

# ECERT JOB AID FOR CERTIFIERS

Address <http://myEffort.ucsd.edu>

**ERS SIGN-IN**

User Name:

Password:

**SUBMIT** **CANCEL**

- 1 Go to the ECERT Site
- 2 Log in with your UCSD Single Sign On

EFFORT REPORT LIST

Display Saved Search: My Projects CAP, TAIN AHAB

Show Status: ALL-Open

Reporting Periods: All Select: FY07 JUL-SEP

Display 20 reports per page

Period	For	Department	Last Modified	Status
FY07 JUL-SEP	OLDE, SALT (000123456)	ICHTHYOLOGY	03/15/2007 v1.0	Open/Overdue
FY07 JUL-SEP	MANTA, RAYE (000321654)	ICHTHYOLOGY	03/16/2007 v1.0	Open/Overdue

Display 20 reports per page

- 3 Select My Projects
- 4 Select Desired Status
- 5 Select Desired Reporting Period
- 6 Select an effort report to review and certify

Effort Reporting System User: Kat, Fishe (000456789) | Account Settings | System Administration | Sign-Out

EFFORT REPORT View Payroll Details Export Send Print

Olde, Salt | FY06 APR-JUN

Emp. ID: 000888666 | Home Dept: Ichthyology

Edit Report View History Comment Log

Version: 1.0 (03/15/2007 10:51) | Status: Open (Overdue)

Service Period: April 1, 2006 to June 30, 2006

Pay Periods: April 1, 2006 to June 30, 2006

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

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
PHS1111 PHS XXXXXXXXXXXX KAT	50%	50 %		0 %	50%	50%	<input type="checkbox"/>
PHS2222 PHS YYYYYYYYYYYY SEE	50%	50 %		0 %	50%	50%	<input type="checkbox"/>
ADD ADDITIONAL SPONSORED PROJECT							
<b>Total Sponsored Projects</b> <i>requiring certification</i>	100%	100%		0%	100%	100%	
<b>Other Sponsored Projects</b>	0%	0 %		+ 0 %	0%	0%	
<b>Non-Sponsored Activities</b>	0%	0 %		- 0 %	0%	0%	
<b>Total Other Effort</b> <i>not requiring certification</i>	0%	0%		0%	0%	0%	
<b>Grand Total</b>	100%	100%		0%	100%	100%	

UPDATE CALCULATION

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

Add a comment:

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

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

- 7 Stop here if you have any questions about the values in these columns. Contact your fund manager for corrections.
- 8 If the Report Requires Multiple Certifications, click on the checkbox next to the appropriate Sponsored Project line. Click on the Save button to save your certification.
- 9 Click on the Certify Effort Report button

Please Contact [ECERTHELPDESK@UCSD.EDU](mailto:ECERTHELPDESK@UCSD.EDU) if you have any questions.