

ECERT JOB AID FOR CERTIFIERS

Address: **1** Go to the ECERT Site

ERS SIGN-IN ?

User Name: **2** Log in with your UCSD Single Sign On

Password:

SUBMIT **CANCEL**

EFFORT REPORT LIST Export List Send List Print List ? **3** Select My Projects

Display Saved Search: My Projects CAP, TAIN AHAB **4** Select Desired Status

Show Status: ALL-Open Reporting Periods: All Select: **FY07 JUL-SEP** **5** Select Desired Reporting Period

Display 20 reports per page displaying 1 to 3 (3 total)

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

Display 20 reports per page displaying 1 to 5 (5 total) **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 Report 7 of 13

Emp. ID: 00088666 | Home Dept: Ichthyology

Edit Report View/History Comment Log

Version: 1.0 (03/15/2007 10:51) | Status: **Open (Overdue)** **7** Stop here if you have any questions about the values in these columns. Contact your fund manager for corrections.

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 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							
Total Sponsored Projects <i>requiring certification</i>	100%	100%		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. **8** If the Report Requires Multiple Certifications, click on the checkbox next to the appropriate Sponsored Project line

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** **9** Click on the Certify Effort Report button