

# ECERT JOB AID FOR PREPARERS

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

Username - [New User?](#)

Password - [Reset your password?](#)

**Sign On**

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

**EFFORT REPORT LIST** [Export List] [Send List] [Print List] [?]

Display Saved Search: [Fishe's Fund](#)

Show Status: [ALL-Open](#) Reporting Periods:  All  Select: [FY07 JUL-SEP](#)

Display 10 reports per page displaying 1 to 5 (5 total)

Period	For	Department	Last Modified	Status
FY06 APR-JUN	MANTA, RAYE (000321654)	ICHTHYOLOGY	03/15/2007 v1.0	Open/Overdue
FY06 APR-JUN	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
FY07 JUL-SEP	MER, MAY D (000456123)	ICHTHYOLOGY	03/16/2007 v1.0	Open/Overdue
FY07 JUL-SEP	OLDE, SALT (000123456)	ICHTHYOLOGY	03/16/2007 v1.0	Open/Overdue

Display 10 reports per page displaying 1 to 5 (5 total)

- 3 Navigate to the Effort Report List
- 4 Open the desired saved search
- 5 Choose the desired status
- 6 Choose the desired reporting period
- 7 Select an effort report to review

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

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
PHS123 SCALY BEHAVIOR	34%	34%		0%	34%	34%
<b>Total Sponsored Projects</b> <i>requiring certification</i>	34%	34%		0%	34%	34%
<b>Other Sponsored Projects</b>	0%	0%		+ 0%	0%	0%
<b>Non-Sponsored Activities</b>	66%	66%		- 0%	66%	66%
<b>Total Other Effort</b> <i>not requiring certification</i>	66%	66%		0%	66%	66%
<b>Grand Total</b>	100%	100%		0%	100%	100%

**Report options:**

Report requires multiple certifications. **C**

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]

- 8 View payroll details
- 9 Edit the effort report
  - A: Adjust the percentage in the Adjusted Payroll % column if applicable
  - B: Add Additional Sponsored Project to the effort report if payroll was not set up correctly
  - C: Activate the checkbox if the reports requires multiple certifications
- 10 Enter your reason for making the changes
- 11 Save the changes
- 12 Notify PIs that effort reports are ready for review & certification

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