

**Georgia State University**  
**Effort Reporting System (ERS)**  
**Department Coordinator (DC)**

**To Do List**

**1. Assignment of certifiers:**

- a. The individual is the default certifier in ERS. Do not change this for faculty.
- b. Reassign students and staff who are working on a sponsored project to the PI or his/her designee. It is easiest to select all personnel who work for the same PI at once and assign the certifier to the whole group.
- c. To have a designee, the PI should inform you in writing (i.e. email) that the designee has suitable means of verifying the employee's effort on the sponsored project (e.g., a Laboratory or Project Director). The statement of designation should include the speedtype, employee's name, title and role on the project. *As a DC, you can not be the designee.*
- d. You have the option to assign yourself as the certifier for employees who are paid **solely** from non-sponsored activities and who are **very unlikely** to be paid through a sponsored project in the next five years.
- e. Employees are assigned to their home department. If an employee no longer belongs in your department, you can assign the DC role to the DC of the appropriate department. You can contact the Central Administrator (CA) to find out who this is. You should also complete a PAF in order to update the home dept in the PeopleSoft HR system.

**2. Prereview**

- a.. Verify the payroll detail in the Effort Report. Compare to your source documents.
  - √ Hiring Forms (ie PAF), PSHR payroll detail query, and Spectrum reports
- b. Save report as soon as you begin to Prereview. This will let College Administrators know you have begun the process
  - i. If a retroactive PAF is necessary, use the "Initiate PAF" feature
    - √ Updates status to "N - CT Pending" (Cost Transfer Pending)
    - √ Submit retro PAF using your normal process.
- c. The certifier will receive an automatic email after your prereview is complete.
- d. If you initiated a PAF that has not registered in the ERS system, click "Initiate PAF" to lock the PER (CT pending) and follow up on the status of the PAF.
- e. For those faculty members who have no sponsored activities, you may complete the distribution of non sponsored activities under University Summary, according to the standard workload of your department.

**3. Certification**

- a. Establish a procedure for correcting errors on PERS. Tell your certifiers if you want them to:
  - i. Notify you of an error so you can correct it through the prereview process **OR**
  - ii. Change the effort to the correct % and certify the PER. You will correct the payroll distribution during postreview.

**4. Postreview**

- a. Review change in effort as certified. If obvious inaccuracies exist, contact certifier for clarification. Process a retroactive PAF to correct payroll distribution to match the certified PER. Make sure it matches the certified PER exactly.

- 5. PROBLEMS?** Email the issue to [help@gsu.edu](mailto:help@gsu.edu) and they will send the message on.