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BALTIMORE

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

← → ↻ 🔒 myumb.umaryland.edu/psp/paprod/EMPLOYEE/EMPL/h/?tab=DEFAULT

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2021.06.15 10:10 AM PAPROD 018680 Beryl F Gwan

My Page **My UMB Employee Self Service** My UMB TBE Self Service

Personalize Content Layout

Enterprise Menu

- ▶ UMB Developers Only
- ▶ Worklist
- ▶ Reporting Tools
 - Effort Reporting System (ERS)** ←
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 - [UMBiz](#)
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IT Alerts

IT Public Alerts - [Calendar View](#)

RAVEN Financial Inquiry

	Inquiry	Description	Delete
1	ADHOC	86.06000Initial ADHOC Query	
2	COEUS	COEUS	<input type="checkbox"/>

New Inquiry:

eUMB/Quantum News

- [UPDATED Payroll Calendar \(June 2021\)](#)
- [Quantum Financials Training Schedule on Calendar \(08/20/20\)](#)
- [UPDATED Quantum Financials Calendar \(06/03/21\)](#)

UMB eTravel Alerts

You currently have no eForm(s) that require your [approval](#).

UMB News and Events

- [UMB Campus Alerts](#)
- [University Calendar](#)
- [University News](#)
- [H-1B LCA Postings](#)
- [Technology News](#)

**Go-Live Date:
Monday June 28, 2021 at 1pm**



I'm so excited!

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

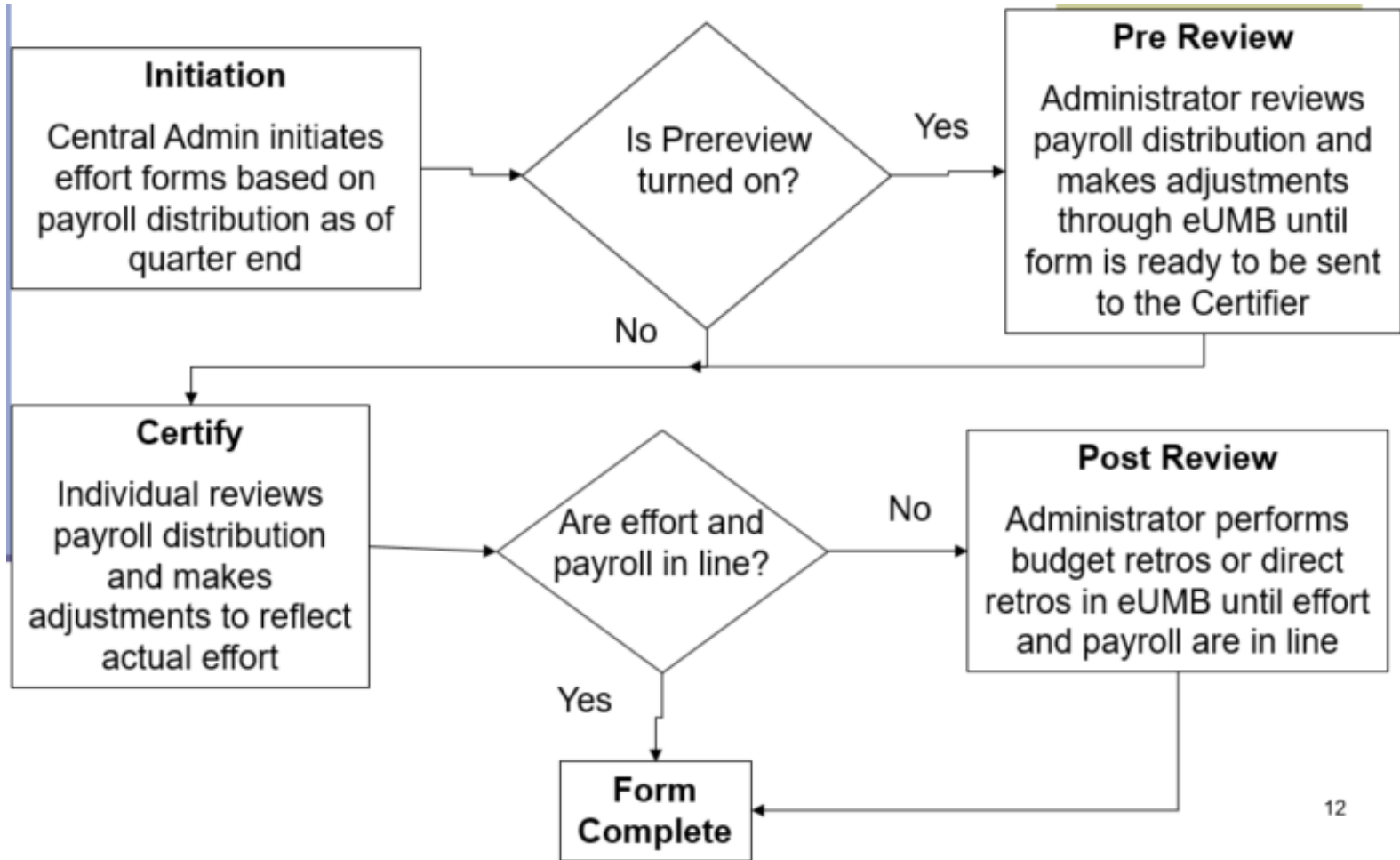
ERS Roles Unchanged

- 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



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

Critical List, Con't

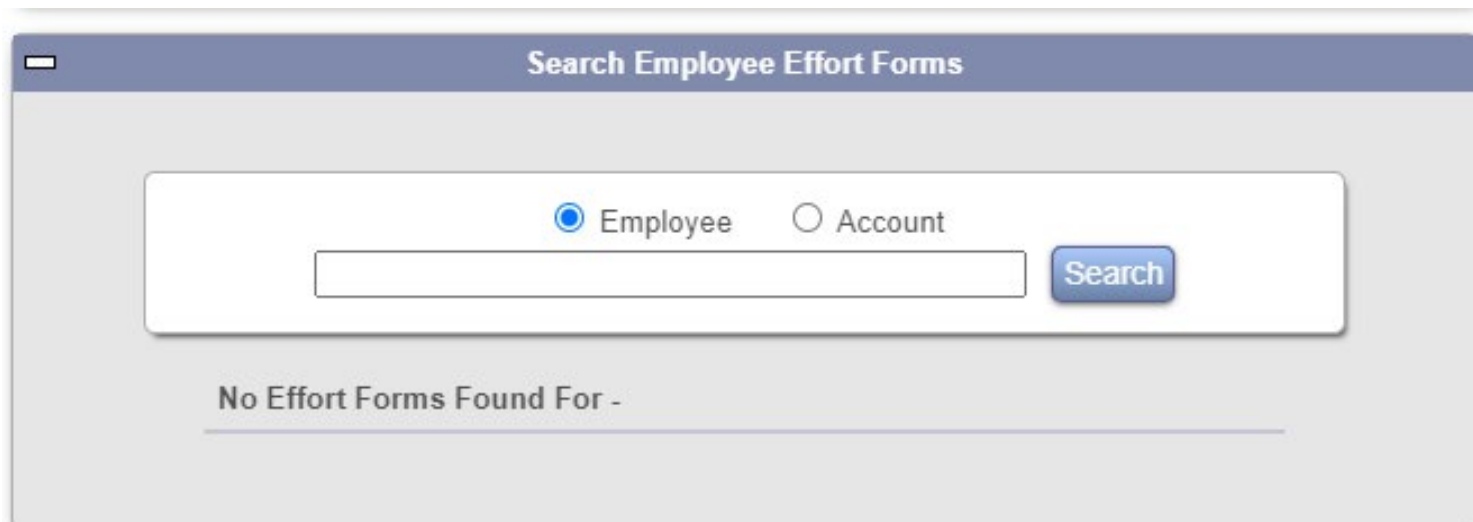
Effort Forms Assigned to Me (My To Do List)

		Current	Prior(s)
Pre Review	Pending Critical	0	0
	Pending Non-Critical	18	0

[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



The screenshot shows a web application window titled "Search Employee Effort Forms". Inside the window, there is a search form with two radio buttons: "Employee" (which is selected) and "Account". Below the radio buttons is a text input field. To the right of the input field is a blue "Search" button. Below the search form, the text "No Effort Forms Found For -" is displayed, followed by a horizontal line.

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

The screenshot shows a web application window titled "Search Employee Effort Forms". At the top, there are two radio buttons: "Employee" (which is selected) and "Account". Below these is a text input field containing the value "167982222" and a blue "Search" button. Below the search area, the results are displayed: "Employee Id: 167982222" and "Name: Codae,Doyle". A table below this shows two rows of data with columns for "RpCode", "Sub Department", "Form Status", and "Effort Form Link".

RpCode	Sub Department	Form Status	Effort Form Link
123116	61390	Pending Pre Review	View
123115	61390	Archived	View

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

Search Employee Effort Forms

Employee Account

61390-63690

Account Id: 61390-63690 Account Description: GENE PROJ

RpCode	Employee	Sub Department	Form Status	Effort Form Link
123116	Codae,Doyle	61390	Pending Pre Review	View
123116	Liu,Herminine	54240	Pending Pre Review	View
123116	Munn, Kelly41	61390	Pending Certification	View
123115	Codae,Doyle	61390	Archived	View
123115	Liu,Herminine	54240	Pending Pre Review	View
123115	Munn, Kelly41	61390	Certified	View

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](#)

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](#)

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](#)

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

Assignment Audit Trail

Displaying 16 of 16 records

Employee Id	Employee Name	PreReview Id	PreReview Name	Certifier Id	Certifier Name	PostReviewer Id	PostReviewer Name	Modifier	Reason	Date Updated
131132222	Resh, Kim	149432222	Miller, Cris	167982222	Codae, Doyle	149432222	Miller, Cris		OrgRefresh	2009-07-23 19:30:59.093
				131132222	Resh, Kim					
137452222	Reilley, Jill	114132222	Benjamin, Deck	167982222	Codae, Doyle	149432222	Miller, Cris	864322222	DataRefresh	2008-10-07 13:43:41.093
		149432222	Miller, Cris	167982222	Codae, Doyle	149432222	Miller, Cris			
167982222	Codae, Doyle	114132222	Benjamin, Deck	167982222	Codae, Doyle	149432222	Miller, Cris		OrgRefresh	2009-07-23 19:30:59.078
		149432222	Miller, Cris	167982222	Codae, Doyle	149432222	Miller, Cris			
674532222	Liu, Herminine	114132222	Benjamin, Deck	149431111	Miller, Cris1	801572222	Hanashima, China		OrgRefresh	2009-07-23 19:30:59.109
		114132222	Benjamin, Deck	149432222	Miller, Cris	149432222	Miller, Cris			
698052222	Chao, Luz			698052222	Chao, Luz				OrgRefresh	2009-07-23 19:30:59.093
				698052222	Chao, Luz					
798642222	Liang, Jine	304012222	Admin, Fran12	167985555	Maximus, Demo53030				OrgRefresh	2009-07-23 19:30:59.093
		304012222	Admin, Fran12	167985555	Maximus, Demo53030					
801572222	Hanashima, China			704882222	Koritchneva, Harry	149432222	Miller, Cris		OrgRefresh	2009-07-23 19:30:59.093
				704882222	Koritchneva, Harry	149432222	Miller, Cris			
987654321	Jordan, Brett	114132222	Benjamin, Deck	987654321	Jordan, Brett	149432222	Miller, Cris		OrgRefresh	2009-07-23 19:30:59.093
		149432222	Miller, Cris	987654321	Jordan, Brett	149432222	Miller, Cris			

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New Report: Critical Review Status Report

- 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.

New Report: Critical Review Status Report

Critical Review Status (123116)												
Form Pending Pre Review Top												
Displaying 3 of 3 records												
Critical Review List												
Employee ID	Employee Name	Sub Dept	Dept	K-Award	Commitment	Salary Cap	Clearing Accounts	Pre Reviewer	Status	RCT Date		
0055825	Bouchard,Beth Ann	52060	55555	X	X		X	Miller,Cris				
0055582	Cushman,Mary	52060	55555		X	X		Miller,Cris	Saved	2017-12-20		
0067245	Tracy,Russell P.	52060	55555		X		X	Miller,Cris				

Form Pending Certification Top												
Displaying 3 of 3 records												
Critical Review List												
Employee ID	Employee Name	Sub Dept	Dept	K-Award	Commitment	Salary Cap	Clearing Accounts	Pre Reviewer	Date Reviewed	Certifier	Status	RCT Date
0108803	Ballif, Bryan A.	52060	55555		X			Miller,Cris	26-Sep-17	Ballif, Bryan A.		
0045571	Darby,Heather Marie	52060	55555		X			Miller,Cris	24-Oct-17	Darby,Heather Marie		
800101040	Munn, Kelly41	61390	M50		X			Miller,Cris1	28-Jun-18	Paper Certification		

Form Pending Post Review Top														
Displaying 0 of 0 records														
Critical Review List														
Employee ID	Employee Name	Sub Dept	Dept	K-Award	Commitment	Salary Cap	Clearing Accounts	Pre Reviewer	Date Reviewed	Certifier	Date Certified	Post Reviewer	Status	RCT Date

Form Completed Top														
Displaying 1 of 1 records														
Critical Review List														
Employee ID	Employee Name	Sub Dept	Dept	K-Award	Commitment	Salary Cap	Clearing Accounts	Pre Reviewer	Date Reviewed	Certifier	Date Certified	Post Reviewer	Date Post Reviewed	RCT Date
167982222	Codae,Doyle	61390	M50			X		Benjamin,Deck	21-Jun-18	Stan Lee	27-Jun-18	Not Required		

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

New Report: Effort Results by Individual

- Effort Results Report: Effort by Individual



Old ERS: search effort by Award

The screenshot shows a web form titled "Search Awards" with a blue header bar. Below the header, it says "Enter the following to search for an Award." The form contains three input fields: "PCBU:", "Project:", and "Department:", each with a corresponding text box. A "Search" button is located at the bottom center of the form.

Search Awards	
Enter the following to search for an Award.	
Effort by Award	
PCBU:	<input type="text"/>
Project:	<input type="text"/>
Department:	<input type="text"/>
<input type="button" value="Search"/>	

ERS_Cloud: search effort by Individual

The screenshot shows a web form titled "Search Individual Effort" with a blue header bar. Below the header, it says "Please enter Employee ID or Name, select time period and click Search to generate the report." The form contains three input fields: "Employee ID:", "Begin Date (mm/dd/yyyy):", and "End Date (mm/dd/yyyy):", each with a corresponding text box and a calendar icon. A "Search" button is located at the bottom center of the form.

Search Individual Effort	
Please enter Employee ID or Name, select time period and click Search to generate the report.	
Effort By Individual	
Employee ID:	<input type="text"/>
Begin Date (mm/dd/yyyy):	<input type="text"/> 
End Date (mm/dd/yyyy):	<input type="text"/> 
<input type="button" value="Search"/>	

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)

Report 1A - View Detail By Employee Include K-Awards Non-Sponsored Accounts Include Sub Totals

[Refresh Report](#)

Cost Sharing Report 1A - View Detail By Employee

Displaying 7 of 7 records

SubDept	EmpID	EmpName	Account	Title Code	Account Desc	Account Type	Cost Share To Amount	Cost Share From Amount	Comp Cost Share	Cost Share Percent	Total Certified
61570	711032222	Codae,Kathy	61570-57650	01	THE AUBREY	N		-1,161.81		-3%	13,637.56
61570	711032222	Codae,Kathy	61570-63690	01	BONE MARRO	S	1,161.81			3%	25,098.55
61390	137452222	Reilley,Jill	23304W402000027B03S71050101900000	04	ACS/IRG-93-033-11/Cantor	S	1,000.00			8%	4,309.02
61390	137452222	Reilley,Jill	23304W833500050B03S76050087900000	04	AAP	S		-1,000.00		-8%	2,309.02
61390	167982222	Codae,Doyle	50350-10280 	02	CELL BASIS COST SHAR	S			3,390.55	3%	3,390.55
61390	167982222	Codae,Doyle	61390-05160	02	MED GENERA	N		-2,711.90		-2%	36,607.85
61390	167982222	Codae,Doyle	61570-63690 	02	BONE MARRO	S	2,711.90			2%	41,000.19
Sub Total:							4,873.71	4,873.71	3,390.55		

[Excel](#) [Download](#)

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

Displaying 13 of 13 records

Employee ID	Employee Name	Title Code	Title	Subdept	Reporting Period
182702222	Barnett, LN	04	Research Asst	61570	063017
555009	Batman	23	Professor	333123-1	063017
167982222	Codae, Doyle	02	PI	61390	063017
8887770062	Grey, Donna2	Employee	Employee	5411	063017
267982222	Power, Max	04	PI	35208	063017
555004	Professor Hulk	23	Professor	444123-1	063017
555006	Professor Spiderman	23	Professor	444123-1	063017
555005	Professor Thor	23	Professor	444123-1	063017
555007	Professor Torch	23	Professor	444123-1	063017
555001	Professor Xavier	23	Professor	444123-1	063017
555003	Storm	27	Super Hero	444123-1	063017
555008	The Riddler	23	Professor	333123-1	063017
555002	Wolverine	27	Super Hero	444123-1	063017

EXCEL

New Report: Delinquent Effort Form

- This report lists all the delinquent effort forms from prior periods

Delinquent Forms

Displaying 20 of 20 records

Employee ID	Employee Name	RPCode	End Date	Dept	Dept Name	SubDept	SubDept Name	Title	Flag	Pending Status	Reviewer	Pending Sponsored Amount
0055825	Bouchard,Beth Ann	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Research Assistant Professor	BAS	Pending PreReview	Miller,Cris	\$30,420.93
0099147	VERMONT5	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	MASTER TEACHER IN TEACHING & L EARNING	JHU	Pending PreReview	Miller,Cris	\$28,542.73
0067245	Tracy,Russell P.	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Professor	BAS	Pending PreReview	Miller,Cris	\$43,066.89
0040418	VERMONT2	123115	2015-12-31	555555	ENGINEERING	55524	ENGINEERING	JUNIOR RESEARCH SCIENTIST	JHU	Pending PreReview	Miller,Cris	\$1,900.38
0088450	VERMONT4	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	MASTER TEACHER IN TEACHING & L EARNING	JHU	Pending PreReview	Miller,Cris	\$1,560.00
117222222	Friedman,Mary	123115	2015-12-31	M50	MEDICINE	61390	Internal Medicine	Associate Lab Member	JHU	Pending PreReview	Miller,Cris	\$14,400.00
126032222	Burrows,Kim	123115	2015-12-31	M50	MEDICINE	61390	Internal Medicine	Research Technician	JHU	Pending PreReview	Miller,Cris	\$26,430.60
0045571	Darby,Heather Marie	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Extension Assistant Professor	BAS	Pending PreReview	Miller,Cris	\$38,230.13
0056592	Cushman,Mary	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Professor	BAS	Pending PreReview	Miller,Cris	\$41,803.42
0085512	Ross,Donald Savage	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Research Associate Professor	BAS	Pending PreReview	Miller,Cris	\$18,822.86
9102692	VERMONT8	123115	2015-12-31	555555	ENGINEERING	55524	ENGINEERING	MASTER TEACHER IN TEACHING & L EARNING	JHU	Pending PreReview	Miller,Cris	\$10,664.45
187984444	Maximus,Demo61570	123115	2015-12-31	M50	MEDICINE	61570	Infectious Disease	P1	PL	Pending PreReview	Miller,Cris	\$33,303.20
137452222	Reilly,Jill	123115	2015-12-31	M50	MEDICINE	61390	Internal Medicine	Research Asst	JHU	Pending PreReview	Benjamin,Deck	\$6,618.04
0056132	McMaster,William Joseph	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	Extension Assoc. Professor	BAS	Pending PreReview	Miller,Cris	\$30,224.38
129332222	Ruan,Student	123115	2015-12-31	M50	MEDICINE	61390	Internal Medicine	Research Associate	JHU	Pending PreReview	Benjamin,Deck	\$12,348.00
101032222	Ferguson,Ter	123115	2015-12-31	M50	MEDICINE	61570	Infectious Disease	Research Technician, Sr	PL	Pending PreReview	Miller,Cris	\$19,513.80
674532222	Liu,Herminine	123115	2015-12-31	M50	MEDICINE	54240	Emergency Medicine	Research Associate	JHU	Pending PreReview	Benjamin,Deck	\$6,634.61
0030826	VERMONT1	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	PROFESSOR	JHU	Pending PreReview	Miller,Cris	\$5,048.68
0061881	VERMONT3	123115	2015-12-31	555555	ENGINEERING	52060	ENGINEERING	PROF ORAL & MAXFCL PATH RAD & MEDI	JHU	Pending PreReview	Miller,Cris	\$3,166.70
711032222	Codae,Kathy	123115	2015-12-31	M50	MEDICINE	61570	Infectious Disease	Research Associate	BAS	Pending PreReview	Miller,Cris	\$23,076.85

Excel

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