


# TRAINING GUIDE FOR ECERT CERTIFIERS

TOPIC	PAGE
What is an effort report and what is being certified .....	1
How will I be notified that effort reports are available .....	1
How to log in .....	1
How to navigate .....	2
How to view a saved search .....	3
How to sort the effort reports by status .....	4
What an Effort Report looks like .....	5
How to certify an effort report .....	7

For assistance with this training documentation, please send an email to [ECERTHELPDESK@UCSD.EDU](mailto:ECERTHELPDESK@UCSD.EDU).

## What is an effort report and what is being certified?

- Federal regulations (OMB Circular A-21, *Cost Principles for Educational Institutions*) require that direct salary costs devoted to sponsored projects be substantiated.
- Adverse audit findings related to effort reporting could subject our campus and departments to sizeable audit disallowances and loss of federal funding.
- By clicking  button, you certify that you have first hand knowledge of the activity reflected on this report and that the certified effort distribution is a reasonable estimate of the effort expended during the period covered by this report.

## How will I be notified that effort reports are available?

Please follow the protocol in your department for PI notification that the effort reports have been reviewed and are ready for certification.

## How to log in

- The ECERT production site can be accessed from any internet connection via <http://myEffort.ucsd.edu>
- Log in to the system with your UCSD Single Sign On.

**Sign on using your UCSD email and Business Systems password**

Username - [New User?](#)

Password - [Reset your password?](#)

*UCSD logs all transactions for audit and security purposes.  
Access violators will be prosecuted.*

- If you do not have a Single Sign On, contact your DSA.

## How to navigate

- A. There are three sections of the Effort Reporting System
- *Effort Report List*: Lists all effort reports that meet a certain search criteria.
  - *Manage Saved Searches*: Allows user to edit previously saved searches and subscribe to a default “MyProjects” search for a particular PI.
  - *Search Effort Reports*: Allows user to group effort reports by specific search criteria (e.g. home department, employee ID, Index #, etc) and save the grouping for future reference.

To access the Effort Report List, the Manage Saved Searches Module, or the Search Effort Reports Module, click on the menu arrow.

- B. On the Effort Report List and the Search Effort Reports Module, you can navigate through search results by using the navigation buttons located at the top and bottom of the displayed results.
- C. You can also choose how many search results to display per page by using the toolbar.
- D. When you are ready to log out, click on the Sign-Out link located in the header toolbar.

The screenshot shows the Effort Reporting System interface. At the top, the header includes the system name, user information (User: Kat, Fische (000456789)), and navigation links (Account Settings, System Administration, Sign-Out). Below the header is a navigation menu with three main sections: EFFORT REPORT LIST, MANAGE SAVED SEARCHES, and SEARCH EFFORT REPORTS. The EFFORT REPORT LIST section is currently active, showing a list of reports. The list has columns for Period, For, Department, Last Modified, and Status. Two reports are visible: one for MANTA, RAYE (000321654) and one for OLDE, SALT (000123456), both from the ICHTHYOLOGY department and with a status of Open/Overdue. The interface also includes a toolbar with buttons for Export List, Send List, Print List, and a help icon. A 'Reporting Periods' section has radio buttons for 'All' and 'Select'. At the bottom, there is a 'Display' section with a dropdown menu for 'reports per page' (currently set to 20) and navigation buttons for 'displaying 1 to 5 (5 total)'. Red circles with letters A, B, C, and D are placed around the interface to indicate key navigation points: A points to the navigation menu, B points to the navigation buttons at the top and bottom of the results, C points to the 'reports per page' dropdown, and D points to the 'Sign-Out' link in the header.

Period	For	Department	Last Modified	Status
FY07 APR-JUN	MANTA, RAYE (000321654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
FY07 APR-JUN	OLDE, SALT (000123456)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue

## How to view a saved search

- Navigate to the Effort Report List.
- Display the search results from one of your saved searches. Your screen will refresh and display the search results.
- You can tailor the search results by filtering on Status.
- You can tailor the search results by Reporting Period.

The screenshot shows the 'Effort Reporting System' interface. At the top, the user is identified as 'KAT, FISHE (000456789)'. The main section is titled 'EFFORT REPORT LIST' and includes buttons for 'Export List', 'Send List', and 'Print List'. Below this, there are several filter options:

- Display Saved Search:** A dropdown menu currently showing 'My Projects CAP, TAIN AHAB'.
- Show Status:** A dropdown menu with 'ALL' selected. Other options include ALL-Open, ALL-Certified, ALL-Overdue, Open, Certified, Open-Reopened, Partially Certified, Required, Not Required, Exception, Certified/AdjustReqd, and Open-Reissued.
- Reporting Periods:** Radio buttons for 'All' and 'Select', with a dropdown menu currently showing 'FY07 APR-JUN'.

The main data table has the following columns: For, Department, Last Modified, and Status. The table contains four rows of data:

For	Department	Last Modified	Status
MANTA, RAYE (000321654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
OLDE, SALT (000123456)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
MER, MAY D (000456123)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
CAP, TAIN AHAB (000987654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue

At the bottom of the interface, there is a 'Display 20 reports per page' option and a status bar indicating 'displaying 1 to 20 (59 total)'.

## How to sort the effort reports by status

- A. Navigate to the Effort Report List.
- B. Display the desired saved searches.
- C. To monitor the status of the effort reports you have two options:

**C1: Filter the List by Status**

This will only display effort reports in your currently displayed Saved Search that have the status you want to view. To filter by status, select the desired status from the Show Status dropdown menu at the top of the Effort Report list.

**C2: Sort the List by Status**

This will display every effort report in the currently displayed Saved Search, but the reports will be sorted by status. To sort by status, click on the Column Header of the Status Column.

The screenshot shows the 'Effort Reporting System' interface. At the top, the user is identified as 'KAT, FISHE (000456789)'. Below this, there are navigation links for 'Account Settings', 'System Administration', and 'Sign-Out'. The main section is titled 'EFFORT REPORT LIST' and includes buttons for 'Export List', 'Send List', and 'Print List'. A 'Display Saved Search:' dropdown is set to 'My Projects CAP, TAIN AHAB'. The 'Show Status:' dropdown is currently set to 'ALL-Open', and a callout 'C1' points to this dropdown. The 'Reporting Periods:' section has 'All' selected. The table below has columns for 'For', 'Department', 'Last Modified', and 'Status'. A callout 'C2' points to the 'Status' column header. The table contains four rows of data, all with a status of 'Open/Overdue'. At the bottom, there is a 'Display 20 reports per page' option and a pagination indicator showing 'displaying 1 to 20 (59 total)'.

For	Department	Last Modified	Status
MANTA, RAYE (000321654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
OLDE, SALT (000123456)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
MER, MAY D (000456123)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
CAP, TAIN AHAB (000987654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue

## What an Effort Report looks like

Step 1: Navigate to the Effort Report List.

Step 2: Display the desired Saved Search.

Step 3: Select an effort report to review by clicking on the appropriate line.

1 → EFFORT REPORT LIST [Export List] [Send List] [Print List] [?]

2 → Display Saved Search: [v]  
 Show Status: ALL [v] Reporting Periods: All [v] Select: FY07 APR-JUN [v]

Display 20 reports per page [v] displaying 1 to 20 (63 total) [v]

Period	For	Department	Last Modified	Status
FY07 APR-JUN	OLDE, SALT (000123456)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue
FY07 APR-JUN	MANTA, RAYE (000321654)	ICHTHYOLOGY	10/13/2007 v1.0	Open/Overdue

Display 20 reports per page [v] displaying 1 to 20 (63 total) [v]

The effort report will open.

EFFORT REPORT [View Payroll Details] [Export] [Send] [Print] [?]

OLDE, SALT | FY06 APR-JUN  
 Emp. ID: 000123456 | Home Dept: ICHTHYOLOGY

[D] [F] Report 2 of 5 [v]

[A] [B] [C] [E]

Version: 1.0 (03/15/2007 11:04) | Status: Open (Overdue)  
 Service Period: April 1, 2006 to June 30, 2006  
 Pay Periods: April 1, 2006 to June 30, 2006

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
A COMPARATIVE STUDY BAITING HOOD	100%	100%		0%	100%	100%
PI: iCap, Tain Ahab Award Title: Collective Phenomena In Couple Fund Mgr Name: Cat, Fishe Sponsor Award #: W911NF-05-1-0527 ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored <i>requiring certification</i>				0%	100%	100%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	0%	0%		- 0%	0%	0%
Total Other Effort <i>not requiring certification</i>	0%	0%		0%	0%	0%
Grand Total	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: [text area]  
 Comments can be up to 255 characters long. (Total characters: 0)

[C] [F] [VIEW PAYROLL DETAILS] [REVERT] [SAVE] [CERTIFY EFFORT REPORT]

Report 2 of 66 [v]

- A. There are five sections:
- *Sponsored Projects*: Employee received pay on these projects that require effort certification. This section displays effort calculations for each individual project. If you put your mouse over the Project Name, it will give you more information regarding the project, i.e., PI, Award Title, Fund Manager and Sponsor Award #.
  - *Other Sponsored Projects*: Employee received pay on these projects that do not require effort certification. This section displays a cumulative effort calculation for all projects in this category.
  - *Non-Sponsored Activities*: Employee received pay on non-sponsored funding. This section displays a cumulative effort calculation for all effort in this category.
  - *Report Options*: Allows user to specify if different Sponsored Projects need to be certified by different people (e.g. employee works for two PI's on different projects and each PI wants to certify separately).
  - *Add a Comment*: Area designated for user to input comments related to the effort report.
- B. There are six columns on the effort report as shown below.
- *Original Payroll %*: Estimate of effort based on payroll distributions. These percentages are systematically adjusted to reflect exceptions, such as the NIH Salary Cap.
  - *Adjusted Payroll %*: Here the user can manually enter the effort percent dedicated to each activity.
  - *Original Cost Sharing %*: ignore this column for the beta testing phase.
  - *Adjusted Cost Sharing %*: ignore this column for the beta testing phase.
  - *Original Total %*: This is the estimated total effort % for each activity as generated by the system.
  - *Adjusted Total %*: This is the actual column being certified. It reflects the amount in the Adjusted Payroll % column plus the amount in the adjusted cost sharing % column.
- C. To review the lines of payroll used to generate the estimate values in the Original Payroll % column, click on the View Payroll Details button.
- D. There are three tabs associated with the effort reports.
- *Edit Report*: Allows user to modify the current version of the selected effort report.
  - *View/History*: Allows user to view previous versions of the selected effort report.
  - *Comment Log*: Allows user to view a compilation of all previously saved comments.
- E. You can Export a copy of the effort report to Excel, Send it via email, or Print it.
- F. You can navigate to the next effort report in your currently selected collection of effort reports by using the navigation bar at the top of the effort report.

## How to certify an effort report

If the effort report requires only one person to certify, follow these procedures to certify the effort report.

1. Review the values in the adjusted payroll % and Adjusted Cost Sharing % columns.
2. If you agree that the values are a reasonable reflection of the percent of time the employee allocated to each activity, click on the Certify Effort Report button located at the bottom of the effort report.
3. If you do not agree with the values in the adjusted payroll % column or Adjusted Cost Sharing % columns, or if you have any questions about the effort report, contact your fund manager for corrections and DO NOT click on the Certify Effort Report button.

Effort Reporting System
User: Kat, Fische (000456789) | [Account Settings](#) | [System Administration](#) | [Sign-Out](#)

EFFORT REPORT
View Payroll Details | Export | Send | Print | ?

Olde, Salt | FY06 APR-JUN
Report 7 of 13

Emp. ID: 000888666 | Home Dept: Ichthyology

Edit Report | View History | Comment Log

Version: 1.0 (03/15/2007 10:51) | Status: **Open (Overdue)** 1

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

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

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
PHS1111 PHS XXXXXXXXXXXX KAT	50%	50 %		0 %	50%	50%
PHS2222 PHS YYYYYYYY KAT	50%	50 %		0 %	50%	50%
<b>ADD ADDITIONAL SPONSORED PROJECT</b>						
<b>Total Sponsored Projects</b> <i>requiring certification</i>	<b>100%</b>	<b>100%</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>
<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>	<b>0%</b>	<b>0%</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>

**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**





If more than one person is required to certify for a single employee's effort, follow these procedures to certify the effort report.

1. Verify that the checkbox of "Report requires multiple certifications" is checked.
2. Review the values in the adjusted payroll % and Adjusted Cost Sharing % columns.
3. If you agree that the value(s) are a reasonable reflection of the percent of time the employee allocated to your project activity, click on the checkbox in the Line Certified column next to the appropriated Sponsored Project line.
4. Click on the Save button located at the bottom of the effort report.
5. If you do not agree with the value(s) in the adjusted payroll % column or Adjusted Cost Sharing % column, or if you have any questions about the effort report, contact your fund manager for corrections and do not click on the checkbox in the Line Certified column.

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

Report 7 of 13

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

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
PHS1111 PHS XXXXXXXXXXXXXXX KAT	50%	50 %		0 %	50%	50%	<input checked="" type="checkbox"/>
PHS2222 PHS YYYYYYYYYYYYYY SEE	50%	50 %		0 %	50%	50%	<input type="checkbox"/>
<b>ADD ADDITIONAL SPONSORED PROJECT</b>							
<b>Total Sponsored Projects</b> <i>requiring certification</i>	<b>100%</b>	<b>100%</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>	
<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>	<b>0%</b>	<b>0%</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>		<b>0%</b>	<b>100%</b>	<b>100%</b>	

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