ERS Certification Process Overview

**Planning**
- **Effort Management** (Quarterly monitoring, effort commitments mgmt., timely payroll distributions)
- **Assign ERS CERT admin roles** (DC, SubDc, Pre-Reviewer, Post-Reviewer)
- **Assign certifier role for effort forms** (Graduate students, Terminated emps)
- **Effort certification communications** (roles, timing, process, support)

**Pre-Review**
- **Confirm reasonable and completeness of effort form information**
- **Assess applicable cost share effort** (Voluntary committed, salary cap, match)
- **Assess actual effort vs. committed effort** (if applicable)
- **Submit applicable payroll changes (RCT, APF) and confirm changes in ERS**

**Certify**
- **Log in and click on pending certification(s)**
- **Assess whether payroll % on each effort form is reasonable in relation to the effort applied to each sponsored account**
- **If applicable, enter correct effort % in the “certified effort %” column or contact pre-reviewer**
- **Click certify button**

**Post-Review**
- **Review certifier changes and confirm with certifier**
- **Submit applicable retroactive payroll distribution transfers** (called RCT in ERS)
- **Monitor comprehensive report for RCT update in ERS**