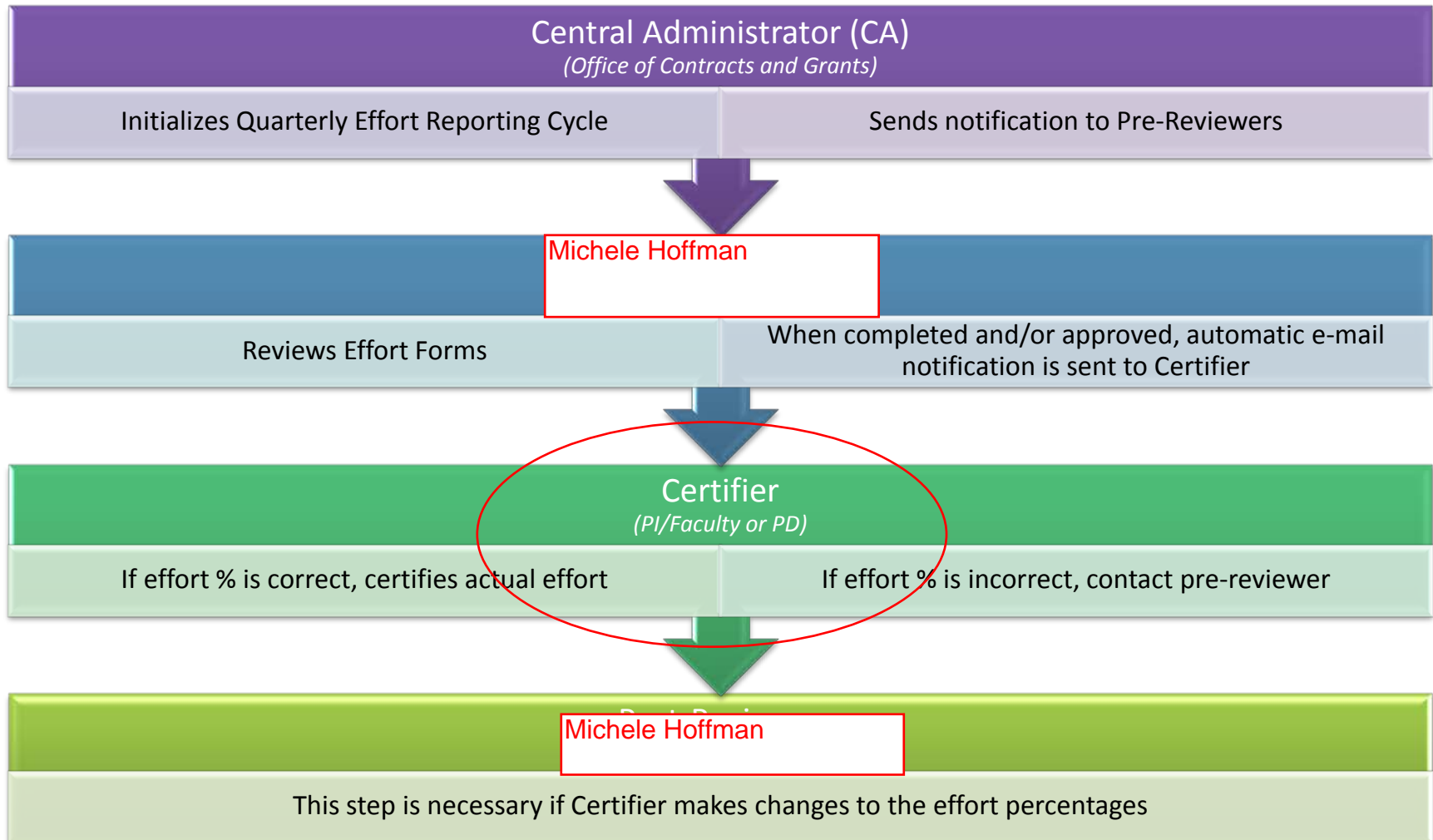


# Effort Reports Process Flow Chart



# Certifier (PI/Faculty or PD) Responsibilities

*The Certifier is the Principal Investigator (Faculty) or the Program Director (PD) listed on the award. The PI or PD is responsible for the following:*

- Ensuring that sponsored and non-sponsored activities are properly accounted for and represented on the form
- Ensuring that distributions are reasonable representations of the actual work performed.
- Notifying pre-reviewer or DBA of incorrect % distribution and take reasonable, making adjustment
- Certify the effort report

# MAXIMUS Effort Reports (Certifier View)

University of Houston Reporting Period: FY15_Q3 (03/01/2015 - 05/31/2015)					
<b>1</b> Name: XXXXXX SubDept: XXXX		Employee ID: XXXXXXXX Division: XXXX	Title: XXXX Title Code: XXXX	<b>3</b> <b>4</b>	
Accounts	<b>2</b>	Payroll %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>					
<a href="#">00730-5013-H0114-B0001-G105828 (52211)</a>	Collaborative Observ	15%	18%	33%	33%
<a href="#">00730-5013-H0114-B0001-G106062 (53772)</a>	Preschool Vision Scr	23%	0%	23%	23%
<a href="#">00730-5013-H0114-B0001-G107557 (55916)</a>	Identification of op	0%	20%	20%	20%
<a href="#">00730-5013-H0114-B0100-C109510 (56702)</a>	PEDIG Vice Chair-Ped	9%	15%	24%	24%
Total Sponsored Accounts:		47%	53%	100%	100%
<b>Non-Sponsored Accounts</b>					
<a href="#">00730-2064-H0113-A9788-NA (38167)</a>	DR CHARLES R STEWART	3%	-3%	0%	0%
<a href="#">00730-2075-H0113-D0799-NA (50804)</a>	OPT FOUNDATION SUPPO	2%	-2%	0%	0%
<a href="#">00730-2080-H0113-F0857-NA (32336)</a>	PAYROLL SUSPENSE	7%	-7%	0%	0%
<a href="#">00730-2160-H0113-D2631-NA (41015)</a>	OPT PREMIUM TUITION	36%	-36%	0%	0%
<a href="#">00730-4042-H0113-A9788-NA (40855)</a>	DR CHARLES R STEWART	5%	-5%	0%	0%
Total Non-Sponsored Accounts:		53%	-53%	0%	0%
Grand Total:		100%	0%	100%	100%

- Employee Information:** Demographics on the employee e.g. Name/EMPL/Title/Department
- Accounts:** List of **all** active sponsored accounts for the PI, and accounts payroll was directly charged.
- Payroll % / Cost Share% / Total %:** Percentage of effort based on payroll distribution and cost share commitments.
- Certified Effort:** Changes to the Total Effort percentage made by the Certifier



Step 1- Click on the Effort Reporting Icon in UH Access.

https://ersprd.my.uh.edu/GenericERS/welcome.jsp?ticket=ST-2d6a12fc0df835132b78532121ca8e63c53c616 University of Houston [US] Search...

Effort Reporting System

File Edit View Favorites Tools Help

UNIVERSITY OF HOUSTON Certification

Home My Profile Tutorial Help About Log Off

**CERT**

**Certify**

Reporting

**Certifier**  
Barr, Christopher D

**My Status / To Do**

	Certification	
	Pending	Pending Pre Review
Current Period (113017)	5	1
Prior Periods	0	14

**Search Employee Effort Forms**

Employee Id

**Search Employee Effort Forms By Account**

Account Id

100%

Step 2-  
Click Certify

Browser window showing the University of Houston Effort Reporting System (ERS) interface. The URL is <https://ersprd.my.uh.edu/GenencERS/welcome.jsp?ticket=ST-2d6a12fcd835132bf78532121caf8e63c53c616>. The page title is "Effort Reporting System".

The interface includes a navigation bar with the following links: Home, My Profile, Tutorial, Help, About, Log Off.

The main content area is titled "Certification" and "Certify Effort Forms". It contains the following instructions and links:

- ▶ To Certify Effort Forms by Reporting Period:
  - [Certify](#)
- ▶ [Return to Home](#)
- ▶ [FAQs](#)

A red circle highlights the [Certify](#) link, and a red text label "Step 3-Click Certify" points to it.

UNIVERSITY OF HOUSTON **Certification**

Home My Profile Tutorial Help About Log Off

**CERT**

Certify

Reporting

**Certify Effort Forms**

Please select a reporting period from the following list to continue.

Current Period ▶





Reporting Period	Start Date	End Date
<a href="#">FY18 Q1</a>	2017-09-01	2017-11-30
<a href="#">FY17 Q4</a>	2017-06-01	2017-08-31
<a href="#">FY17 Q3</a>	2017-03-01	2017-05-31
<a href="#">FY17 Q2</a>	2016-12-01	2017-02-28
<a href="#">FY17 Q1</a>	2016-09-01	2016-11-30
<a href="#">FY16 Q4</a>	2016-06-01	2016-08-31
<a href="#">FY16 Q3</a>	2016-03-01	2016-05-31
<a href="#">FY16 Q2</a>	2015-12-01	2016-02-29
<a href="#">FY16 Q1</a>	2015-09-01	2015-11-30
<a href="#">FY15 Q4</a>	2015-06-01	2015-08-31
<a href="#">FY15 Q3</a>	2015-03-01	2015-05-31
<a href="#">FY15 Q2</a>	2014-12-01	2015-02-28

Step 4 - Click on the reporting period

100%

https://ersprd.my.uh.edu/GenericERS/welcome.jsp?ticket=ST-2d6a12fc0df835132bf78532121caf8e63c53c616University of Houston [US]Search...

Effort Reporting SystemFileEditViewFavoritesToolsHelp

UNIVERSITY ofHOUSTONCertification

HomeMy ProfileTutorialHelp>AboutLog Off

CERT

Certify

Reporting

Certify Effort Forms

Reporting Period FY18\_Q1

Please click on employee's name to Certify Effort Form

Name	Sub Dept	Title Code	Certified?	Certifier Name
Effort Forms Available to Certify				
<a href="#">Barr,Christopher D</a> <b>R</b>	H0288	1630	N	Barr,Christopher D
Line Item Effort Forms Available to Certify				
<a href="#">Blanc,Camila</a>	H0288	5200	N	<a href="#">Multiple</a>
<a href="#">Garcia,Henry T</a> <b>R</b>	H0288	N5M7	N	<a href="#">Multiple</a>
<a href="#">Hernandez,Maria</a> <b>R</b>	H0288	T7L6	N	<a href="#">Multiple</a>
<a href="#">Zaharia,Ioana</a>	H0288	5200	N	<a href="#">Multiple</a>
Effort Forms Not Available to Certify				
Montenegro Sossa,Melissa <b>R</b>	H0288	5060	N	<a href="#">Multiple</a>

[Work on another Reporting Period](#)  
[Help](#)

https://ersprd.my.uh.edu/GenericERS/servlet/Certify?fn=subdeptpicklist&type=certify&domain=part&period=113017100%

Step 5-Click on the employee name



University of Houston  
Reporting Period: FY18\_Q1 (09/01/2017 - 11/30/2017)

**Certify Effort Form**

Name: Blanc, Camila      Employee ID: 1240249      Title: Temporary Staff  
SubDept: H0288      Division: H0400      Title Code: 5200

[View Previously Certified Effort Statements](#)

[Pre Review Details](#)   [Add Account](#)   [Reset Form](#)

Commitment	Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
	<b>Sponsored Accounts</b>					
	00730-5043-H0288-B0001-G111624 (59289)	Evidence-Based Clini	100%	0%	100%	100% Available for Certification
	<b>Total Sponsored Accounts:</b>	100%	0%	100%	100%	
	<b>Grand Total:</b>	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.

[Exit Form](#)   [Save Form](#)   [Proceed](#)   [Notify](#)   [Help](#)

[Next Form](#)   [Last Form](#)

Step 6- Verify effort reported for accuracy. If everything is correct click proceed. If changes need to be made please contact Helen or Michele.

University of Houston  
Reporting Period: FY18-Q1 (09/01/2017 - 11/30/2017)

**Certify Effort Form**

Name: Blanc, Camila      Employee ID: 1240249      Title: Temporary Staff  
SubDept: H0288      Division: H0400      Title Code: 5200

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
<b>Sponsored Accounts</b>					
<a href="#">00730-5043-H0288-B0001-G111624 (59289)</a>	Evidence-Based Clini	100%	0%	100%	100%
<b>Total Sponsored Accounts:</b>		100%	0%	100%	100%

Notes:  
N/A

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

- [Info on ERS](#)
- [Effort Reporting Policy](#)
- [Sponsored Programs](#)
- [Remember Cost Sharing](#)
- [Are all grants listed?](#)
- [Did you report a change in effort?](#)

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.

**Certify**

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

**Exit Form   Return   Help**

Step 7- Click certify only if effort reported is correct.

University of Houston  
Reporting Period: FY18-Q1 (09/01/2017 - 11/30/2017)

**Certified Effort Statement**

Name: Blanc, Camila      Employee ID: 1240249      Title: Temporary Staff  
SubDept: H0288      Division: H0400      Title Code: 5200

[View Previously Certified Effort Statements](#)

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
<b>Sponsored Accounts</b>					
<a href="#">00730-5043-H0288-B0001-G111624 (59289)</a>	Evidence-Based Clini	100%	0%	100%	100%
Total Sponsored Accounts:		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.

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](#)  
[Next Form](#) [Last Form](#)

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

Step 8- Employees effort has been certified. Click on next form to certify next employee. To exit click on exit form.