

Effort Reporting System (ERS) Department Coordinator Guide

Log on

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The following options are available (on the TOP):




(1) Assignments


Changing Assignments

During the effort reporting process, you have the ability to change Sub Department Coordinator(s), Pre Reviewer, or Post Reviewer for an entire sub department. Alternatively, you may have the ability to change the Pre Reviewer, Certifier, or Post Reviewer for an individual(s) or assign individuals to another sub department. Each of the situations is described below.

Changing Assignments for Department and Sub Departments

1. Click the "Management 
2. Click the "Assignment" menu option.
3. Select "Change Assignments for Department or Sub Departments".
4. Select a Department or Sub Department for which you will change assignments. Click the "Proceed" button.
5. Follow the directions listed below (a) for the assignment you choose to change.

Changing Assignments for Individuals

1. Click the "Management 
2. Click the "Assignment" menu option.
3. Select "Change Assignments for Individuals" if you intend to change the assignment for one individual or a small set of individuals.
4. Select a Department or Sub Department to search for the individuals for whom you will change assignments. Click the "Proceed" button.
5. Select the individuals for whom you will change assignments. Click the "Proceed" button.
6. Follow the directions listed below (b, c, or d) for the assignment you choose to change.











(5) Post Review

Post Review All vs. Post Review:

The Post Review option links to the effort forms of only those employees for whom you are assigned as Post Reviewer. You are required to Post Review the forms that were altered by the Certifier. You will only be able to view the effort form of an employee assigned to another Post Reviewer in the Post Review All mode.

Getting Started (2 options) :

Option 1 – Status/My To Do List

1. Select the numeric link under Post Review “Pending” for the Current or Delinquent Reporting Periods.
2. Any forms listed under “Effort Forms Pending Post Review for the Current Reporting Period” are ready to be Post Reviewed. The Post Reviewer will see the Name, Reporting Code, Sub Department, Title, and the Pre Review, Certify, and Post Review Status. An “N” flag under the Post Review Status column indicates the form has not been Post Reviewed and an “N (saved)” indicates the form has been viewed, but not Post Reviewed.
3. Select the effort form to Pre Review by clicking on the employee’s3.



Getting Familiar with the Form:

1. Review the differences between the percentages recorded in Pre Review (and possibly subsequent retro cost transfers) and those that were certified.
- 2.

