Effort Reporting System (ERS) Upgrade:
ERS Cloud - Training and Demo
Presenters

• Beryl Gwan
  – Sr. Manager, SPAC- Costing & Compliance
Agenda

• Need for Upgrade
• ERS Roles and Routing
• New Department Coordinator (DC) Reports and Functionalities
• Live Demo
• Questions
Old ERS System – Need for Upgrade

• No longer compatible with Maximus
  – Maintenance Issues
  – Running slow
  – No access to new and improved capabilities

• Currently Using Module 5.0, Upgrading to 10.1
  – New Model is in the cloud version
Accessing Old ERS System

• You will no longer have access to your old data
• All historical data will be moved to the cloud
• Hyperlink in UMB Portal will be taken down, and new link to the cloud inserted
  – Please remove link from your bookmarks
  – It will no longer work (or will re-route you to new logon?)
Accessing Old ERS System
Go-Live Date:
Monday June 28, 2021 at 1pm
Time Line of ERS System Upgrade

• Monday 06/14/21 to Friday 06/25/21: Training ERS Users

• After DR due date next week Tuesday 06/22/2021, on Wednesday 06/23/2021 the following will happen:
  – Loading of Payroll, Payroll Retros, Budget Retros (BRs) and Direct Retros (DRs) to old ERS System will stop
  – ERS Application will become unavailable to UMB users
Time Line of ERS System Upgrade, Con’t

• Thursday 06/24/21 to Tuesday 06/29/21:
  – CITS team will work with Maximus providers to switch from old ERS to ERS_Cloud version 1X
  – Old ERS system still unavailable through Monday 06/28/21 at 1pm
    • Contingent on a smooth transition with minimal issues
  – On 06/29/21, All retros that were being held will be loaded to ERS_Cloud
  – Normal loading of payroll files to ERS_Cloud
Payroll Files Loading in ERS_Cloud

• On a daily basis:
  – Payroll BRs and DRs will be loaded into ERS_Cloud at 6AM

• Bi-Weekly Payroll:
  – Payroll transactions and original Payroll Retros loaded into ERS_Cloud every other Wednesday by 3PM
ERS Roles Unchanged

• Department Coordinator (DC)
  – Main point of Contact
  – Determine Routing of all forms in their department
  – Perform all roles and assign roles to others

• SubDepartment Coordinator (SubDC)
  – Can do everything DC can do but only for sub-departments assigned to them by the DC
ERS Roles Unchanged, Con’t

• Pre-Reviewer
  – Review all forms prior to sending to certifier
  – Makes necessary adjustments in eUMB

• Certifier
  – Individual or immediate supervisor or PI
  – Certifies actual distribution of his effort
  – Must make adjustments for actual effort expended if applicable

• Post Reviewer
  – Required if certifier certifies an effort distributions that does not agree with salary distribution

• School/Division Coordinator
ERS Routing of Forms: Unchanged

**Initiation**
Central Admin initiates effort forms based on payroll distribution as of quarter end

**Is Prereview turned on?**
- **Yes**
  - Pre Review: Administrator reviews payroll distribution and makes adjustments through eUMB until form is ready to be sent to the Certifier
- **No**

**Certify**
Individual reviews payroll distribution and makes adjustments to reflect actual effort

**Are effort and payroll in line?**
- **No**
  - Post Review: Administrator performs budget retros or direct retros in eUMB until effort and payroll are in line
- **Yes**
  - Form Complete
New Functionality: Critical List

• Outstanding forms are now split between two lists:
  – Pending Critical
  – Pending Non Critical

• The criteria for a form to be listed as critical:
  – K-Award
  – Salary Cap
  – Clearing Account
### Effort Forms Assigned to Me (My To Do List)

<table>
<thead>
<tr>
<th>Pre Review</th>
<th>Current</th>
<th>Prior(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Critical</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending Non-Critical</td>
<td>18</td>
<td>0</td>
</tr>
</tbody>
</table>

**Pre Review Forms Assigned To Me by Reporting Periods**
New Functionality: DC Access to Search Employee Effort Forms

• On ERS_Cloud Homepage, DCs can now search for an effort form using employee or Account Information
New Functionality: DC Access to Search Employee Effort Forms

- Employee: Enter EMPID or Name to find all effort forms for an individual across all reporting periods in the system.
New Functionality: DC Access to Search Employee Effort Forms

- Account: Select Account Option and enter Account ID or description to find a list of all effort forms that contain a specific account across all reporting periods.
New Reports Available to DC

Reporting

Completion Reports
- Completed Percentage by Department
- Completed Percentage by Division/Sub Department
- Completed Percentage by Department/Sub Department
- Not Completed Employees by Department/Division/Sub Department
- Comprehensive Status Report

Effort Results
- Effort By Individual
- Effort Form Pre Reviewed
- Effort Form Certified
- Effort Form Completed
- Effort Form Not Completed
- Effort Sponsored/Non-sponsored Account Summary
- University Summary By Account
- Effort Result Summary Detail
- Cost Sharing
- Cost Sharing Details by Selected Query
- Effort On Demand Preview
- Salary Cap
- Delinquent Effort Forms

Administrative Reports
- Employee Assignments
- Employees whose forms have been certified by someone else
- Employees who have been sent to another sub department for reviewing
- Print Certified Statements
- Employees with No PreReview
- Employee Assignments Audit Trail

Critical Review
- Critical Review Status Report

Reconciliation Reports
- Initial Payroll Reconciliation
New Report: Employee Assignments Audit Trail

• This is an Administrative Report
  – Provides history of individual assignment changes done using:
    • Initiation
    • Data refresh
    • Assignments or
    • Manual database update
  – The report displays the following information:
    • Modifier: ID of an individual who made the assignment change
    • Reason: The column displays the module used to make the assignment change
    • Date Updated: The date when assignment change occurred
New Report: Employee Assignments Audit Trail

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>PreReview ID</th>
<th>PreReview Name</th>
<th>Certifier ID</th>
<th>Certifier Name</th>
<th>PostReviewer ID</th>
<th>PostReviewer Name</th>
<th>Modifier</th>
<th>Reason</th>
<th>Date Updated</th>
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<tr>
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<td>Rash, Kim</td>
<td>149432222</td>
<td>Miller, Cris</td>
<td>167982222</td>
<td>Codae, Doyle</td>
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<td></td>
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</tbody>
</table>

• This is a new category for Critical Status effort forms (Effort forms with K-awards, salary Cap and Clearing Accounts)
  – This report allows reviewing the completion status of effort forms that were identified with critical issues
  – By clicking on the hyperlink, the user can review the effort form to verify that the critical issues have been addressed.

### Critical Review Status (123116)

#### Form Pending Pre Review

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Sub Dept</th>
<th>Dept</th>
<th>K-Award</th>
<th>Commitment</th>
<th>Salary Cap</th>
<th>Clearing Accounts</th>
<th>Pre Reviewer</th>
<th>Status</th>
<th>RCT Date</th>
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<tr>
<td>0058525</td>
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<td>52060</td>
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#### Form Pending Certification

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<th>Dept</th>
<th>K-Award</th>
<th>Commitment</th>
<th>Salary Cap</th>
<th>Clearing Accounts</th>
<th>Pre Reviewer</th>
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<td></td>
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#### Form Pending Post Review

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<th>Pre Reviewer</th>
<th>Date Reviewed</th>
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<th>Status</th>
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#### Form Completed

<table>
<thead>
<tr>
<th>Employee ID</th>
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<th>Sub Dept</th>
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<th>K-Award</th>
<th>Commitment</th>
<th>Salary Cap</th>
<th>Clearing Accounts</th>
<th>Pre Reviewer</th>
<th>Date Reviewed</th>
<th>Certifier</th>
<th>Date Certified</th>
<th>Post Reviewer</th>
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<tr>
<td>307982222</td>
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<td>27-Jun-18</td>
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</table>

[EXCEL Download]
New Report: Effort Results by Individual

- Effort Results Report: Effort by Individual

Old ERS: search effort by Award

ERS_Cloud: search effort by Individual
New Reports: Cost sharing details by selected query

• Effort Results Report: Cost Sharing Details by Selected Query
  – This report is used to review and analyze the reported cost sharing information by employee(s)
  – See example on next slide
New Reports: Cost sharing details by selected query

![Cost Sharing By Employee (123116)](image)

Note: This report is only applicable and will generate results if the Cost Share feature in ERS is used.
New Report: Effort on Demand

- We can now view how the current payroll is being accumulated (for ERS period which have not been initiated yet)
- Users can preview what the effort form would look like after each payroll update
  - Current Reporting Period is Initiated
  - Accumulate payroll for next reporting period
  - This allows users to view details of accumulated payroll
- DCs can now monitor charges accumulated on a grant;
  - Determine if any adjustments need to be made in the source system before this “future” reporting period can be initiated.
  - The payroll drilldown will display all payroll entries collected so far.
# New Report: Effort on Demand

## Effort On Demand Preview

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Title Code</th>
<th>Title</th>
<th>Subdept</th>
<th>Reporting Period</th>
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<tbody>
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<td>182702222</td>
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<tr>
<td>555009</td>
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<td>23</td>
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<td>333123-1</td>
<td>063017</td>
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<tr>
<td>167982222</td>
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<tr>
<td>8887770062</td>
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<td>555002</td>
<td>Wolverine</td>
<td>27</td>
<td>Super Hero</td>
<td>444123-1</td>
<td>063017</td>
</tr>
</tbody>
</table>
New Report: Delinquent Effort Form

- This report lists all the delinquent effort forms from prior periods.
Updates to Employee Demographics Data

- Users Table Refresh: On a nightly basis updates are made to:
  - Addition new employees
  - Employees moving to a new unit (Division, Department, Sub Department)
    - Pre-reviewer and Post reviewer assignments will be updated based on new sub department default Pre-Reviewer or Post-Reviewer
    - Certifier assignment will not be updated
    - Current effort form will be updated, unless certified
  - Employees that no longer work for the institution i.e. terminated
  - Employees changing job title, position etc.
  - Employees changing names
  - Update Effort Form Certifier
  - Email address
Individuals Working in Multiple Departments

• An individual can only be pre-reviewed once and certified once.
• All departments can see the form, but only one can pre-review.
• Administrators must collaborate on the pre review.
• Form should be certified by the individual or someone with 100% knowledge of all activities.
Bulk Certification

• Certifiers now have the ability to certify more than one form at a time
• Details of the form will show up on the screen
• You will review each form
• Separate certification statements for each form
New Functionality - Certifier Checklist

- We can now set up a pre-defined Certifier Checklist
- It reminds the Certifier to review certain items prior to certifying the form
- Will show up prior to attestation statement
- Examples:
  - Are all the grants you work on listed on the effort form?
  - Exact measurement of effort is not feasible, but a reasonable estimate
  - Short term fluctuations in effort are okay, but long term must reflect effort proposed and awarded
Guidance for Certifiers

• Prior to Go-Live date of Monday 06/28/21, an email will be sent out to all certifiers attaching instructions on how to certify an effort form
  – It includes screenshots
  – It will be posted to the Cost website
Guidance for Department Coordinators

• Prior to Go-Live date of Monday 06/28/21, a reference guide for DCs will be posted to the Cost website
  – An email will be sent out to all Pre-reviewers, Post-reviewers, Sub-DCs and DCs
Questions or Comments
Key Contacts

• SPAC- Costing & Compliance- 6-2987
  – effort@umaryland.edu

• For Technical Difficulties
  – effort@umaryland.edu