Departmental Coordinator Training on the use of the MAXIMUS Effort Reporting System

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AGENDA

- **Effort Reporting at *Syracuse University***

- **The System – ERS Introduction**

- **The Certification Process**

- **ERS (Certification) Hands-On Training**

What is Effort Reporting?

- **Effort Reporting is the process of confirming that an employee's <u>reasonable</u> estimate of their effort on all sponsored and non-sponsored activities is properly and correctly reflected in the payroll distribution**

- **Effort should be calculated based on a <u>reasonable</u> estimate of the percentage of effort expended on <u>all</u> of an employee's sponsored and non-sponsored activities during the effort reporting period**

Syracuse University Effort Reporting Policies

- **Effort Reporting Policy**

- **Summer Effort Policy**

- **Cost Transfer Policy**

- **Cost Sharing Policy**

- **Forward Funding Policy**

- **Principal Investigator or Project Director Responsibilities for Financial Management of Sponsored Projects Policy**

- **Unallowable Costs to Federal Awards Policy**

Syracuse University Effort Reporting Procedures

- **Effort Reporting for Faculty, Staff & Grad Students**

- **Forward Funding of New or Continuing Awards**

- **Request for Forward Funded Chartstring**

- **Institutional Cost-Sharing**

- **Non-Payroll Cost Transfers**

- **Sponsored Project Cost Transfer Explanation Checklist**

Who is an appropriate certifier?

- **The employee named on the effort report**

- **The Principal Investigator on the award, the employee's supervisor or, in rare cases, another individual with suitable means to verify the work was performed in accordance with what is being reported**

Effort Reports in ERS

Effort reports are generated in ERS for:

- **Salaries charged to a sponsored award,**

- **Salary cost shared to a sponsored award, or**

- **Salary charged to a salary holding chartstring**

University Effort Reporting Periods

Faculty Effort Reporting Periods:

- **Spring (January 1 – May 7)**

- **Summer (May 8 - August 23)**

- **Fall (August 24 – December 31)**

Staff (including grad students) Reporting Periods:

- **Spring (January 1 – May 15)**

- **Summer (May 16 - August 15)**

- **Fall (August 16 – December 31)**

The Effort Reporting System (ERS)

Introduction (Certification Module)

About ERS

- **ERS is a web-based system with electronic routing and e-mail notification for updating and certifying effort**

- **Developed by MAXIMUS in 2000 (Original design was a collaboration between MAXIMUS and Johns Hopkins University)**

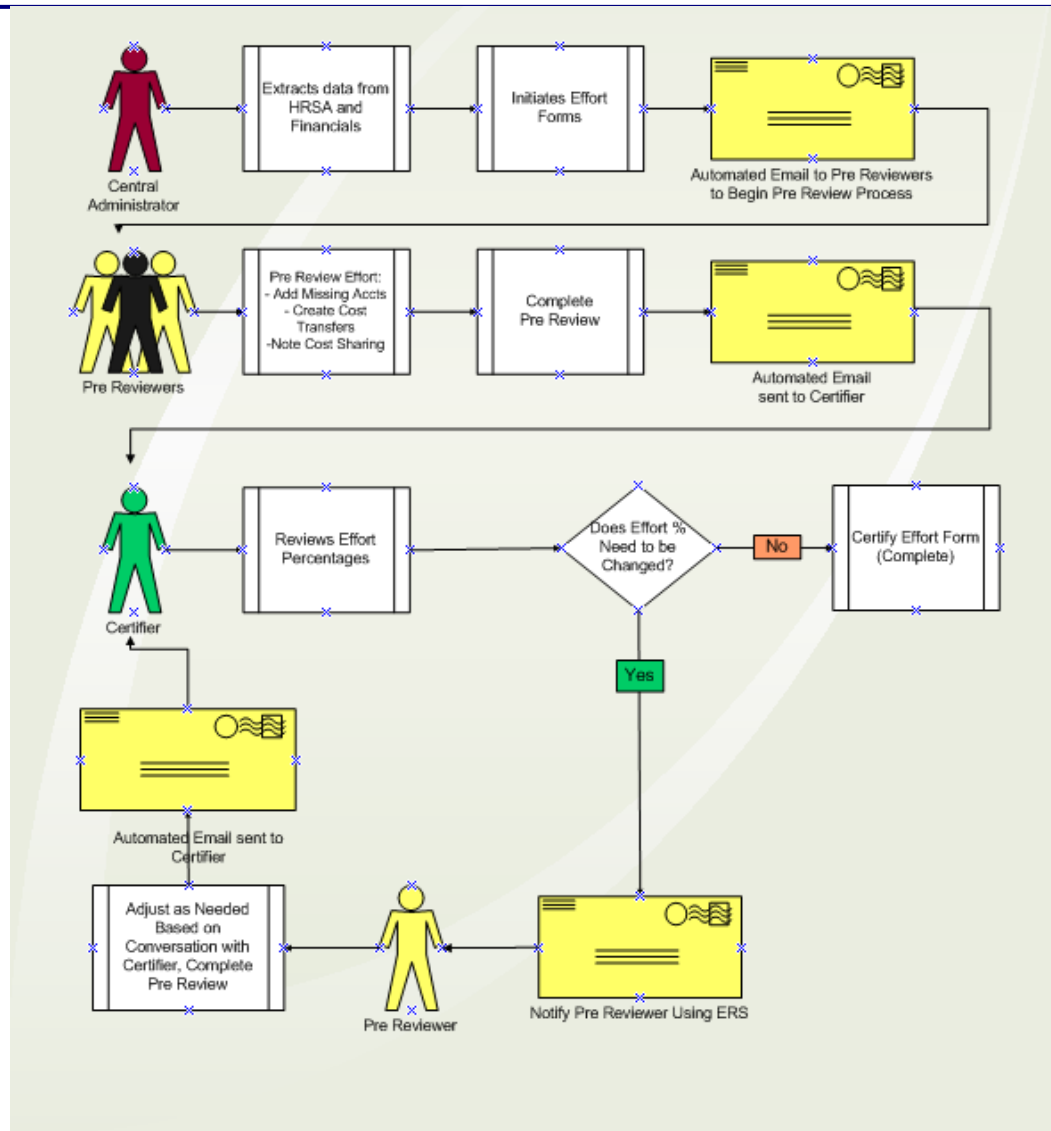- **Works with most browsers, databases, and platforms**

ERS Features

- **Forms are accessible via the Web**

    SU employees log on through MySlice

- **Introduces a structured discipline throughout the effort reporting process**

- **Notifies (via e-mail) to alert for current and delinquent certifications**

- **Provides Management Reports**

Overview of ERS Flow

Roles of ERS

- **Central Administrator**

- **Departmental Coordinator**

- **Sub-Departmental Coordinator**

- **Cost Transfer Approver**

- **Certifier**

- **Division Head**

Central Administrator

- **Provides oversight and management of ERS**

- **Initiates effort reports**

- **Monitors for compliance**

- **Provides ERS help**

- **Ongoing System Training and Support**

Departmental Coordinator (DC)

- **Performs Pre Review function or delegates function to Sub-Departmental Coordinator**

- **Monitors for completion and compliance within their department/unit by ensuring that payroll distributions are correct**

- **Authorized to prepare and submit payroll Cost Transfers in ERS**

- **Updates cost-sharing where necessary**

Sub-Department Coordinator (Sub-DC)

- **Performs Pre Review Function**

- **Monitors for completion and compliance within their department/unit**

- **Authorized to prepare and submit payroll Cost Transfers in ERS**

- **Updates cost-sharing where necessary**

Cost Transfer Approver

- **Reviews cost transfer for allowability of transfer (based on justification/reason provided by DC or Sub-DC)**

- **Confirms availability of budget funds**

- **Accepts or Rejects Cost Transfer**

- **Sponsored Accounting function performed by senior accountants assigned to your department or award**

Certifier

- **Reviews their own effort form to ensure:**
    - **Sponsored and non-sponsored activities are properly accounted for and represented on the form**
    - **Distributions are reasonable representations of actual work performed**
    - **When effort form is incorrect:**

        Notify DC or Sub-DC of distribution changes if needed
    - **When effort form is correct:**

        Certify (if in agreement with effort distributions)

        Apply electronic signature to certify the Effort Report

# ERS Certification Flow

Central Administrator (CA)

- Initializes new Effort Reporting cycle
- Sends notification to Pre Reviewers

Pre Reviewer

- Dept Administrator Pre Reviews effort forms; makes costs transfers
- When complete, automatic e-mail notification is sent to Certifier

Certifier

- Certifies actual effort by award in terms of percentages of total effort expended
- Can notify Pre Reviewer if there are questions/problems
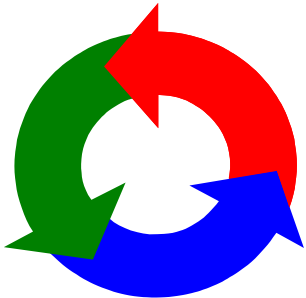
ERS Hands on Training

ERS Training Objectives

- **Hands on training** using real data

- Establish **comfort level** with ERS

- Achieve the **ability to train** the Certifiers

- **Answer questions** regarding ERS usage

ERS Training Presentation Flow

- **Description of the Effort Reporting forms**

- **Presentation of common effort scenarios situations you may encounter**

- **Examples will be completed on-screen by MAXIMUS and audience**

- **Important! Follow us step-by-step**

- **Even more important! Ask questions, because if you don't understand, chances are you aren't the only one!**