	\$5,205.64	7% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	\$ 0.00	0%
	\$12,595.68	18% 00730-2072-H0288-B1691-NA (34116) C	TIMES IDC	\$ 0.00	0%
	\$17,801.32	25%	Total Non-Sponsored Accounts	\$0.00	0%
	\$71,986.80	100%	Grand Total	\$0.00	0%

Notes

Maximum 800 characters

B Items highlighted in green represent the cost transfer that was processed in PeopleSoft and reflected in ERS. Click on **Close Window** to close this screen and return to the Pre Review form.

Payroll Details By Transaction
University of Houston
Reporting Period: 05/31/15 (03/01/2015 - 05/31/2015)

Name: Karen Davis B
SubDept: H0XXX

Employee ID: 44444001
Division: H0409

Title: Professor
Title Code: 1010

Change to: All

Cost Center	Begin Date	End Date	Account Code	Job Title	Job Code	Position	Check Number	Pay Group	Earning Code	APPT	Pre Amount	Date Paid	Off Cycle?	Payroll	Non-Effort Payroll	Effort Payroll	Effort Payroll %	
00730-5013-H0288-B0001-G104660 (50061)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	400	12	115.2	04/25/2015	N	\$115.20	\$0.00	\$115.20		
00730-5013-H0288-B0001-G104660 (50061)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	7571.84	04/25/2015	N	\$7,571.84	\$0.00	\$7,571.84		
00730-5013-H0288-B0001-G104660 (50061)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	10	12	6661.98	04/24/2015	N	\$6,661.98	\$0.00	\$6,661.98		
00730-5013-H0288-B0001-G104660 (50061)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	400	12	104.4	04/24/2015	N	\$104.40	\$0.00	\$104.40		
00730-5013-H0288-B0001-G104660 (50061) C	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	10	12	-5248.2	07/24/2015	N	\$-5,248.20	\$0.00	\$-5,248.20		
														SubTL:	\$9,405.22	\$0.00	\$9,405.22	13%
00730-5013-H0288-B0001-G104661 (50053)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	400	12	100.8	04/25/2015	N	\$100.80	\$0.00	\$100.80		
00730-5013-H0288-B0001-G104661 (50053)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	6625.36	04/25/2015	N	\$6,625.36	\$0.00	\$6,625.36		
00730-5013-H0288-B0001-G104661 (50053)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	400	12	90.0	04/24/2015	N	\$90.00	\$0.00	\$90.00		
00730-5013-H0288-B0001-G104661 (50053)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	10	12	5915.50	04/24/2015	N	\$5,915.50	\$0.00	\$5,915.50		
00730-5013-H0288-B0001-G104661 (50053) C	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	400	12	-4723.38	07/24/2015	N	\$-4,723.38	\$0.00	\$-4,723.38		
														SubTL:	\$8,008.28	\$0.00	\$8,008.28	11%
00730-5013-H0288-B0001-G107189 (53593)	03/01/2015	03/31/2015	50112	Summer Research	2090	1013199	8257031	HMO	400	12	111.6	04/25/2015	N	\$111.60	\$0.00	\$111.60		
00730-5013-H0288-B0001-G107189 (53593)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	7335.22	04/25/2015	N	\$7,335.22	\$0.00	\$7,335.22		
00730-5013-H0288-B0001-G107189 (53593) C	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	-2624.1	07/24/2015	N	\$-2,624.10	\$0.00	\$-2,624.10		
														SubTL:	\$4,822.72	\$0.00	\$4,822.72	7%
00730-5015-H0288-B0001-G100232 (46963)	04/01/2015	04/30/2015	50112	Summer Research	2090	1013199	8274792	HMO	400	12	136.8	04/24/2015	N	\$136.80	\$0.00	\$136.80		
00730-5015-H0288-B0001-G100232 (46963)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	10	12	8961.56	04/24/2015	N	\$8,961.56	\$0.00	\$8,961.56		
00730-5015-H0288-B0001-G100232 (46963)	05/01/2015	05/31/2015	50112	Summer Research	2090	1013199	8289792	HMO	400	12	342.00	05/22/2015	N	\$342.00	\$0.00	\$342.00		
00730-5015-H0288-B0001-G100232 (46963)	05/01/2015	05/31/2015	50162	Summer Research	2090	1013199	8289792	HMO	10	12	22478.90	05/22/2015	N	\$22,478.90	\$0.00	\$22,478.90		
														SubTL:	\$31,949.26	\$0.00	\$31,949.26	44%
00730-1101-H0288-C0633-NA (38604)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	2129.58	04/25/2015	N	\$2,129.58	\$0.00	\$2,129.58		
00730-1101-H0288-C0633-NA (38604)	04/01/2015	04/30/2015	50162	Summer Research	2090	1013199	8274792	HMO	10	12	1892.96	04/24/2015	N	\$1,892.96	\$0.00	\$1,892.96		
00730-1101-H0288-C0633-NA (38604)	05/01/2015	05/31/2015	50162	Summer Research	2090	1013199	8289792	HMO	10	12	1183.1	05/22/2015	N	\$1,183.10	\$0.00	\$1,183.10		
														SubTL:	\$5,205.64	\$0.00	\$5,205.64	7%
00730-2072-H0288-B1691-NA (34116) C	04/01/2015	04/30/2015	50112	Summer Research	2090	1013199	8289792	HMO	10	12	12595.68	07/24/2015	N	\$12,595.68	\$0.00	\$12,595.68		
														SubTL:	\$12,595.68	\$0.00	\$12,595.68	18%
00730-1026-H0437-B0510-NA (18936) E	03/01/2015	03/31/2015	50112	Summer Research	2090	1013199	8257031	HMO	400	12	32.4	04/25/2015	N	\$32.40	\$0.00	\$32.40		
														SubTL:	\$32.40	\$32.40	\$0.00	
00730-1026-H0437-C0211-NA (18937) E	04/01/2015	04/30/2015	50112	Summer Research	2090	1013199	8274792	HMO	400	12	28.8	04/24/2015	N	\$28.80	\$0.00	\$28.80		
00730-1026-H0437-C0211-NA (18937) E	05/01/2015	05/31/2015	50112	Summer Research	2090	1013199	8289792	HMO	400	12	18.0	05/22/2015	N	\$18.00	\$0.00	\$18.00		
														SubTL:	\$46.80	\$46.80	\$0.00	
00730-2080-H0233-F0857-NA (32352)	03/01/2015	03/31/2015	50112	Summer Research	2090	1013199	8257031	HMO	400	12	360.00	03/16/2015	N	\$360.00	\$0.00	\$360.00		
00730-2080-H0233-F0857-NA (32352)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	-23662.00	03/16/2015	N	\$-23,662.00	\$0.00	\$-23,662.00		
00730-2080-H0233-F0857-NA (32352)	03/01/2015	03/31/2015	50112	Summer Research	2090	1013199	8257031	HMO	400	12	-360.00	03/16/2015	N	\$-360.00	\$0.00	\$-360.00		
00730-2080-H0233-F0857-NA (32352)	03/01/2015	03/31/2015	50162	Summer Research	2090	1013199	8257031	HMO	10	12	23662.00	03/16/2015	N	\$23,662.00	\$0.00	\$23,662.00		
														SubTL:	\$0.00	\$0.00	\$0.00	0%
														Total:	\$72,068.00	\$72.20	\$71,986.80	100%

Excel

B To meet the stipulated commitment, this form will also need to reflect appropriate level of Cost Sharing. Click on **Input as %** to reflect cost sharing.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).
Cost Transfer has been posted to this Effort Form.

Pre Review Effort Form

Name: Karen Davis B Employee ID: 44444001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$9,405.22	13% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA \$ 0.00 0%	\$9,405.22	13%
15%	\$8,008.28	11% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA \$ 0.00 0%	\$8,008.28	11%
0%	\$4,822.72	7% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child \$ 0.00 0%	\$4,822.72	7%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA \$ 0.00 0%	\$31,949.26	44%
85%	\$54,185.48	75%	Total Sponsored Accounts \$0.00 0%	\$54,185.48	75%
Non-Sponsored Accounts					
	\$5,205.64	7% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN \$ 0.00 0%	\$5,205.64	7%
	\$12,595.68	18% 00730-2072-H0288-B1691-NA (34116)	TIMES IDC \$ 0.00 0%	\$12,595.68	18%
	\$17,801.32	25%	Total Non-Sponsored Accounts \$0.00 0%	\$17,801.32	25%
	\$71,986.80	100%	Grand Total \$0.00 0%	\$71,986.80	100%

Notes
Maximum 800 characters

C. Enter the following in the cost sharing boxes and then click on **Input as \$**:

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).

Pre Review Effort Form

Name: Karen Davis B Employee ID: 44444001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$9,405.22	13% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA 7% \$4,677.13	\$14,082.35	20%
15%	\$8,008.28	11% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA 4% \$2,879.47	\$10,887.75	15%
0%	\$4,822.72	7% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child 7% \$5,039.08	\$9,861.80	14%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA 0% \$0.00	\$31,949.26	44%
85%	\$54,185.48	75%	Total Sponsored Accounts: 18% \$12,595.68	\$66,781.16	93%
Non-Sponsored Accounts					
	\$5,205.64	7% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN 0% \$0.00	\$5,205.64	7%
	\$12,595.68	18% 00730-2072-H0288-B1691-NA (34116)	TIMES IDC -18% \$-12,595.68	\$0.00	0%
	\$17,801.32	25%	Total Non-Sponsored Accounts: -18% \$-12,595.68	\$5,205.64	7%
	\$71,986.80	100%	Grand Total 0% \$0.00	\$71,986.80	100%

Notes

Return to **Input as \$** mode in order to proceed.

D. Click on **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

This form contains an award(s) with a sponsor imposed salary cap. For details related to a specific Account, please click on **CAP** indicated below. To see the details related to all cap-imposed Accounts, click [here](#).
Cost Transfer has been posted to this Effort Form.

Pre Review Effort Form

Name: Karen Davis B Employee ID: 444444001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Add Account Input as % Reset Form

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$9,405.22	13% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA \$ 4677.13 7%	\$14,082.35	20%
15%	\$8,008.28	11% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA \$ 2879.47 4%	\$10,887.75	15%
0%	\$4,822.72	7% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child \$ 5039.08 7%	\$9,861.80	14%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA \$ 0.00 0%	\$31,949.26	44%
85%	\$54,185.48	75%	Total Sponsored Accounts \$12,595.68 18%	\$66,781.16	93%
Non-Sponsored Accounts					
	\$5,205.64	7% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN \$ 0.00 0%	\$5,205.64	7%
	\$12,595.68	18% 00730-2072-H0288-B1691-NA (34116)	TIMES IDC \$ -12595.68 -18%	\$0.00	0%
	\$17,801.32	25%	Total Non-Sponsored Accounts \$-12,595.68 -18%	\$5,205.64	7%
	\$71,986.80	100%	Grand Total \$0.00 0%	\$71,986.80	100%

Notes
Maximum 800 characters

Exit Form Initiate CT Save Form **Proceed** Help
Top Form Prev. Form Next Form Last Form

E. This completed the Pre Review. An email went out to Karen Davis B to notify her that her effort form is now available for certification. Click on **Exit**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Pre Review Summary

Name: Karen Davis B Employee ID: 444444001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010

[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
20%	\$9,405.22	13% 00730-5013-H0288-B0001-G104660 (50061) CAP	TEXAS CENTER FOR LEA \$4677.13 7%	\$14,082.35	20%
15%	\$8,008.28	11% 00730-5013-H0288-B0001-G104661 (50053) CAP	TEXAS CENTER FOR LEA \$2879.47 4%	\$10,887.75	15%
0%	\$4,822.72	7% 00730-5013-H0288-B0001-G107189 (53593) CAP	A Follow-Up of Child \$5039.08 7%	\$9,861.80	14%
50%	\$31,949.26	44% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA \$0.00 0%	\$31,949.26	44%
85%	\$54,185.48	75%	Total Sponsored Accounts: \$12,595.68 18%	\$66,781.16	93%
Non-Sponsored Accounts					
	\$5,205.64	7% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN \$0.00 0%	\$5,205.64	7%
	\$12,595.68	18% 00730-2072-H0288-B1691-NA (34116)	TIMES IDC \$-12595.68 -18%	\$0.00	0%
	\$17,801.32	25%	Total Non-Sponsored Accounts: \$-12,595.68 -18%	\$5,205.64	7%
	\$71,986.80	100%	Grand Total: \$0.00 0%	\$71,986.80	100%

Notes:
N/A

Form Pre Reviewed By: Grant Adams
Form Pre Reviewed On: 06/30/2015

This Effort Form has been successfully Pre Reviewed. If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

Exit Help
Top Form Prev. Form Next Form Last Form

Confirmation
An email notification was sent to the Certifier: Karen Davis B, at on 06/30/15.

F. Karen Davis B status now reflects "Y" under the Pre Reviewed? column.

The screenshot shows the 'Certification' interface for the University of Houston. The main content area is titled 'Critical Effort Forms Pending Pre Review for Current Reporting Period'. It contains a table with the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	N (CT Pending)	N	N	Karen Davis A
Karen Davis B	053115	H0XXX	1010	Y	N	N	Karen Davis B
Michael Ford	053115	H0XXX	1020	N	N	N	Michael Ford

Below the table, there is a link: [Return to Home](#)

The interface also features a left-hand navigation menu with the following items: Assignment, Notification, Pre Review, Certify, Post Review, and Reporting. The top navigation bar includes links for Home, My Profile, Tutorial, Help, About, and Log Off.

Employee # 3 –Michael Ford

A. Select **Michael Ford** from the Pre Review list of individuals.

The screenshot shows the 'Certification' interface with a table titled 'Critical Effort Forms Pending Pre Review for Current Reporting Period'. The table has columns for Name, RP Code, Sub Dept, Title Code, Pre Reviewed?, Certified?, Post Reviewed?, and Certifier Name. A red arrow points to the row for Michael Ford.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	N (CT Pending)	N	N	Karen Davis A
Karen Davis B	053115	H0XXX	1010	Y	N	N	Karen Davis B
Michael Ford	053115	H0XXX	1020	N	N	N	Michael Ford

B. Michael's form has a suspense account. Therefore, it was placed in the Critical Category to alert the Pre Reviewer to take action. Suspense accounts need to be cleared (balance of \$0.00) in order for the form to advance to the Certifier. To clear the suspense, the Pre Reviewer will be making a cost transfer, transferring the full amount to the sponsored project. Also note, that the cost sharing has been pre-populated by ERS. The cost sharing percentage is part of the total commitment listed for this project. Click on the "12%" listed under Commitment column.

The screenshot shows the 'Pre Review Effort Form' for Michael Ford. It includes a table of accounts with columns for Commitment, Payroll, Accounts, Cost Sharing, Total \$, and Total %. A red arrow points to the 12% commitment for a suspense account.

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
12%	\$6,441.86	12% 00730-5013-H0064-B0001-G106020 (52816) Stress and Drug Use	\$ 5,450.27	\$11,892.13	22%
12%	\$6,441.86	12% Control Salary/Suspense/Payroll Clearing Accounts	\$5,450.27	\$11,892.13	22%
12%	\$6,739.20	12% 00730-2080-H0058-F0857-NA (32322) PAYROLL SUSPENSE		\$6,739.20	12%
\$6,739.20		12% Total Control Salary/Suspense/Payroll Clearing Accounts	N/A		
\$41,321.60		76% 00730-1026-H0064-A0387-NA (10994) EPSY FAC SAL	\$ -5,450.27	\$35,871.33	66%
\$41,321.60		76% Total Non-Sponsored Accounts	\$ -5,450.27	\$35,871.33	66%
\$54,502.66		100% Grand Total	\$0.00	\$54,502.66	100%

- C. Commitment detail shows a total of 12% effort committed on this project of which 10% is cost sharing. As a result, ERS pre-populated the Cost Sharing column with the cost sharing amount on the effort form. Click on Close Window.

Details for Award 00730-5013-H0064-B0001-G106020 (52816) - for Reporting Period 053115

Michael, Ford
Appointment: 12.0 Months
Reporting Period: 03/01/2015 - 05/31/2015

Awarded Period 04/01/2013 - 12/31/2015

	Awarded Effort	Awarded Cost Sharing	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Percents	12	10	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

Average On Reporting Period 03/01/2015 - 05/31/2015

Average Awarded Paid %	Average Awarded Cost Sharing %	Average Awarded Total %
2	10	12

Close Window

- D. Click on **Initiate CT**. The form will be marked as 'CT Pending'.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Pre Review Effort Form

Name: Michael, Ford Employee ID: 555555001 Title: Associate Professor
SubDept: H0XXX Division: H0409 Title Code: 1020
[View Previously Certified Effort Statements](#)

Add Account Input as % Reset Form

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
12%	\$6,441.86	12% 00730-5013-H0064-B0001-G106020 (52816) Stress and Drug Use	\$ 5,450.27 10%	\$11,892.13	22%
12%	\$6,441.86	12% Total Sponsored Accounts	\$5,450.27 10%	\$11,892.13	22%
Control Salary/Suspense/Payroll Clearing Accounts					
	\$6,739.20	12% 00730-2080-H0058-F0857-NA (32322) PAYROLL SUSPENSE		\$6,739.20	12%
	\$6,739.20	12% Total Control Salary/Suspense/Payroll Clearing Accounts	N/A		
Non-Sponsored Accounts					
	\$41,321.60	76% 00730-1026-H0064-A0387-NA (10994) EPSY FAC SAL	\$ -5,450.27 -10%	\$35,871.33	66%
	\$41,321.60	76% Total Non-Sponsored Accounts	\$-5,450.27 -10%	\$35,871.33	66%
	\$54,502.66	100% Grand Total	\$0.00 0%	\$54,502.66	100%

Notes
Maximum 800 characters

Exit Form **Initiate CT** Save Form Proceed Help
Top Form Prev. Form

E. Click **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Pre Review Effort Form

Name: Michael, Ford Employee ID: 555555001 Title: Associate Professor
SubDept: H0XXX Division: H0409 Title Code: 1020
[View Previously Certified Effort Statements](#)

Cost Transfer Pending

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
12%	\$6,441.86	12% 00730-5013-H0064-B0001-G106020 (52816)	Stress and Drug Use	\$ 5,450.27	10%
12%	\$6,441.86	12%	Total Sponsored Accounts	\$5,450.27	10%
Control Salary/Suspense/Payroll Clearing Accounts					
	\$6,739.20	12% 00730-2080-H0058-F0857-NA (32322)	PAYROLL SUSPENSE		
	\$6,739.20	12%	Total Control Salary/Suspense/Payroll Clearing Accounts	N/A	
Non-Sponsored Accounts					
	\$41,321.60	76% 00730-1026-H0064-A0387-NA (10994)	EPSY FAC SAL	\$ -5,450.27	-10%
	\$41,321.60	76%	Total Non-Sponsored Accounts	\$-5,450.27	-10%
	\$54,502.66	100%	Grand Total	\$0.00	0%

Notes Maximum 800 characters

F. The status of Michael Ford's form now indicates 'N (CT Pending).'

UNIVERSITY OF HOUSTON **Certification**

Home My Profile Tutorial Help About Log Off

CERT

Critical Effort Forms Pending Pre Review for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis A	053115	H0XXX	1010	N (CT Pending)	N	N	Karen Davis A
Karen Davis B	053115	H0XXX	1010	Y	N	N	Karen Davis B
Michael Ford	053115	H0XXX	1020	N (CT Pending)	N	N	Michael Ford

[Return to Home](#)

G. Click on **Return to Home**.

Employee # 4 –James Barns

A. From the My Status/To Do, click on “1” listed under Pending Pre Review Prior Periods .

The screenshot shows the 'My Status / To Do' section of the certification system. It contains a table with the following data:

	Pre Review		Post Review	
	Pending	Critical	Pending	Pending Certification
Current Period (053115)	0	2	0	2
Prior Periods	1	0	0	0

A red arrow points to the '1' in the 'Pending' column for 'Prior Periods'.

B. Select **James Barns** from the Pre Review list. James Barnes’ form is for the summer reporting period.

The screenshot shows a table titled 'Effort Forms Pending Pre Review from Prior Periods' with the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
James Barnes	083114	H0XXX	1020	N	N	N	James Barnes

A red arrow points to the 'James Barnes' entry in the table.

C. James’ form represents a summer effort form. The Pre Reviewer notices that one of the accounts is not represented on the form. Pre Reviewer will add this account using the Add Account followed by the account search process. Click on **Add Account**.

University of Houston
Reporting Period: 083114 (06/01/2014 - 08/31/2014)

Pre Review Effort Form

Name: James Barnes Employee ID: 777777001 Title: Associate Professor
SubDept: H0XXX Division: H0409 Title Code: 1020
[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
37%	\$18,009.32	37% 00730-5021-H0058-B0100-C108486 (55589)	UH A+ CHALLENGE NETW	\$ 0.00	0%
18%	\$9,004.66	18% 00730-5021-H0058-B0100-C108487 (55594)	UH - A+ UP	\$ 0.00	0%
55%	\$27,013.98	55%	Total Sponsored Accounts	\$0.00	0%
Non-Sponsored Accounts					
	\$7,717.98	16% 00730-1026-H0058-A0403-NA (19594)	EDUC SUMMER FAC SAL	\$ 0.00	0%
	\$3,858.99	8% 00730-2064-H0058-A2089-NA (34215)	DT - SUMMER SUPPORT	\$ 0.00	0%
	\$10,377.34	21% 00730-4041-H0058-D0073-NA (53266)	TEACH TO LEAD	\$ 0.00	0%
	\$21,954.31	45%	Total Non-Sponsored Accounts	\$0.00	0%
	\$48,968.29	100%	Grand Total	\$0.00	0%

Notes
Maximum 800 characters

D. Enter **00730-56793** for Project ID. Sponsored Account will be selected by default. Click on **Continue**.

Search Accounts

Please input as much information as possible to narrow down the search. To perform a search, enter at least the first character for Project ID or Fund or Dept. The system will return first 1,000 records that match the criteria entered. The search is case-insensitive.

Choose Account Type, and input Project ID or Fund or Dept.

Sponsored Account
 Non-Sponsored Account

Project ID:

Fund:

Dept:

E. Select the account from the drop down. Account Description and the Account Status will automatically be selected. Click on **Add Account**.

Add Account

You are going to add a **Sponsored** Account to **James Barnes**. Please select an Account to add to the form. The Account description and the status will be populated automatically.

Please select an Account from the Account drop-down box. Account descriptions and Account Status will be populated automatically.

Account: (Select an Account)

Account Description:

Account Status:

Please select a valid Account. Click [here](#) to start a new search.

F. The account has been added to the form. The Pre Reviewer will be making a cost transfer to reflect the correct charges on this account. Click on **Initiate CT**.

University of Houston
Reporting Period: 083114 (06/01/2014 - 08/31/2014)

Pre Review Effort Form

Name: James Barnes Employee ID: 77777001 Title: Associate Professor
SubDept: H0XXX Division: H0409 Title Code: 1020
[View Previously Certified Effort Statements](#)

Add Account Input as % Reset Form

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
	\$0.00	0% 00730-5013-H0064-B0001-G109074 (56793)	PROJECT T.O.G.E.T.H. <input checked="" type="checkbox"/>	\$ 0.00	0%
37%	\$18,009.32	37% 00730-5021-H0058-B0100-C108486 (55589)	UH A+ CHALLENGE NETW	\$ 0.00	0%
18%	\$9,004.66	18% 00730-5021-H0058-B0100-C108487 (55594)	UH - A+ UP	\$ 0.00	0%
55%	\$27,013.98	Total Sponsored Accounts		\$0.00	0%
Non-Sponsored Accounts					
	\$7,717.98	16% 00730-1026-H0058-A0403-NA (19594)	EDUC SUMMER FAC SAL	\$ 0.00	0%
	\$3,858.99	8% 00730-2064-H0058-A2089-NA (34215)	DT - SUMMER SUPPORT	\$ 0.00	0%
	\$10,377.34	21% 00730-4041-H0058-D0073-NA (53266)	TEACH TO LEAD	\$ 0.00	0%
	\$21,954.31	Total Non-Sponsored Accounts		\$0.00	0%
	\$48,968.29	Grand Total		\$0.00	0%

Notes
Maximum 800 characters

Exit Form **Initiate CT** Save Form Proceed Help

G. Cost Transfer Pending is now displayed at the top of the form. Click on **Exit Form**.

University of Houston
Reporting Period: 083114 (06/01/2014 - 08/31/2014)

Pre Review Effort Form

Name: James Barnes Employee ID: 77777001 Title: Associate Professor
SubDept: H0XXX Division: H0409 Title Code: 1020
[View Previously Certified Effort Statements](#)

Add Account Input as % Reset Form

→ Cost Transfer Pending

Commitment	Payroll	Accounts	Cost Sharing	Total \$	Total %
Sponsored Accounts					
	\$0.00	0% 00730-5013-H0064-B0001-G109074 (56793)	PROJECT T.O.G.E.T.H. <input checked="" type="checkbox"/>	\$ 0.00	0%
37%	\$18,009.32	37% 00730-5021-H0058-B0100-C108486 (55589)	UH A+ CHALLENGE NETW	\$ 0.00	0%
18%	\$9,004.66	18% 00730-5021-H0058-B0100-C108487 (55594)	UH - A+ UP	\$ 0.00	0%
55%	\$27,013.98	Total Sponsored Accounts		\$0.00	0%
Non-Sponsored Accounts					
	\$7,717.98	16% 00730-1026-H0058-A0403-NA (19594)	EDUC SUMMER FAC SAL	\$ 0.00	0%
	\$3,858.99	8% 00730-2064-H0058-A2089-NA (34215)	DT - SUMMER SUPPORT	\$ 0.00	0%
	\$10,377.34	21% 00730-4041-H0058-D0073-NA (53266)	TEACH TO LEAD	\$ 0.00	0%
	\$21,954.31	Total Non-Sponsored Accounts		\$0.00	0%
	\$48,968.29	Grand Total		\$0.00	0%

Notes
Maximum 800 characters

Exit Form Undo CT Pending Status Help

H. The Pre Review status for James Barnes now reflects 'N (CT Pending)'. Click on **Home**.

The screenshot shows the 'Certification' page for James Barnes. The top navigation bar includes 'Home', 'My Profile', 'Tutorial', 'Help', 'About', and 'Log Off'. A red arrow points to the 'Home' link. Below the navigation bar, there is a section titled 'Effort Forms Pending Pre Review from Prior Periods' containing a table with the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
James Barnes	083114	H0XXX	1020	N (CT Pending)	N	N	James Barnes

Below the table is a link: [Return to Home](#).

I. Click on **Log Off**.

The screenshot shows the 'Departmental Coordinator' page for Grant Adams. The top navigation bar includes 'Home', 'My Profile', 'Tutorial', 'Help', 'About', and 'Log Off'. A red arrow points to the 'Log Off' link. The page content includes a section titled 'Effort Form Status' with a progress bar and a summary: 'Total 0 out of 4 forms completed; 2 pending Pre Review; 2 pending Certification; 0 pending Post Review; 1 from Prior Periods.' Below this is a 'My Status / To Do' table:

	Pre Review		Post Review	
	Pending	Critical	Pending	Pending Certification
Current Period (053115)	0	2	0	2
Prior Periods	1	0	0	0

Scenarios #3 and 4: CERTIFICATION

Certifier # 1 – Karen Davis B certifying her own form

Log on as Karen Davis B, a faculty member. Typically you will not be performing the role of a Certifier in the live environment; however, it is important to understand what the Certifier will be encountering.

- A. Log on using your training User ID for Karen Davis B: **444444XXX** and password **temp**.

UNIVERSITY of
HOUSTON

User ID:
444444XXX

Password:
temp

Login

ERS Effort Reporting System

ERS Help Desk

phone
(xxx) 555-1000

email
ershelpdesk@maximus.com

SECURITY: You are about to view personal information. Your information will be protected by encryption as it travels across the web. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

B. Click on the '2' under Certification Pending in the Status/My To Do List Current Period.

The screenshot shows the 'Certification' interface for Karen Davis B. The 'My Status / To Do' section contains the following table:

	Certification	
	Pending	Pending Pre Review
Current Period (053115)	2	0
Prior Periods	0	0

Below this table are two search boxes: 'Search Employee Effort Forms' (with an 'Employee Id' field) and 'Search Employee Effort Forms By Account' (with an 'Account Id' field).

C. Karen Davis B is certifying her form and effort related to her project for Jennifer Evans. Click on Karen Davis B.

The screenshot shows the 'Effort Forms Pending Certification for Current Reporting Period' section. The table below contains the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	N	N	Karen Davis B

Below this is the 'Line Item Effort Forms Pending Certification for Current Reporting Period' section with the following table:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	N	N	Multiple

A 'Return to Home' link is visible at the bottom left.

D. Certification form for Karen Davis B is presented. While reviewing this form, Karen determines that the effort reflected on the last sponsored project ([00730-5015-H0288-B0001-G100232 \(46963\)](#)) is not correct.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Karen Davis B Employee ID: 444444001 Title: Professor
 SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	
Sponsored Accounts						
20%	00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA	13% *	7%	20%	<input type="text" value="20"/> %
15%	00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA	11% *	4%	15%	<input type="text" value="15"/> %
0%	00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child	7% *	7%	14%	<input type="text" value="14"/> %
50%	00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	44%	0%	44%	<input type="text" value="44"/> %
85%	Total Sponsored Accounts:		75%	18%	93%	93%
Non-Sponsored Accounts						
	00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	7%	0%	7%	<input type="text" value="7"/> %
	00730-2072-H0288-B1691-NA (34116)	TIMES IDC	18% *	-18%	0%	<input type="text" value="0"/> %
	Total Non-Sponsored Accounts:		25%	-18%	7%	7%
Grand Total:			100%	0%	100%	100%

Notes
 Maximum 800 characters

* This percentage has been adjusted through Pre Review. To view the details, please click on **Pre Review Details** button.
 Select **Save Form** to preserve the changes. Select the **Notify** button to notify your Pre Reviewer. Select **Proceed** button to continue with certification.

E. Karen will update the effort column on this project to change the effort percentage from 44 to **50**. To ensure the effort form totals 100%, Karen will also update the first non-sponsored account so that it now reflects **1**. Click **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Karen Davis B Employee ID: 444444001 Title: Professor
 SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	
Sponsored Accounts						
20%	00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA	13% *	7%	20%	<input type="text" value="20"/> %
15%	00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA	11% *	4%	15%	<input type="text" value="15"/> %
0%	00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child	7% *	7%	14%	<input type="text" value="14"/> %
50%	00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	44%	0%	44%	<input style="border: 2px solid red;" type="text" value="50"/> %
85%	Total Sponsored Accounts:		75%	18%	93%	99%
Non-Sponsored Accounts						
	00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	7%	0%	7%	<input style="border: 2px solid red;" type="text" value="1"/> %
	00730-2072-H0288-B1691-NA (34116)	TIMES IDC	18% *	-18%	0%	<input type="text" value="0"/> %
	Total Non-Sponsored Accounts:		25%	-18%	7%	1%
Grand Total:			100%	0%	100%	100%

Notes
 Maximum 800 characters

* This percentage has been adjusted through Pre Review. To view the details, please click on **Pre Review Details** button.
 Select **Save Form** to preserve the changes. Select the **Notify** button to notify your Pre Reviewer. Select **Proceed** button to continue with certification.

F. Confirm the percentages as correct, review the Certification Checklist and read the Attestation Statement. If the Certifier agrees with the effort distributions, he/she will click **Certify**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Karen Davis B	Employee ID: 444444001	Title: Professor
SubDept: H0XXX	Division: H0409	Title Code: 1010

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts				
00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA	13% *	7%	20%
00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA	11% *	4%	15%
00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child	7% *	7%	14%
00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	44%	0%	50%
Total Sponsored Accounts:		75%	18%	93%
Non-Sponsored Accounts				
00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	7%	0%	7%
00730-2072-H0288-B1691-NA (34116)	TIMES IDC	18% *	-18%	0%
Total Non-Sponsored Accounts:		25%	-18%	7%
Grand Total:		100%	0%	100%

* This percentage has been adjusted in Pre Review.

Notes:
N/A

Certification Checklist - Please make sure you have completed all the steps in the checklist below

- [Info on ERS](#)
- [Effort Reporting Policy](#)
- [Remember Cost Sharing](#)
- [Are all grants listed?](#)
- [FAQ](#)
- [Federal Uniform Guidance](#)

If all information above is correct, please click on **Certify**. Click on **Return** to return to the initial form. Click on **Exit Form** to return to the list.

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

→

If the information above does not reflect your Effort, Do Not Certify. Click on [Notify](#) to email your Effort Administrator.

G. Review the Certified Effort Statement, including Certifier name and date certified, and email confirmation that was generated to the Post Reviewer to reconcile the differences. Click **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certified Effort Statement

Name: Karen Davis B Employee ID: 444444001 Title: Professor
SubDept: H0XXX Division: H0409 Title Code: 1010

[View Previously Certified Effort Statements](#)

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts				
00730-5013-H0288-B0001-G104660 (50061)	13%	7%	20%	20%
00730-5013-H0288-B0001-G104661 (50053)	11%	4%	15%	15%
00730-5013-H0288-B0001-G107189 (53593)	7%	7%	14%	14%
00730-5015-H0288-B0001-G100232 (46963)	44%	0%	44%	50%
Total Sponsored Accounts:	75%	18%	93%	99%
Non-Sponsored Accounts				
00730-1101-H0288-C0633-NA (38604)	7%	0%	7%	1%
00730-2072-H0288-B1691-NA (34116)	18%	-18%	0%	0%
Total Non-Sponsored Accounts:	25%	-18%	7%	1%
Grand Total:	100%	0%	100%	100%

Notes:
N/A

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

Form Certified By:	Karen Davis B
Form Certified On:	07/01/2015

This Effort Form has been successfully Certified. If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

[If you would like to make changes on this certified effort form, please click here.](#)

Confirmation
An email notification was sent out to the Post Reviewer: Grant Adams . at null on 07/01/15.

H. A "Y" in the Certified column indicates the form has been certified.

Certification

Home
My Profile
Tutorial
Help ▾
About
Log Off

CERT

Certify

Effort Forms Pending Certification for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	Y	N	Karen Davis B

Line Item Effort Forms Pending Certification for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	N	N	Multiple

[Return to Home](#)

Certifier # 1 – Karen Davis B certifying her projects on Jennifer Evans' form.

Next, Karen Davis B will be certifying the effort Jennifer Evans devoted to her project. This process is called 'Line Item Certification'.

A. Click on Jennifer Evans located under Line Item Effort Forms section.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	Y	N	Karen Davis B

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	N	N	Multiple

B. The Line Item Effort Form looks similar to the form Karen Davis B certified in the previous example. Karen's project is currently showing 6% of effort. The remaining project will be certified by Michael Ford. Karen reviewed the form and confirmed that the effort is reflected correctly. Click **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Jennifer Evans Employee ID: 88888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7
[View Previously Certified Effort Statements](#)

Commitment	Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts						
	00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG	50%	0%	50%	Pending Certification - Michael, Ford
	00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A	6%	0%	6%	Available for Certification
Total Sponsored Accounts:			56%	0%	56%	
Non-Sponsored Accounts						
	00730-2080-H0288-B1672-NA (32522)	TEJAS LEE TRAINING	44%	0%	44%	
Total Non-Sponsored Accounts:			44%	0%	44%	
Grand Total:			100%	0%	100%	

Notes
Maximum 800 characters

Select **Save Form** to preserve the changes. Select the **Notify** button to notify your Pre Reviewer. Select **Proceed** button to continue with certification.

C. Karen will review the attestation statement, the Certification checklist and will click **Certify**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts					
00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A	6%	0%	6%	6%
Total Sponsored Accounts:		6%	0%	6%	6%

Notes:
N/A

Certification Checklist - Please make sure you have completed all the steps in the checklist below

- [Info on ERS](#)
- [Effort Reporting Policy](#)
- [Remember Cost Sharing](#)
- [Are all grants listed?](#)
- [FAQ](#)
- [Federal Uniform Guidance](#)

If all information above is correct, please click on **Certify**. Click on **Return** to return to the initial form. Click on **Exit Form** to return to the list.

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

If the information above does not reflect your Effort, Do Not Certify. Click on [Notify](#) to email your Effort Administrator.

D. Certification is now complete. Click on **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certified Effort Statement

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7

[View Previously Certified Effort Statements](#)

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts					
00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A	6%	0%	6%	6%
Total Sponsored Accounts:		6%	0%	6%	6%

Notes:
N/A

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

This Effort Form has been successfully Certified. If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

If you would like to make changes on this certified effort form, please click [here](#).

E. Jennifer Evans' form now reflects 'Y' under Certified? column. Click on **Return to Home**.

The screenshot shows the 'Certification' page with a table titled 'Effort Forms Pending Certification for Current Reporting Period'. The table has columns: Name, RP Code, Sub Dept, Title Code, Pre Reviewed?, Certified?, Post Reviewed?, and Certifier Name. The first row shows Karen Davis B with Certified? = Y. Below this is a table titled 'Line Item Effort Forms Pending Certification for Current Reporting Period' with columns: Name, RP Code, Sub Dept, Title Code, Pre Reviewed?, Certified?, Post Reviewed?, and Certifier Name. The first row shows Jennifer Evans with Certified? = Y. A red arrow points to a 'Return to Home' link at the bottom left of the page.

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	Y	N	Karen Davis B

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	Y	N	Multiple

F. The 'My Status/To Do' for Karen Davis B now doesn't have any pending forms. Click on **Log Off**.

The screenshot shows the 'Certifier' page for Karen Davis B. The 'My Status / To Do' section displays a message: 'Congratulations! You do not have any To-Do Items'. The top navigation bar includes links for Home, My Profile, Tutorial, Help, About, and Log Off. A red arrow points to the 'Log Off' link.

Scenario #4: CERTIFICATION

Certifier # 2 – Michael Ford certifying his project on Jennifer Evans' form.

A. Log on as Michael Ford by entering training user ID: **555555XXX** and password **temp**.

UNIVERSITY of
HOUSTON

User ID:

Password:

Login

ERS Help Desk

phone
(xxx) 555-1000

email
ershelpdesk@maximus.com

ERS Effort Reporting System

SECURITY: You are about to view personal information. Your information will be protected by encryption as it travels across the web. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

- B. Click on the '1' under Certification Pending in the Status/My To Do List Current Period. Michael's own form has not finished Pre Review yet, and therefore, not available for certification.

The screenshot shows the 'Certification' interface for Michael Ford. The 'My Status / To Do' section contains the following table:

	Certification	
	Pending	Pending Pre Review
Current Period (053115)	1	1
Prior Periods	0	0

Below this table are two search boxes: 'Search Employee Effort Forms' (with an 'Employee Id' field) and 'Search Employee Effort Forms By Account' (with an 'Account Id' field).

- C. Select **Jennifer Evans** from the list. The effort form is located in a section titled "Line Item Effort Forms". Review the Effort Form. Michael Ford can only certify effort as it relates to his project(s).

The screenshot shows the 'Line Item Effort Forms Pending Certification for Current Reporting Period' section. It contains a table with the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	N (saved)	N	Multiple

A red arrow points to the 'Jennifer Evans' row. Below the table is a 'Return to Home' link.

D. Review the Effort Form. Michael determines that percentages are correct and will click **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7
[View Previously Certified Effort Statements](#)

Commitment	Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts						
	00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG	50%	0%	50%	50% Available for Certification
	00730-5013-H0288-B0001-G101970 (48264)	USING LONGITUDINAL A	6%	0%	6%	6% Certified by Karen Davis B on 2015-07-01 17:20:51.519
		Total Sponsored Accounts:	56%	0%	56%	56%
Non-Sponsored Accounts						
	00730-2080-H0288-B1672-NA (32522)	TEJAS LEE TRAINING	44%	0%	44%	44%
		Total Non-Sponsored Accounts:	44%	0%	44%	44%
		Grand Total:	100%	0%	100%	100%

Notes:
Maximum 800 characters

Select **Save Form** to preserve the changes. Select the **Notify** button to notify your Pre Reviewer. Select **Proceed** button to continue with certification.

E. Confirm the percentages are correct once again, review the Certification Checklist and read the Attestation Statement. If the Certifier agrees with the effort distribution **Certify**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certify Effort Form

Name: Jennifer Evans Employee ID: 888888001 Title: Researcher 2 Nat Phys Science
SubDept: H0XXX Division: H0409 Title Code: T3D7

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts					
00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG	50%	0%	50%	50% Available for Certification
		Total Sponsored Accounts:	50%	0%	50%

Notes:
N/A

Certification Checklist - Please make sure you have completed all the steps in the checklist below

- [Info on ERS](#)
- [Effort Reporting Policy](#)
- [Remember Cost Sharing](#)
- [Are all grants listed?](#)
- [FAQ](#)
- [Federal Uniform Guidance](#)

If all information above is correct, please click on **Certify**. Click on **Return** to return to the initial form. Click on **Exit Form** to return to the list.

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

If the information above does not reflect your Effort, Do Not Certify. Click on **Notify** to email your Effort Administrator.

F. The effort form has now been certified. Click **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Certified Effort Statement

Name: Jennifer Evans
SubDept: H0XXX

Employee ID: 88888001
Division: H0409

Title: Researcher 2 Nat Phys Science
Title Code: T3D7

[View Previously Certified Effort Statements](#)

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status	
Sponsored Accounts						
00730-5013-H0288-B0001-G101915 (48475)	ARITHMETICAL AND COG	50%	0%	50%	50%	Certified by Michael Ford on 2015-07-01 17:24:07.160
Total Sponsored Accounts:		50%	0%	50%	50%	

Notes:
N/A

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

This Effort Form has been successfully Certified. If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

Exit Form
Pre Review Details

If you would like to make changes on this certified effort form, please click [here](#).

G. Jennifer Evans' form certification status now reflects "Y" under Certified? Status. Click on **Log Off**.

Certification

[Home](#) | [My Profile](#) | [Tutorial](#) | [Help](#) | [About](#) | [Log Off](#)

CERT

Certify

Effort Forms Pending Certification for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
No Pending Effort Forms							

Line Item Effort Forms Pending Certification for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Jennifer Evans	053115	H0XXX	T3D7	Y	Y	N	Multiple

[Return to Home](#)

Scenario #5: POST REVIEW

Log on to the system as the Departmental Coordinator **Grant Adams** using your USERID **111111XXX** and your Password **temp** (all lower case, no quotations).

UNIVERSITY of
HOUSTON

User ID:
111111XXX

Password:
.....

Login

ERS Help Desk

phone
(xxx) 555-1000

email
ershelpdesk@maximus.com

ERS Effort Reporting System

SECURITY: You are about to view personal information. Your information will be protected by encryption as it travels across the web. To continue to protect the privacy of your information, you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information.

A. Click on number '1' located under Post Review Pending box.

Effort Form Status

Completion Status: 25% for Current Reporting Period - 053115

Total 1 out of 4 forms completed; 2 pending Pre Review; 0 pending Certification; 1 pending Post Review. 1 from Prior Periods.

My Status / To Do

	Pre Review		Post Review	
	Pending	Critical	Pending	Pending Certification
Current Period (053115)	0	2	1	0
Prior Periods	1	0	0	0

B. Click on **Karen Davis B.**

Effort Forms Pending Post Review for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	Y	N	Karen Davis B

[Return to Home](#)

- C. Post Review Summary screen is presented highlighting the differences between the percentages from Pre Review and Certification. Click **Proceed**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Post Review Effort Summary

Name: Karen Davis B Employee ID: 444444001 Title: Professor
 SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Accounts		% From Pre Review	% Certified	% Difference
Sponsored Accounts					
20%	00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA	20%	20%	0%
15%	00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA	15%	15%	0%
0%	00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child	14%	14%	0%
50%	00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	44%	50%	6%
85%	Total Sponsored Accounts:		93%	99%	6%
Non-Sponsored Accounts					
	00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	7%	1%	-6%
	00730-2072-H0288-B1691-NA (34116)	TIMES IDC <i>new</i>	0%	0%	0%
	Total Non-Sponsored Accounts:		7%	1%	-6%
	Grand Total:		100%	100%	0%

- D. Post Review screen looks similar to the Pre Review screen. Post Reviewer can view the effort form at the Pre Review stage, if necessary. Grant Adams determines that the differences should be defined as a Cost Transfer. Click **Initiate CT**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Post Review Effort Form

Name: Karen Davis B Employee ID: 444444001 Title: Professor
 SubDept: H0XXX Division: H0409 Title Code: 1010
[View Previously Certified Effort Statements](#)

Commitment	Differences	Accounts		Cost Sharing	Total \$	Total %
Sponsored Accounts						
20%	\$0.00	0% 00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA	\$ 0.00	0%	\$0.00 0%
15%	\$0.00	0% 00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA	\$ 0.00	0%	\$0.00 0%
0%	\$0.00	0% 00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child	\$ 0.00	0%	\$0.00 0%
50%	\$4,319.21	6% 00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA	\$ 0.00	0%	\$0.00 0%
85%		Total Sponsored Accounts:		\$0.00	0%	\$0.00 0%
Non-Sponsored Accounts						
	\$-4,319.21	-6% 00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN	\$ 0.00	0%	\$0.00 0%
	\$0.00	0% 00730-2072-H0288-B1691-NA (34116)	TIMES IDC <i>new</i>	\$ 0.00	0%	\$0.00 0%
		Total Non-Sponsored Accounts:		\$0.00	0%	\$0.00 0%
		Grand Total:		\$0.00	0%	\$0.00 0%

Notes: N/A

Notes:
 Maximum 500 characters

E. Post Review form will now have the status of Cost Transfer Pending. Click on **Exit Form**.

University of Houston
Reporting Period: 053115 (03/01/2015 - 05/31/2015)

Post Review Effort Form

Name: Karen Davis B
SubDept: H0XXX
[View Previously Certified Effort Statements](#)

Employee ID: 444444001
Division: H0409

Title: Professor
Title Code: 1010

Cost Transfer Pending

Commitment	Differences	Accounts	Sponsored Accounts	Cost Sharing	Total \$	Total %
20%	\$0.00	0%	00730-5013-H0288-B0001-G104660 (50061)	TEXAS CENTER FOR LEA \$ 0.00	\$0.00	0%
15%	\$0.00	0%	00730-5013-H0288-B0001-G104661 (50053)	TEXAS CENTER FOR LEA \$ 0.00	\$0.00	0%
0%	\$0.00	0%	00730-5013-H0288-B0001-G107189 (53593)	A Follow-Up of Child \$ 0.00	\$0.00	0%
50%	\$4,319.21	6%	00730-5015-H0288-B0001-G100232 (46963)	UNDERSTANDING MALLEA \$ 0.00	\$0.00	0%
85%			Total Sponsored Accounts:		\$0.00	0%
			Non-Sponsored Accounts			
	-\$4,319.21	-6%	00730-1101-H0288-C0633-NA (38604)	PUBLIC SCHOOLS PARTN \$ 0.00	\$0.00	0%
	\$0.00	0%	00730-2072-H0288-B1691-NA (34116)	TIMES IDC <i>new</i> \$ 0.00	\$0.00	0%
			Total Non-Sponsored Accounts:		\$0.00	0%
	\$0.00	0%	Grand Total:		\$0.00	0%

Notes:
N/A

Notes
Maximum 500 characters

F. Post Review form will now have the status of N(CT Pending). Click on **Return to Home**.

Certification

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[My Profile](#)
[Tutorial](#)
[Help](#)
[About](#)
[Log Off](#)

CERT

- Assignment
- Notification
- Pre Review
- Certify
- Post Review
- Reporting

Effort Forms Pending Post Review for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?	Certifier Name
Karen Davis B	053115	H0XXX	1010	Y	Y	N (CT Pending)	Karen Davis B

▶ [Return to Home](#)

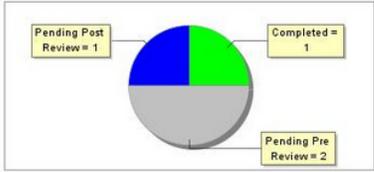
Scenario #6: REPORTING

Click on the 1 out of 4 link located on the Dashboard. This will take the user to the Comprehensive Status Report reflecting the details for the current reporting period.

The screenshot displays the 'UNIVERSITY of HOUSTON Certification' dashboard. The user is logged in as 'Grant Adams', a 'Departmental Coordinator'. A navigation menu on the left includes 'CERT', 'Assignment', 'Notification', 'Pre Review', 'Certify', 'Post Review', and 'Reporting'. The main content area shows the 'Effort Form Status' report for the current reporting period (053115). The report indicates a completion status of 25%, represented by a green progress bar. A red arrow points to the text 'Total 1 out of 4 forms completed; 2 pending Pre Review; 0 pending Certification; 1 pending Post Review. 1 from Prior Periods.' The top navigation bar includes links for 'Home', 'My Profile', 'Tutorial', 'Help', 'About', and 'Log Off'.

This report provides the details for Pre Review, Certification, Post Review and Completed Forms.

Comprehensive Status Report (053115)



Completed = 1
Pending Pre Review = 2
Pending Post Review = 1

Form Pending Pre Review [Top](#)

Employee ID	Employee Name	Sub Dept	Dept	Pre Reviewer	Status	RCT Date	Amount
66666001	Karen Davis A	H0XXX	H0XXX	Grant Adams	Pending (CT)		\$66,781.16
55555001	Michael, Ford	H0XXX	H0XXX	Grant Adams	Pending (CT)		\$6,441.86
Sub Total:							\$73,223.02

Displaying 2 of 2 records

Form Pending Certification [Top](#)

Employee ID	Employee Name	Sub Dept	Dept	Pre Reviewer	Date Reviewed	Certifier	Status	RCT Date	Amount
									Sub Total: \$0.00

Displaying 0 of 0 records

Form Pending Post Review [Top](#)

Employee ID	Employee Name	Sub Dept	Dept	Pre Reviewer	Date Reviewed	Certifier	Date Certified	Post Reviewer	Status	RCT Date	Amount
44444001	Karen Davis B	H0XXX	H0XXX	Grant Adams	28-Jun-15	Karen Davis B	28-Jun-15	Grant Adams	Pending (CT)	2015-06-26	\$71,481.32
Sub Total:											\$71,481.32

Displaying 1 of 1 records

Form Completed [Top](#)

Employee ID	Employee Name	Sub Dept	Dept	Pre Reviewer	Date Reviewed	Certifier	Date Certified	Post Reviewer	Date Post Reviewed	RCT Date
88888001	Jennifer Evans	H0XXX	H0XXX	Grant Adams	26-Jun-15	Michael, Ford	28-Jun-15	Not Required		

Displaying 1 of 1 records

EXCEL Download

Click on **Reporting** in the Menu at the left of the home screen.



CERT Departmental Coordinator
Grant Adams

Home My Profile Tutorial Help About Log Off

Assignment
Notification
Pre Review
Certify
Post Review
Reporting

Effort Form Status

Completion Status: 25% for Current Reporting Period - 053115

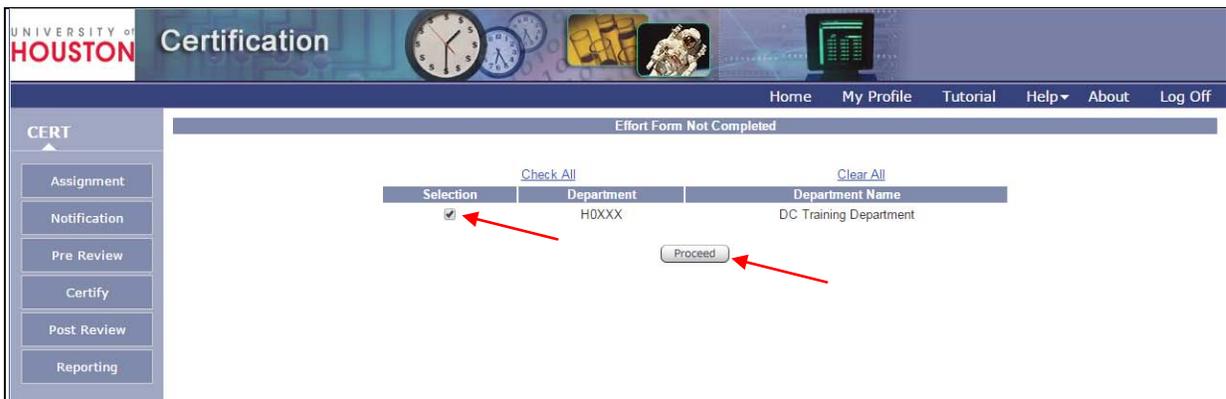
Total 1 out of 4 forms completed; 2 pending Pre Review; 0 pending Certification; 1 pending Post Review, 1 from Prior Periods.

Example: Effort Forms Not Completed

A. Click on the desired Reporting Period (**053115**).



B. Check the department. Click **Proceed**.



C. This report will display all effort forms that have not been completed.



Example: Line Item Eligibility Report

- A. Click on the desired Reporting Period (**053115**). Select the desired department followed by subdepartment.

The screenshot shows the 'Reporting' page in the University of Houston Certification system. The 'Line Item Eligibility' table is displayed with the following data:

Reporting Period	Start Date	End Date
053115	2015-03-01	2015-05-31
113014	2014-09-01	2014-11-30
083114	2014-06-01	2014-08-31

A red arrow points to the '053115' reporting period, which is also indicated as the 'Current Period'.

The screenshot shows the 'Line Item Eligibility' page in the University of Houston Certification system. The 'Check All' button is visible, and the 'Department' dropdown menu is open, showing 'H0XXX' selected. A red arrow points to the 'Proceed' button.

Selection	Department	Department Name
<input checked="" type="checkbox"/>	H0XXX	DC Training Department

Line Item Eligibility

[Check All](#) [Clear All](#)

Selection	Sub Department	Sub Department Name
<input checked="" type="checkbox"/>	H0XXX	DC Training Department

B. The report displays all individuals that have an effort form for the reporting period including their line item eligibility criteria.

Reporting

Line Item Eligibility Report (053115)

Employee ID	Employee Name	Title	Eligibility For Line Item Certification?	Line Item Certification Enabled?
444444001	Karen Davis B	1010	N	N
555555001	Michael, Ford	1020	N	N
666666001	Karen Davis A	1010	N	N
888888001	Jennifer Evans	T3D7	Y	Y

Displaying 4 of 4 records