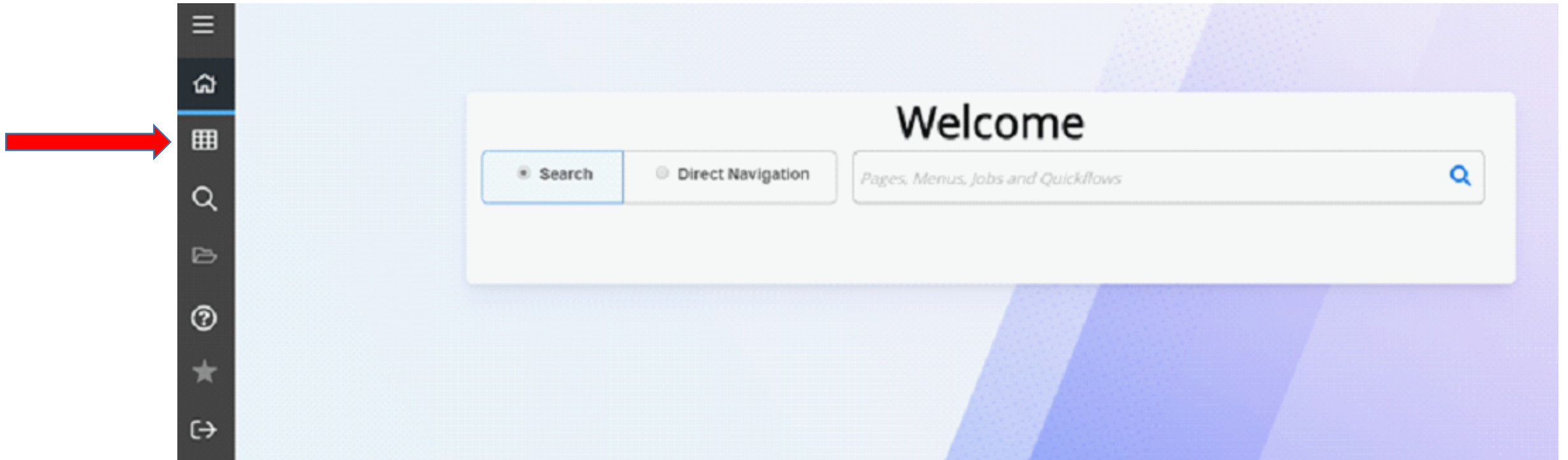


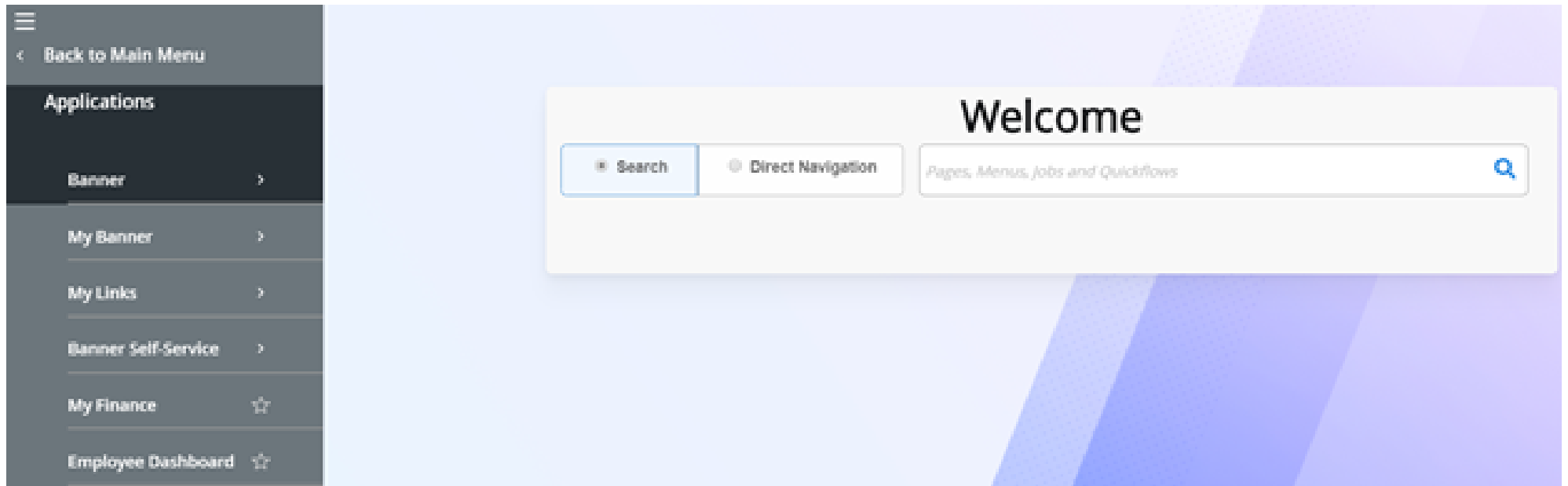
# Effort Reporting System (ERS) – Banner 9

Welcome!! Select the box made up of 9 smaller squares – 3<sup>rd</sup> from the top on the left



# Effort Reporting System (ERS) – Banner 9

Click – Employee Dashboard



The screenshot displays the user interface of the Effort Reporting System (ERS). On the left is a dark grey sidebar menu with a hamburger icon at the top. The menu items are: 'Back to Main Menu' (with a left arrow), 'Applications' (header), 'Banner' (with a right arrow), 'My Banner' (with a right arrow), 'My Links' (with a right arrow), 'Banner Self-Service' (with a right arrow), 'My Finance' (with a star icon), and 'Employee Dashboard' (with a star icon). A red arrow points to the 'Employee Dashboard' item. The main content area has a light blue background with a white banner at the top. The banner contains the word 'Welcome' in large black text. Below 'Welcome' are two buttons: 'Search' and 'Direct Navigation'. To the right of these buttons is a search input field with the placeholder text 'Pages, Menus, Jobs and Quickflows' and a magnifying glass icon.

# Effort Reporting System (ERS) – Banner 9

Click – Effort Certification on right side of screen

[Employee Dashboard](#)

## Employee Dashboard

Christenberry, Beverly N.

[My Profile](#)

Leave Balances as of 02/06/2020

Sick Pay in hours	67.75	Annual Leave in hours	85.00	Compensatory Time in hours	0.00
Catastrophic Leave in hours	0.00	Childrens Education Activities in hours	8.00	Military Leave in hours	0.00

[Full Leave Balance Information](#)

Pay Information ^

Latest Pay Stub: [01/31/2020](#)   [All Pay Stubs](#)   [Deductions History](#)

Earnings v

Job Summary v

My Activities

- [Approve Time](#)
- [Approve Leave Report](#)
- [Approve Leave Request](#)
- [Effort Certification](#)

# Effort Reporting System (ERS) – Banner 9

Next Screen is – Certify My Effort (see below)

Double click on \ R X UI R U H FWRKUL Status "Awaiting Certification"

The screenshot shows the ERS interface with a table of effort reports. The table has columns for COA, Period Code, Report Period, Start Date, End Date, Status, Unlocked/Locked, and Comments. The first row contains the following data: Z, 185115, May 1 - May 15 2018, 05/17/2018, 05/18/2018, Awaiting Certification, Unlocked.

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
Z	185115	May 1 - May 15 2018	05/17/2018	05/18/2018	Awaiting Certification	Unlocked	

# Effort Reporting System (ERS) – Banner 9

This is what your effort record will look like.  
Notice the Menu choices are now across the *top* of the record; rather than the left side as in previous version.  
Selection buttons are still located across the bottom of the record.

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Christenberry, Beverly N. Print ×

**Effort Report** Pay Period Summary Comments Routing Queue

**Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
23665 AgMktgSv/market news Service/Looper	2500 Office of Sponsored Programs	FEDERAL Federal	DIRECT	50

Total Sponsored Activity 50%

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
13101 General State Funding	2500 Office of Sponsored Programs		DIRECT	50

Total Non Sponsored Activity 50%

Total : 100.00%

**Effort Report Overview**

**Report Status**

185115  
May 1 - May 15 2018  
May 17, 2018 - May 18, 2018  
Under Review - Unlocked

**Important Dates**

Begin Pre-Review  
May 16, 2018  
Certification Period  
May 17, 2018 to May 18, 2018  
Post Review End  
May 25, 2018

Request Changes Certify Add New Funding Save

# Effort Reporting System (ERS) – Banner 9

Review and click Certify – IF THE INFORMATION IS CORRECT AS SHOWN.

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)

Christenberry, Beverly N. [REDACTED] [Print](#) ×

[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

### Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
23665 AgMktgSv/market news Service/Looper	2500 Office of Sponsored Programs	FEDERAL Federal	DIRECT	<input type="text" value="50"/>

Total Sponsored Activity 50%

### Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
13101 General State Funding	2500 Office of Sponsored Programs		DIRECT	<input type="text" value="50"/>

Total Non Sponsored Activity 50%

Total : 100.00%

[Request Changes](#) [Certify](#) [Add New Funding](#) [Save](#)

#### Effort Report Overview

##### Report Status

185115  
May 1 - May 15 2018  
May 17, 2018 - May 18, 2018

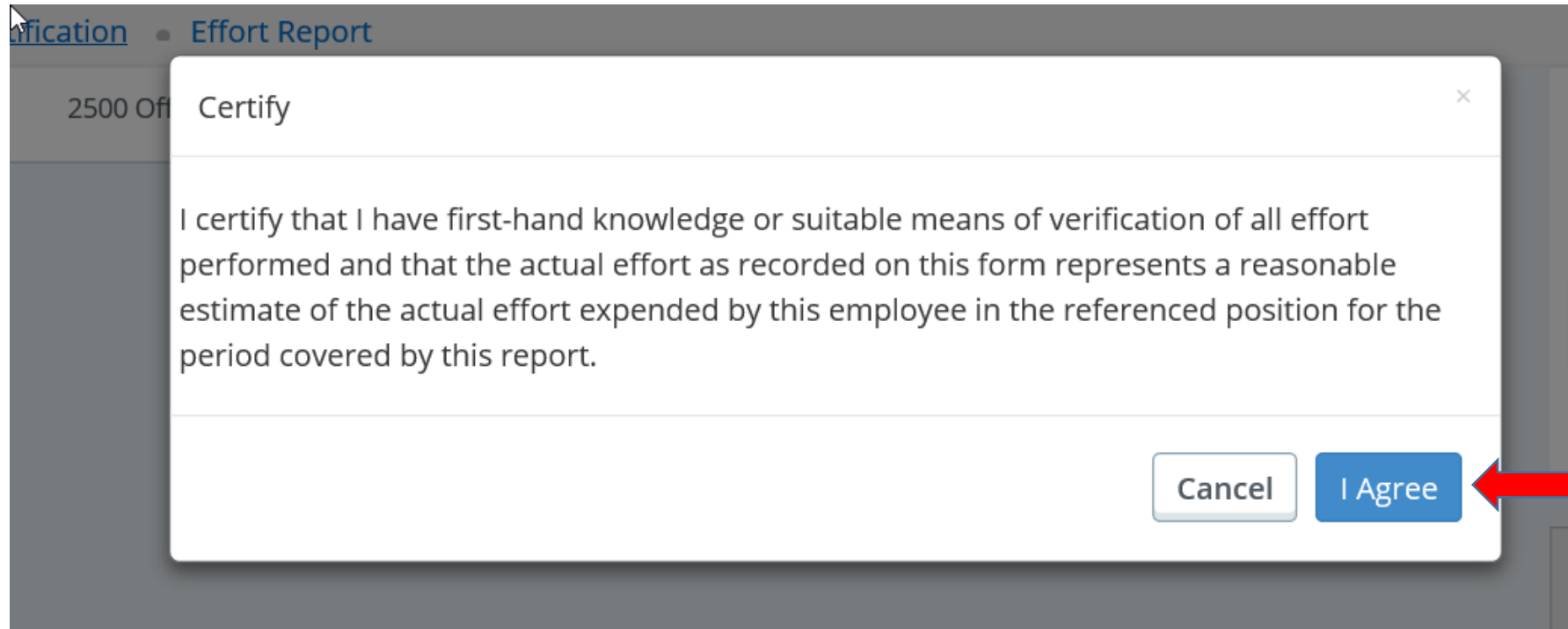
Under Review - Unlocked

##### Important Dates

Begin Pre-Review  
May 16, 2018  
Certification Period  
May 17, 2018 to May 18, 2018  
Post Review End  
May 25, 2018

# Effort Reporting System (ERS) – Banner 9

Next Screen is – Verification statement.



Verification • Effort Report

2500 Off

**Certify** [Close]

I certify that I have first-hand knowledge or suitable means of verification of all effort performed and that the actual effort as recorded on this form represents a reasonable estimate of the actual effort expended by this employee in the referenced position for the period covered by this report.

# Effort Reporting System (ERS) – Banner 9

If there were **no changes required** and you selected "Certify" - **Certifying your effort record is complete.** 😊

**EXIT** by clicking on "Employee Dashboard" the "Home" icon or click the X next to Print (right side of screen) to close the comment box.

Employee Dashboard > Effort Certification > Effort Report

Christenberry, Beverly N. - 906108

Print X

Effort Report | Pay Period Summary | Comments | Routing Queue

**Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
23665 AgMktgSv/market news Service/Looper	2500 Office of Sponsored Programs	FEDERAL Federal	DIRECT	50

Total Sponsored Activity 50%

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
13101 General State Funding	2500 Office of Sponsored Programs		DIRECT	50

**Effort Report Overview**

**Report Status**

185115  
May 1 - May 15 2018  
May 17, 2018 - May 18, 2018

Certified - Unlocked

**Important Dates**

Begin Pre-Review  
May 16, 2018  
Certification Period  
May 17, 2018 to May 18, 2018



# Effort Reporting System (ERS) – Banner 9

If changes are needed, click the “Request Changes” button at bottom of screen.

[Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#)


[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#)

### Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
21688 CDC/Progs to Reduce Obesity/Washbur	4694 Jefferson County	FEDERAL Federal	DIRECT	45.76
23323 SNAP-ED Prog/18/Rodibaugh	4694 Jefferson County	FEDERAL Federal	DIRECT	54.24

Total Sponsored Activity 100%

Total : 100.00%



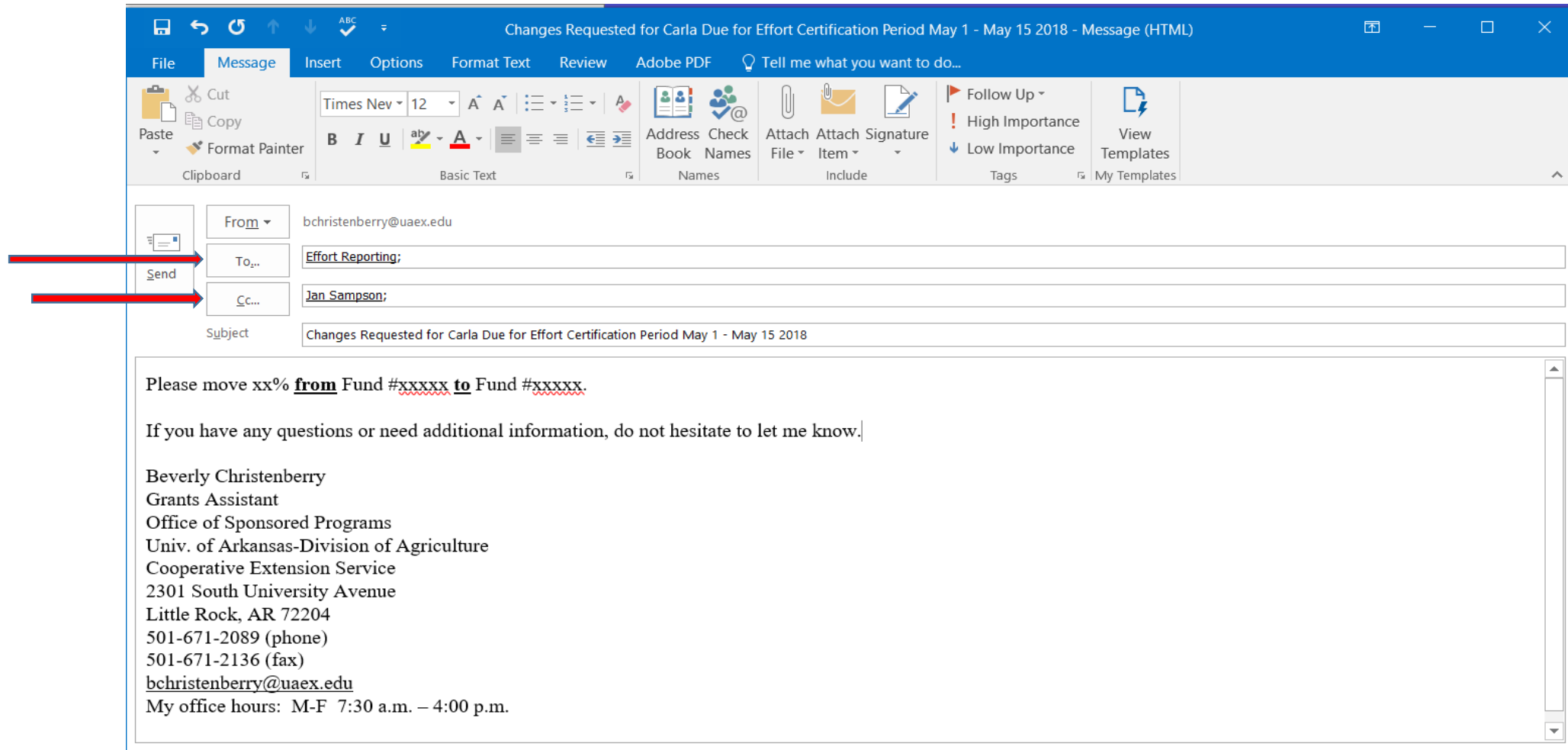
[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

# Effort Reporting System (ERS) – Banner 9

Email **Effort\_Reporting** stating the changes to be made. (NOTE: Be sure to include “From” and “To” Fund information – see example email below.)

CC: Admin. Assistant responsible for EHIRE changes for your department/county.

**YOU MUST CLICK ON “SEND”.**

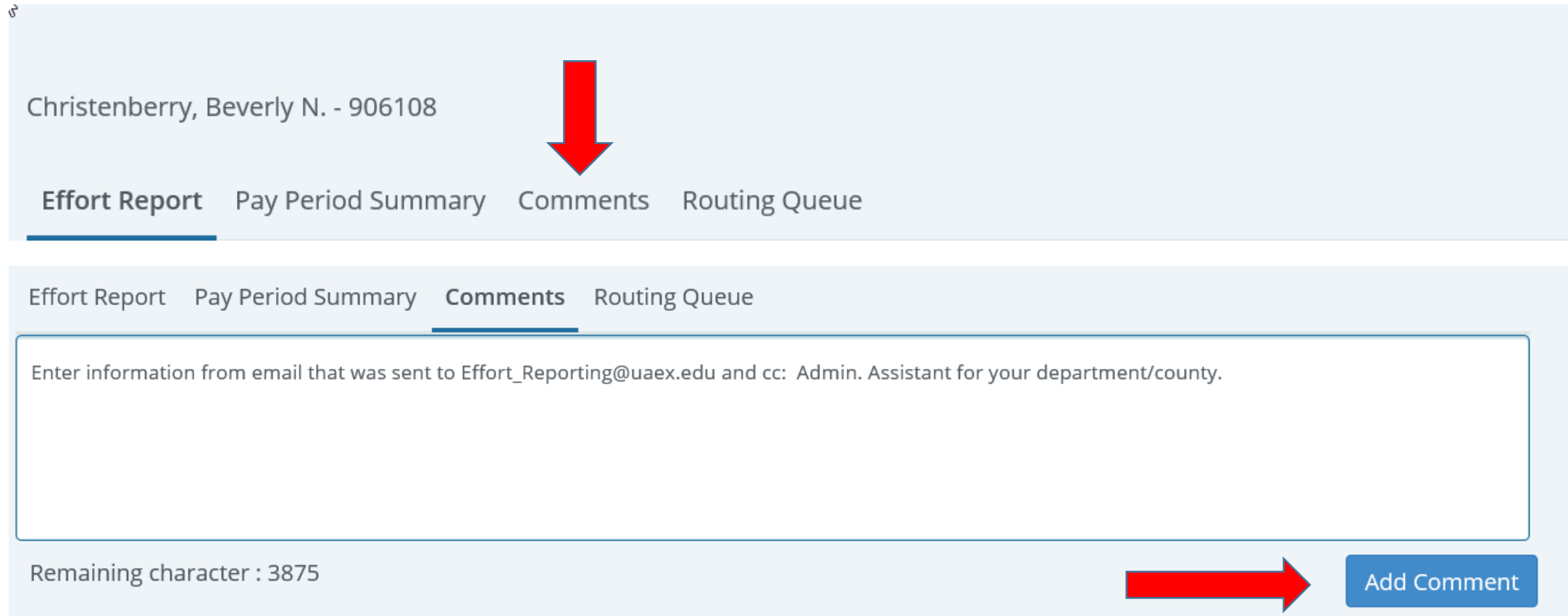


The screenshot shows an Outlook email composition window titled "Changes Requested for Carla Due for Effort Certification Period May 1 - May 15 2018 - Message (HTML)". The ribbon includes File, Message, Insert, Options, Format Text, Review, and Adobe PDF. The ribbon tabs are Clipboard, Basic Text, Names, Include, Tags, and My Templates. The email fields are: From: bchristenberry@uaex.edu; To: Effort Reporting; Cc: Jan Sampson; Subject: Changes Requested for Carla Due for Effort Certification Period May 1 - May 15 2018. The body text reads: "Please move xx% **from** Fund #xxxxx **to** Fund #xxxxx." followed by "If you have any questions or need additional information, do not hesitate to let me know." and contact information for Beverly Christenberry, Grants Assistant, Office of Sponsored Programs, Univ. of Arkansas-Division of Agriculture, Cooperative Extension Service, 2301 South University Avenue, Little Rock, AR 72204, 501-671-2089 (phone), 501-671-2136 (fax), bchristenberry@uaex.edu, My office hours: M-F 7:30 a.m. – 4:00 p.m. Two red arrows point to the Send button and the To/CC fields.

# Effort Reporting System (ERS) – Banner 9

When changes are requested – **COMMENT(S) ON EFFORT RECORD ARE REQUIRED!!**

Click on Comments, enter requested change information in box provided and *be sure* to click 'Add Comment'.



Christenberry, Beverly N. - 906108

**Effort Report** Pay Period Summary **Comments** Routing Queue

Effort Report Pay Period Summary **Comments** Routing Queue

Enter information from email that was sent to Effort\_Reporting@uaex.edu and cc: Admin. Assistant for your department/county.

Remaining character : 3875

**Add Comment**

The screenshot shows a user interface for the Effort Reporting System. At the top, the user's name and ID are displayed. Below this is a navigation menu with four options: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The 'Comments' option is highlighted with a red arrow pointing down to it. Below the navigation menu is a text input field with a placeholder text: 'Enter information from email that was sent to Effort\_Reporting@uaex.edu and cc: Admin. Assistant for your department/county.'. At the bottom left of the input field, it says 'Remaining character : 3875'. At the bottom right, there is a blue button labeled 'Add Comment' with a red arrow pointing to it.

# Effort Reporting System (ERS) – Banner 9

This is a screen shot after a comment has been entered. Notice, the system marks the Posted Date AND time.

Click the X next to Print (right side of screen) to close the comment box.

Christenberry, Beverly N. - 906108 Print ×

Effort Report Pay Period Summary **Comments** Routing Queue

Enter your comments...



Remaining character : 3875 Add Comment

**Previous Comments**

Christenberry, Beverly N.

Enter information from email that was sent to Effort\_Reporting@uaex.edu and cc: Admin. Assistant for your department/county.

Posted on October 22, 2018 at 01:15:57 PM



# Effort Reporting System (ERS) – Banner 9

If changes were correctly requested, there is nothing else for you to do *at this time*. You should see the Report Status AND confirmation that *Comments Exist* as shown by red arrows below.

After changes have been completed, you will be notified via email that you need to review and certify the effort record – if it is correct.

Employee Dashboard • Effort Certification • Effort Report

You are acting as Superuser

Due, Carla M. [REDACTED] Print ×

**Effort Report** Pay Period Summary Comments Routing Queue

**Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
21211 EFNEP-Youth-Professional	4914 Miller County	FEDERAL Federal	DIRECT	<input type="text" value="2"/>
21213 EFNEP-Adult-Professional	4914 Miller County	FEDERAL Federal	DIRECT	<input type="text" value="8"/>

Total Sponsored Activity 10%

**Effort Report Overview** ^

**Report Status**

185115  
May 1 - May 15 2018  
May 17, 2018 - May 18, 2018

Awaiting Certification - Changes Submitted

Comments Exist  
Changed by Christenberry, Beverly N.

# Effort Reporting System (ERS) – Banner 9

**EXIT** by clicking on “Employee Dashboard” the “Home” icon or click the X next to Print (right side of screen) to close the comment box.

Employee Dashboard • Effort Certification • Effort Report

Christenberry, Beverly N. - 906108 Print ×

Effort Report Pay Period Summary Comments Routing Queue

### Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
23665 AgMktgSv/market news Service/Looper	2500 Office of Sponsored Programs	FEDERAL Federal	DIRECT	50

Total Sponsored Activity 50%

### Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
13101 General State Funding	2500 Office of Sponsored Programs		DIRECT	50

### Effort Report Overview

#### Report Status

185115  
May 1 - May 15 2018  
May 17, 2018 - May 18, 2018  
Certified - Unlocked

#### Important Dates

Begin Pre-Review  
May 16, 2018  
Certification Period  
May 17, 2018 to May 18, 2018