



User ID

Password

Login

[Need Help?](#)

Announcements

Welcome to Effort Reporting System!

Table of Contents

1. Brand New Look.....	2
2. Login Page.....	2
3. Menu Options and Links	3
4. Home Page	4
5. Effort Forms	5
Certification Workflow.....	5
6. Form Selection Screen	7
7. Bulk Certification	9
8. Project Certification	15

1.Brand New Look

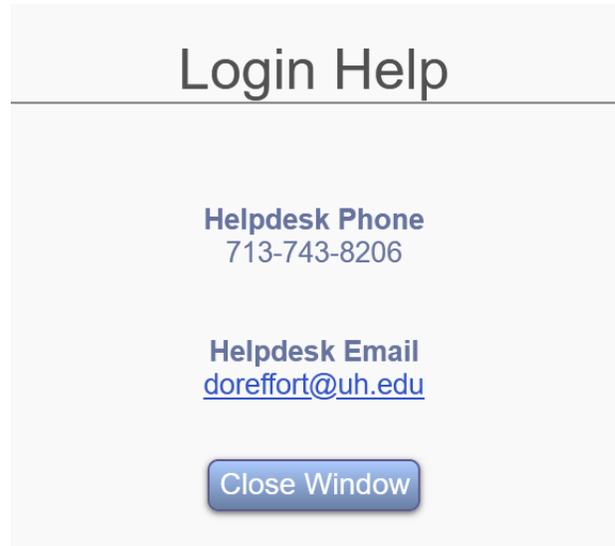
Version 10 of the Effort Reporting System (ERS) has a completely new look including the logo, color scheme, style etc. Some of the features have been re-designed for better usability. The subsequent sections provide additional information on the updated look and design including screen shots, where applicable.

2.Login Page

A screenshot of the Effort Reporting System (ERS) login page. The page has a light gray background. On the left side, there is a large 'ERS' logo in black and blue. Below the logo are two input fields: 'User ID' and 'Password', each with a white text box. Below the password field is a blue 'Login' button. At the bottom left of the login area is a link that says 'Need Help?'. On the right side of the page, there is a vertical line separating the login area from an 'Announcements' section. The 'Announcements' section contains the text 'Welcome to Effort Reporting System!'.

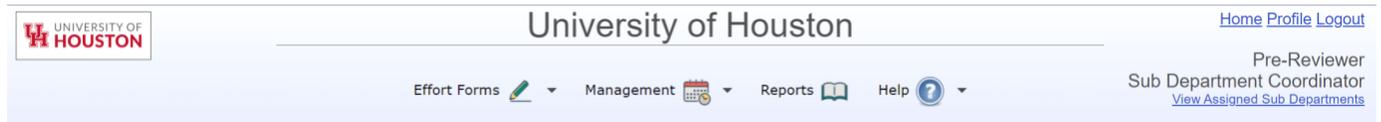
ERS Login Page

- The *Announcements* section was titled *Message Board* in the previous versions.
- The Help desk information is provided under *Need Help?* link.



Login Help Page

3. Menu Options and Links



ERS Functions available to the role of Department Coordinator

- The user's name, role and domain i.e. *View Assigned Departments* link are displayed at the top right of the screen.
- All applicable ERS functions are available at the top menu.
- The top menu bar is always available for the user while in ERS.
- The menu options are condensed and re-organized by function.

Effort Forms –Certify, Certify by Projects

Reports - link to all applicable reports for the assigned role

Help

4. Home Page

University of Houston

[Home](#) [Profile](#) [Logout](#)

Effort Forms Reports Help

Smith, John
Certifier

Search Employee Effort Forms

Employee
 Account

Search

My Status / To Do

		Current	Prior(s)
Project Certification	Pending	0	3
	Pending Pre Review	0	0
Individual Certification	Pending	0	0
	Pending Pre Review	2	14

EBS provided by MAXIMUS, Inc.®

5. Certification Workflow

The Certify effort form layout is consistent with Pre Review effort form in terms of usability -switching between Commitment and Planned view, expand or collapse sections, add account etc. The Certifier has the option to *View Pre Review Details* also.



University of Houston

[Home Profile Logout](#)
 Smith, John
 Certifier

Effort Forms
Reports
Help

Certify

Name: Mary Jane Jones

Sub Dept: H0010 - HEALTH Research Institute

Employee ID: 9999999

Division: H0400 - VC/VP, Research & Int Prop Mgt

Title: Research Staff

Title Code: 4000

Reporting Period: FY21_Q3 (03-01-2021 through 05-31-2021)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
00730-5013-H0010-B0001-G0505858 (67371)	Community Engagement	100%	0%	100%	100%
Sponsored Subtotal		100%	0%	100%	100%
Grand Total		100%	0%	100%	100%

Add Account

Notes

Exit Reset Notify Save Proceed

Certify Effort Form

Proceed presents the following page to the Certifier with an option to Certify.



Compliant State University

Effort Forms ✎ Reports 📄 Help ?

[Home](#) [CEM Profile](#) [Logout](#)
 Power, Max
 Certifier

Certify

Name: [Codae, Kathy](#)

Sub Dept: 61570 - Infectious Disease

Employee ID: 711032222

Division: SC - Immunology

Title: Research Associate

Title Code: 01






Reporting Period: 123114 (07-01-2014 through 12-31-2014)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
61570-63990	BONE MARRO	52%	5%	57%	60%
Sponsored Subtotal		52%	5%	57%	60%
Non-Sponsored Accounts					
61570-67650	THE AUBREY	48%	-5%	43%	40%
Non-Sponsored Subtotal		48%	-5%	43%	40%
Grand Total		100%	0%	100%	100%

Notes
N/A

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am certifying effort for someone other than myself, that I have Suitable Means of Verification, as indicated in the notes section on the previous screen, to certify on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

[Certify](#)

[Exit](#)
[Make Changes](#)
[Notify](#)

ERF provided by RANCOUR, Inc. ®

Certify Effort Form Page with Certify option

Note: If there are any errors/ warnings OR system is configured to display the Certifier's Checklist, it will present those items prior to displaying the Certify page.

Clicking on  completes Certification of the effort form and the following screen is presented. Prior to the screen, a pop-up window will remind you of the things to check.

Certifier Checklist

Have you reviewed these items?

Info on ERS
Effort Reporting Policy
Sponsored Programs
Remember Cost Sharing
Are all grants listed?
Did you report a change in effort?

[Close Window](#)



Certify

Name: Mary Jane Jones Employee ID: 9999999 Title: Research Staff
 Sub Dept: H0010 - HEALTH Research Institute Division: H0400 - VC/NP, Research & Int Prop Mgt Title Code: 4000

Certification Complete

Smith,John on 06-02-2023



Reporting Period: FY21_Q3 (03-01-2021 through 05-31-2021)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
00730-5013-H0010-B0001-G0505858 (67371)	Community Engagement	100%	0%	100%	100%
Sponsored Subtotal		100%	0%	100%	100%
Grand Total		100%	0%	100%	100%

Notes
N/A

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am reviewing effort for someone other than myself, that I have Suitable Means of Verification, to review on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

[Exit](#) [Make Changes](#) [Notify](#)

Certified Effort Form

The *Effort Form* status box indicates the effort form status and Certifier's name. If the effort form was updated by the Certifier it will also indicate the email notification including the Post Reviewer's name and email address.

6. Form Selection Screen

The effort form selection screen is redesigned for better usability and consistency of data elements availability when accessed either via My Status/ To Do or Effort Forms (*Pre Review, Certify, Post Review*) menu options.

Displaying 8 of 8 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]			[All]		[All]				[All]	
	Codae,Doyle	PI	61390	Internal Medicine	Pending Certification	Miller,Cris				Codae,Doyle
	Ruan,Student	Research Associate	61390	Internal Medicine	Pending Certification					Codae,Doyle
	Barnett,LN	Research Asst	61570	Infectious Disease	Post Reviewed	Miller,Cris	Codae,Doyle	Miller,Cris		Codae,Doyle
	Maximus,Demo61570	P1	61570	Infectious Disease	Pending Pre Review					Multiple
	Megidish,Tammy	Research Fellow	54240	Emergency Medicine	Pending Pre Review					Multiple
	Moore,Mark	Member	54240	Emergency Medicine	Pending Pre Review					Multiple
	Paris,Frank	Research Fellow	61390	Internal Medicine	Pending Pre Review					Multiple
	Reiley,Jill	Research Asst	61390	Internal Medicine	Pending Pre Review					Codae,Doyle

Effort form selection page for Certifier accessed via menu option.

The new interface allows to -

- Sort on all columns
- Filter on the following columns
 - Certify *
 - Sub Department
 - Sub Department Name
 - Form Status
 - RCT

*The column name will vary depending if effort form selection screen was accessed in Pre Review, Certify or Post Review.

- View the actual Reviewer information i.e. *Pre Reviewed By, Certified By, Post Reviewed By* depending on the *Form Status*.
- The *Edit Form*  or *View Form*  option will be available based on *Form Status*.

7. Bulk Certification

This feature allows certifiers to certify multiple effort forms at a time. Only basic effort forms are eligible for bulk certification. The following is the workflow to complete the certification in bulk.

- From the Certify Effort Form Selection screen, click on Certify Multiple Forms



University of Houston

Effort Forms Pending Certification (123114)

Reporting Period 123114

Certify Multiple Forms

Displaying 2 of 2 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
	Codae Kathy	Research Associate	61570	Infectious Disease	Pending Certification	Miller,Cris				Power, Max
	Power, Max	PI	35208	Surgery	Pending Certification	Miller,Cris				Power, Max

EES provided by BAXBY, Inc.®

Bulk Certification – Select Certify Multiple Form to certify more than effort form at a time.

- The effort forms listed will be available for selection and the Certify Single Form option will be available to revert to Certify one effort form at a time. Select the forms and click Proceed

The screenshot shows the 'Effort Forms Pending Certification (123114)' page. At the top, there are navigation links for 'Home', 'Profile', and 'Logout'. The user is identified as 'Smith, John Certifier'. Below the navigation, there are tabs for 'Effort Forms', 'Reports', and 'Help'. The main content area displays the title 'Effort Forms Pending Certification (123114)' and the 'Reporting Period 123114'. There are buttons for 'Certify Single Form', 'Check All', and 'Clear All'. A table shows two records, with checkboxes in the first column. A 'Proceed' button is located below the table. The footer of the page indicates 'EIS provided by MAXIMUS, INC.®'.

Select Form(s) to Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	ICT	Assigned Certifier
<input type="checkbox"/>	Codae, Kathy	Research Associate	61570	Infectious Disease	Pending Certification	Miller, Chris				Power, Max
<input checked="" type="checkbox"/>	Power, Max	PI	35208	Surgery	Pending Certification	Miller, Chris				Power, Max

Bulk Certification – Select effort forms for bulk certification

- **Proceed** will present following page to the Certifier, listing the effort forms selected for bulk certification.



University of Houston

[Home](#) [Profile](#) [Logout](#)

Effort Forms
Reports
Help

Bulk Certification

c

b

a

Codae, Kathy (711032222) - Research Associate
Reporting Period: 123114 (07-01-2014 through 12-31-2014)

Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
45%	61570-52690	BONE MARRO	52%	5%	57%	57%
Sponsored Subtotal			52%	5%	57%	57%
Non-Sponsored Accounts						
	61570-57650	THE AUBREY	48%	-5%	43%	43%
Non-Sponsored Subtotal			48%	-5%	43%	43%
Grand Total			100%	0%	100%	100%

Notes for Codae, Kathy (711032222)

0 of 800 characters used.

d
 I have reviewed the above Effort Form.
(0 of 2 forms reviewed)

Power, Max (267982222) - PI
Reporting Period: 123114 (07-01-2014 through 12-31-2014)

Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
	520-45320-149588-380211-0101-66032	Description N/A	51%	0%	51%	51%
	520-45320-149590-380237-0001-66980	Description N/A	11%	0%	11%	11%
14%	520-45320-149602-380259-0001-65392	Description N/A	100%	0%	100%	100%
Sponsored Subtotal			72%	0%	72%	72%
Non-Sponsored Accounts						
	520-45320-000001-730001-0000-00000	Description N/A	27%	0%	27%	27%
	520-45320-500841-746021-0000-00000	Description N/A	1%	0%	1%	1%
Non-Sponsored Subtotal			28%	0%	28%	28%
Grand Total			100%	0%	100%	100%

Notes for Power, Max (267982222)

0 of 800 characters used.

I have reviewed the above Effort Form.
(0 of 2 forms reviewed)

Exit
Reset
Save
Proceed

EDS provided by MAXXIS, Inc.®

Bulk Certification – List of selected effort forms

- a. Employee details (*Name, ID, Title*) including the Reporting Period Code is listed on the header of each effort form.
- b. Option to *View the Pre Review Details* () or *View Previously Certified Forms* () for the selected individual form.
- c. Print () the form as seen on the page or generate PDF () download of the selected page.
- d. The Certifier needs to select the check box next to each form to confirm the review of

University of Houston
Effort Reporting System
05/25/2023

11

the effort form. If not selected the effort form will not be included for the bulk certification.

- Click  to go to the next step of Certification.
 - If any of the selected reviewed effort forms has any issues, ERS will give an option to correct or continue depending on the nature of the issue.
 - If ERS is configured to review the Certifier Check list, it will display before presenting the following screen with the Certify option.



University of Houston

[Home](#) [Profile](#) [Logout](#)

Effort Forms
Reports
Help

Bulk Certification

Codae, Kathy (711032222) - Research Associate
Reporting Period: 12/31/14 (07-01-2014 through 12-31-2014)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
61570-63600	BONE MARRO	52%	5%	57%	57%
Sponsored Subtotal		52%	5%	57%	57%
Non-Sponsored Accounts					
61570-67650	THE AUBREY	43%	5%	43%	43%
Non Sponsored Subtotal		43%	5%	43%	43%
Grand Total		100%	0%	100%	100%

Notes for Codae, Kathy (711032222)

I have reviewed the above Effort Form. (2 of 2 forms reviewed)

Power, Max (267982222) - PI
Reporting Period: 12/31/14 (07-01-2014 through 12-31-2014)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
520.45320.149568.380211.0101.66032	Description N/A	51%	0%	51%	51%
520.45320.149568.380217.0001.65080	Description N/A	11%	0%	11%	11%
520.45320.149692.380253.0001.65393	Description N/A	10%	0%	10%	10%
Sponsored Subtotal		72%	0%	72%	72%
Non-Sponsored Accounts					
520.45320.000001.730001.0000.00000	Description N/A	27%	0%	27%	27%
520.45320.600641.746021.0000.00000	Description N/A	1%	0%	1%	1%
Non Sponsored Subtotal		28%	0%	28%	28%
Grand Total		100%	0%	100%	100%

Notes for Power, Max (267982222)

I have reviewed the above Effort Form. (2 of 2 forms reviewed)

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am certifying effort for someone other than myself, that I have Suitable Means of Verification, as indicated in the notes section on the previous screen, to certify on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

Certify
Exit
Make Changes

ES&I provided by MAXMUS, Inc.®

Bulk Certification – List of selected effort forms

- Click on Certify completes Certification of the selected forms and displays the following screen.



University of Houston

[Home](#) [Profile](#) [Logout](#)

Effort Forms
Reports
Help

Smith, John
 Certifier

Bulk Certification

a Certification Complete

b Form Certified by Power, Max on 02/07/2017

Codae, Kathy (711032222) - Research Associate Reporting Period: 123114 (07-01-2014 through 12-31-2014)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
61570-63000	BONE MARRO	52%	5%	57%	57%
Sponsored Subtotal		52%	5%	57%	57%
Non-Sponsored Accounts					
61570-67500	THE AUBREY	40%	-5%	43%	43%
Non-Sponsored Subtotal		40%	-5%	43%	43%
Grand Total		100%	0%	100%	100%

Notes for Codae, Kathy (711032222) I have reviewed the above Effort Form. (2 of 2 forms reviewed)

b Form Certified by Power, Max on 02/07/2017

Power, Max (267982222) - PI Reporting Period: 123114 (07-01-2014 through 12-31-2014)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
520.45320.149568.380211.0101.69072	Description N/A	51%	0%	51%	51%
520.45320.149568.380217.0001.65980	Description N/A	11%	0%	11%	11%
520.45320.149568.380259.0001.66393	Description N/A	10%	0%	10%	10%
Sponsored Subtotal		72%	0%	72%	72%
Non-Sponsored Accounts					
520.45320.000001.730001.0000.00000	Description N/A	27%	0%	27%	27%
520.45320.609541.746021.0000.00000	Description N/A	1%	0%	1%	1%
Non-Sponsored Subtotal		28%	0%	28%	28%
Grand Total		100%	0%	100%	100%

Notes for Power, Max (267982222) I have reviewed the above Effort Form. (2 of 2 forms reviewed)

I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am certifying effort for someone other than myself, that I have Suitable Means of Verification, as indicated in the notes section on the previous screen, to certify on behalf of this employee.

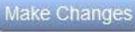
I understand that fabrication of effort statements may result in potential disallowed costs, penalties and/or actions under the Federal False Claims Act.

Exit Make Changes c

Bulk Certification – List of Certified effort forms

- a. The status is displayed in the Effort Form Status box. If any of the effort form(s) was updated or Notes were added, an email notification message will also display.
- b. The Certifier's name and date when certification was completed is displayed at the

top of each selected effort form.

- c.  provides an option to correct or re-certify if needed.

8. Project Certification

This new configurable feature of Project Certification allows institutions to certify effort for individuals on any given project (note, PI data and other information will be required to use this feature). For those institutions already using PI Line Item feature, Project Certification can be used instead, without any additional data.

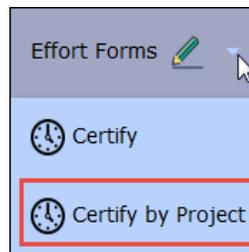
If configured, this option is accessible to the assigned Certifier via *My Status/ To Do > Project Certification*



My Status / To Do			
		Current	Prior(s)
Project Certification	Pending	3	5
	Pending Pre Review	1	7

Project Certification – My Status/ To Do

or, *Effort Forms* menu option of *Certify by Project*



Project Certification – menu option

- Upon selection of this option the Certifier is presented with his or her list of active Projects.

University of Houston [Home](#) [Profile](#) [Logout](#)

Effort Forms Reports Help

Smith, John
Certifier

Projects

Displaying 3 of 3 records

Certify	Project	Title	RP Code	Project Begin Date	Project End Date	Total Employees on Project	Number of Employees to Certify	Employees Pending Certification	Certified Employees
	61390-63690	GENE PROJ	123114	01/01/2003	12/30/2015	6	2	2	0
	61570-63690	BONE MARRO	123114	01/01/2005	12/30/2015	6	1	1	0
	61570-67930	CANCER GENE	123114	01/01/2005	12/30/2014	2	1	1	0

ERS provided by MAXIMUS, Inc.®

Project Certification – List of Projects

This list provides a status overview of the Project:

- Total Employees on Project
- Number of Employees to Certify
- Employees Pending Certification
- Certified Employees

- Select edit icon to Certify effort of all Employees on this Project.

University of Houston [Home](#) [Profile](#) [Logout](#)

Effort Forms Reports Help

Smith, John
Certifier

Project Certification ➔

Reporting Period: 123114 (07-01-2014 through 12-31-2014)

Project ID: [61390-63690](#) Project Begin Date: 01-01-2003 Project Description: GENE PROJ
 Child Account ID: 61390-63690 Project End Date: 12-30-2015

Employees Charging Project									
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status	
167982222	Codae, Doyle	PI	12.0	14%	17%	20%		Pending Individual Certification	
167984444	Maximus_Demo61570	CP	12.0	20%	21%	21%		Available for Certification	
170462222	Moore, Mark	OT	0.0	0%	100%	100%		Pending Individual Certification	
312012222	Megidish, Tammy	OT	0.0	0%	100%	100%		Pending Individual Certification	
756572222	Paris, Frank	OT	0.0	0%	100%	100%		Pending Individual Certification	
800101040	Munn, Kelly41	OT	0.0	0%	100%	100%		Certified	

Exit Reset Save Proceed

ERS provided by MAXIMUS, Inc.®

Project Certification – List of Employees Charging Project

The Employee information like, *ID, Name, Job Role, Appointment, Commitment, Payroll%,*

Effort % including Status of the form is displayed.

The *Employee Name* also serves as a link to view the 100% of the effort form *only* if the Certifier is the assigned Certifier.

University of Houston

[Home](#) [Profile](#) [Logout](#)

Smith, John
Certifier

Certify

Name: Maximus.Demo61570 Employee ID: 167984444 Title: P1
Sub Dept: 61570 - Infectious Disease Division: SC - Immunology Title Code: 01

Reporting Period: 123114 (07-01-2014 through 12-31-2014)

Commitment %	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %	Status
Sponsored Accounts							
	55010-75230	MOLECULAR STUDY	6%	0%	6%	6%	Pending Certification by Munn, Kelly41
20%	61390-63690	GENE PROJ	21%	0%	21%	21%	Available for Certification
20%	61570-63690	BONE MARRO	21%	0%	21%	21%	Available for Certification
Sponsored Subtotal			48%	0%	48%	48%	
Non-Sponsored Accounts							
	21150-2330	CELLULAR I	5%	0%	5%	5%	
	61390-65100	MED GENERA	47%	0%	47%	47%	
Non-Sponsored Subtotal			52%	0%	52%	52%	
Grand Total			100%	0%	100%	100%	

Notes

Project Certification - Effort Form of Maximus, Demo

In this case the link for *Payroll %* is also available to view the payroll information of the respective Project on the effort form.

Payroll Details By Transaction

Reporting Period: 123114 (07/01/2014 through 12/31/2014)

Name: Maximus.Demo61570 Employee ID: 167984444 Title: P1
 Sub Dept: 61570 - Infectious Disease Division: SC - Immunology Title Code: 01

Change to: 61390-63690(Sponsored) [Details By Month](#)

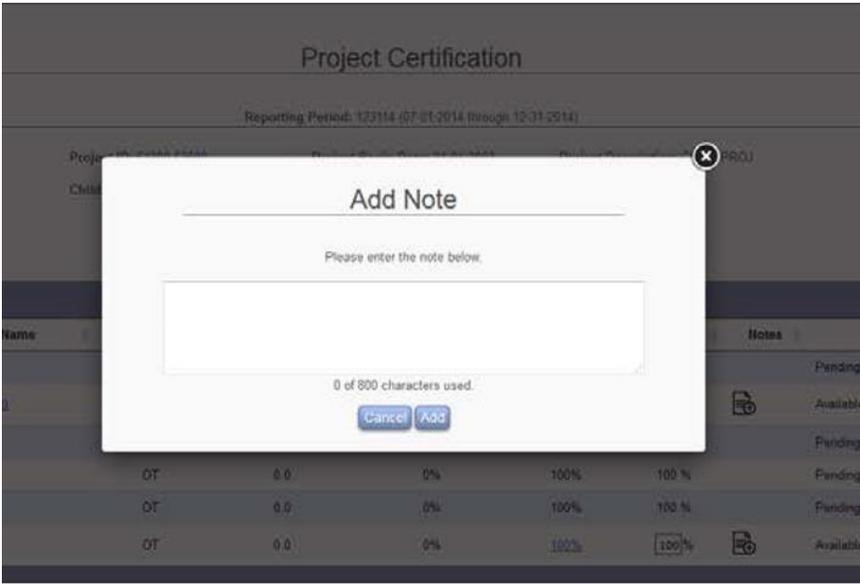
Details by Transaction											
Project	Fund	Dept Id	Begin Date	End Date	Account	Appt	Pre Amount	Payroll Amt	Non Effort Payroll	Effort Payroll	Effort Payroll %
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
61390-63690	63690	61390	09/30/2014	12/29/2014	1100	12	2271.1	\$2,271.10	\$0.00	\$2,271.10	
SubTL:								\$13,626.60	\$0.00	\$13,626.60	21%

EXCEL [Download](#) [Close](#)

Project Certification - Payroll Information of Maximus, Demo

The *Effort %* is open for editing if the effort form is available for Certification. If the effort form status is *Pending Pre Review* or *Post Reviewed*, the *Effort %* is not editable. If an employee's effort form is not subject to Project Certification, the Status will display *Pending Individual Certification* and will not have the ability to view the effort form or payroll information.

The Certifier also has an option to add Notes on the effort form for which the Project is being certified by clicking  button.



Project Certification - Add Note on Employee's Effort Form

- The **Proceed** button brings the Certifier to the Certify page listing only the Employee Names associated with projects that are available for Certification.

University of Houston

[Home](#) [Profile](#) [Logout](#)

Smith, John
Certifier

Effort Forms Reports Help

Project Certification

Reporting Period: 123114 (07-01-2014 through 12-31-2014)

Project ID: [61390-63690](#) Project Begin Date: 01-01-2003 Project Description: GENE PROJ.
 Child Account ID: 61390-63690 Project End Date: 12-30-2015

Employees Charging Project								
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status
167984444	Maximus, Demetri	CP	12.0	20%	21%	21%		Available for Certification
800101040	Mann, Kelly	OT	0.0	0%	100%	100%		Certified

PI Line Item TEST. I confirm that the distribution of activity represents a reasonable estimate of all work performed by me during the stated period or in the event that I am certifying effort for someone other than myself, that I have Suitable Means of Verification, as indicated in the notes section on the previous screen, to certify on behalf of this employee.

I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the federal False Claims Act.

ERS provided by NAVIGUS, Inc.®

Project Certification – Certify Project

Note: If ERS is configured to display Certifier Checklist, it will present the screen with checklist information prior to the Certify screen.

- The action of completes Certification and provides an option to , if needed.

University of Houston

[Home](#) [Profile](#) [Logout](#)

Smith, John
Certifier

Effort Forms Reports Help

Project Certification

Reporting Period: 12/31/14 (07-01-2014 through 12-31-2014)

Project ID: 61390-63600 Project Begin Date: 01-01-2003 Project Description: GENE PROJ
 Child Account ID: 61390-63690 Project End Date: 12-30-2015

Certification Complete

Employees Charging Project									
Employee ID	Employee Name	Job Role	Appointment	Commitment	Payroll %	Effort %	Notes	Status	
167984444	Maximus, Demo61570	CP	12.0	20%	21%	21%		Certified	
800101040	Munn, KellyL1	OT	0.0	0%	100%	100%		Certified	

ESS provided by MAXIMUS, Inc. ®

Project Certification – Certification of Project Completed

The option to print a copy of the form or download to a pdf format is available throughout the Project Certification workflow.

If any of the effort on the project was updated, Post Review will be required and will follow the same process as is currently used for Line Item Certification, if necessary.