Effort Reporting

As a reminder, individuals with 12 month appointments do not have separate Summer certifications and, therefore, only have Spring and Fall effort reports with certification periods of 1/1-6/30 and 7/1-12/31.

If the effort distribution reflected on an effort report is inaccurate for the period of certification, please make corrections by following the procedures, Procedures for Correcting Effort Reports, below.

Why certify Effort?

Effort Reporting is required by sponsoring agencies and provides assurance that:

1. Salaries charged to sponsored projects are reasonable in relation to the work performed.
2. Faculty and staff have met their commitments to sponsored projects.

ERS (Effort Reporting System)

Click here to enter ERS. The University’s Web-based system for certifying effort can be accessed from the myBama portal using your CWID and password.

- Effort Reporting Fundamentals
- Effort Reporting System Guide

Procedures for Correcting Effort Reports

1. Online correction of effort reports is now available in ERS.
2. Make the appropriate changes to Effort Actuals within the certification form and click Submit.
3. Attach documentation (copy of PA or retro PA, etc..) to the actual Effort report and then add any comments regarding your changes. These PAs must be processed as normal through Payroll.
4. If corrections are needed that involve a grant that is not listed on the effort report, please include the necessary documentation and note this in the

Training Opportunities

Features introduced with the Fall 2010 certification period will allow individuals to more efficiently certify their effort and will provide a more effective way to document the distribution of salary charges.

Individual instruction is available to help explain the enhancements. Instruction is available to anyone but departmental budget administrators are strongly encouraged to attend training. We would be happy to schedule a session for your college or department if that would be more efficient.

Email Erica Gambrell or call 348-4269 to reserve your spot in one of these sessions or to schedule a session for your department or college.
5. Click **Accept** once comments and attachments are saved.