

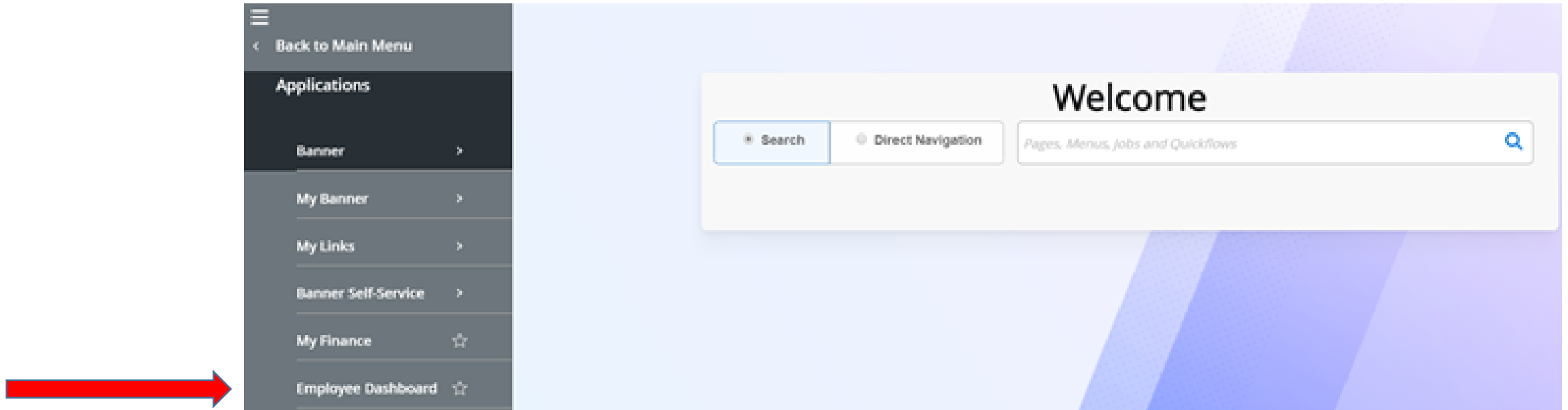
Effort Reporting System (ERS) – Banner 9

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



Effort Reporting System (ERS) – Banner 9

Click – Banner 9 Employee Dashboard



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	07.75	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 ▼

Job Summary ▼

[My Activities](#)

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



Effort Reporting System (ERS) – Banner 9

[Click – Review or Certify Reports](#)

[Employee Dashboard](#) • [Effort Certification](#) • [Certify My Effort](#)

Certify My Effort

[Certify My Effort](#) [Review Or Certify Reports](#)



Effort Reporting System (ERS) – Banner 9

The Advanced Search box will automatically pop-up.

[Employee Dashboard](#) • [Effort Certification](#) • [Review Or Certify Reports](#)

Advanced Search ✕

ID	Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/> ✕	<input type="text" value="Enter Name"/> ✕	<input type="text" value="Select COA code"/> ▼	<input type="text" value="Select Period Code"/> ▼
State	Status	Grant	
<input type="text"/> ▼	<input type="text"/> ▼	<input type="text" value="Select Grant Code"/> ▼	

Effort Reporting System (ERS) – Banner 9

In order to move forward from this point – the Chart of Account Code **must** be entered. Click on the arrow to the right of the 'Select COA code', then click on Z,COOP.

Employee Dashboard • Effort Certification • Review Or Certify Reports

Advanced Search

ID	Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/>	<input type="text" value="Enter Name"/>	<input type="text" value="Select COA code"/>	<input type="text" value="Select Period Code"/>
State	Status	Grant	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Grant Code"/>	

Clear Close Go

Chart of Account Code

Select COA code

Z, COOP

Select Grant Code

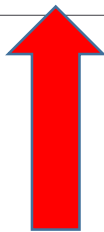
Effort Reporting System (ERS) – Banner 9

The screen will have the required "Z" in Chart of Account Code, so you can now click on the Go button.

[Employee Dashboard](#) • [Effort Certification](#) • [Review Or Certify Reports](#)

Advanced Search

ID <input type="text" value="Enter ID"/>	Name <input type="text" value="Enter Name"/>	Chart of Account Code <input type="text" value="Z"/>	Effort Period Code <input type="text" value="Select Period Code"/>
State <input type="text"/>	Status <input type="text"/>	Grant <input type="text" value="Select Grant Code"/>	



Effort Reporting System (ERS) – Banner 9

The list of records requiring Post Review by you will appear as it did previously (this sample list has two records for training purposes only)

Double click to select record to open for Post Review.

Effort List													
COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/Locked	Comments				
Z	185115	May 1 - May 15 2018	Hall, Patsy O.		05/17/2018	05/18/2018	Under Review	Unlocked					
Z	185115	May 1 - May 15 2018	Bowie, Joyce F.		05/17/2018	05/18/2018	Under Review	Unlocked					

Effort Reporting System (ERS) – Banner 9

Record opens for your review.

If accurate as shown, click the “Review” button at bottom of screen.

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

Effort Report Pay Period Summary Comments Routing Queue

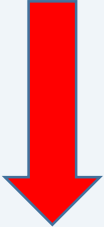
Sponsored

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

You have completed Review!

→ You should see this message and there are no selection buttons at the bottom of the screen.

Notice the Report Status is “Completed – Locked” IF you are the only Post Reviewer.

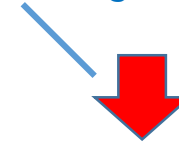
The screenshot displays the ERS interface for user Harris, Louvenia L. - 900715. The breadcrumb trail is [Employee Dashboard](#) > [Effort Certification](#) > [Effort Report](#). A green notification banner at the top right states "Reviewed successfully" with a checkmark icon. Below this, the user is identified as "You are acting as Superuser". The main content area shows the "Effort Report" tab selected, with sub-tabs for "Pay Period Summary", "Comments", and "Routing Queue". A "Print" button is visible. The "Sponsored" section contains a table with the following data:

Fund	Organization	Effort Category	Charge Type	Effort
21212 EFNEP-Youth-Paraprof	4704 Lee County	FEDERAL Federal	DIRECT	20
21214 EFNEP-Adult-Paraprof	4704 Lee County	FEDERAL Federal	DIRECT	80

On the right side, the "Effort Report Overview" section shows the "Report Status" as "Completed - Locked". The status is further detailed with the report number "185115" and the periods "May 1 - May 15 2018" and "May 17, 2018 - May 18, 2018". A red arrow points to the "Completed - Locked" status, and another red arrow points to the "Report Status" header. A purple line connects the text in the second paragraph to the "Completed - Locked" status.

Effort Reporting System (ERS) – Banner 9

When there are other PI's that need to Post Review, you will still see this message and the selection buttons at the bottom of the screen will no longer show "Review".



Employee Dashboard • Effort Certification • Effort Report

Reviewed successfully

Non Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
13101 General State Funding	4301 Office of Ozark District		DIRECT	92.5
24327 DLA/PTAP/18/ND/MATCH/Berman	4301 Office of Ozark District	COSTSH Cost Share	DIRECT	3
24892 ANRC/EPA/NPSMgmt MATCH/Teague	4301 Office of Ozark District	COSTSH Cost Share	DIRECT	3

Total Non Sponsored Activity 98.5%

Total : 100.00%

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

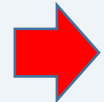
Pay Dates

BI - 9 May 01, 2018-May 15, 2018
SM - 9 May 01, 2018-May 15, 2018

Funding Chart

1.00%
0.50%
3.00%
3.00%

Request Changes Add New Funding Save



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

Enter **Effort_Reporting** in 'To...' and state 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".

Changes Requested for Carla Due for Effort Certification Period May 1 - May 15 2018 - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF Tell me what you want to do...

Paste Cut Copy Format Painter Clipboard

Times Nev 12 A A

B I U ab A

Address Book Check Names Attach File Attach Signature Include

Follow Up High Importance Low Importance Tags My Templates View Templates

From bchristenberry@uaex.edu

To... Effort Reporting;

Cc... Jan Sampson;

Subject Changes Requested for [redacted] for Effort Certification Period May 1 - May 15 2018

Please move xx% **from** Fund #xxxxx **to** Fund #xxxxx.

If you have any questions or need additional information, do not hesitate to let me know.

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.

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'.

The screenshot displays the Effort Reporting System (ERS) interface for user Christenberry, Beverly N. The interface includes a navigation menu with four options: Effort Report, Pay Period Summary, Comments, and Routing Queue. The 'Comments' option is selected, indicated by a red arrow pointing down to it and a blue underline. Below the navigation menu is a large text input box with the 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 box, it says "Remaining character : 3875". At the bottom right, there is a blue button labeled "Add Comment" with a red arrow pointing to it.

Christenberry, Beverly N. [REDACTED]

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

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.

Return to your record or list by clicking 'Effort Certification' at the top of your screen or the X by Print on right side of screen.

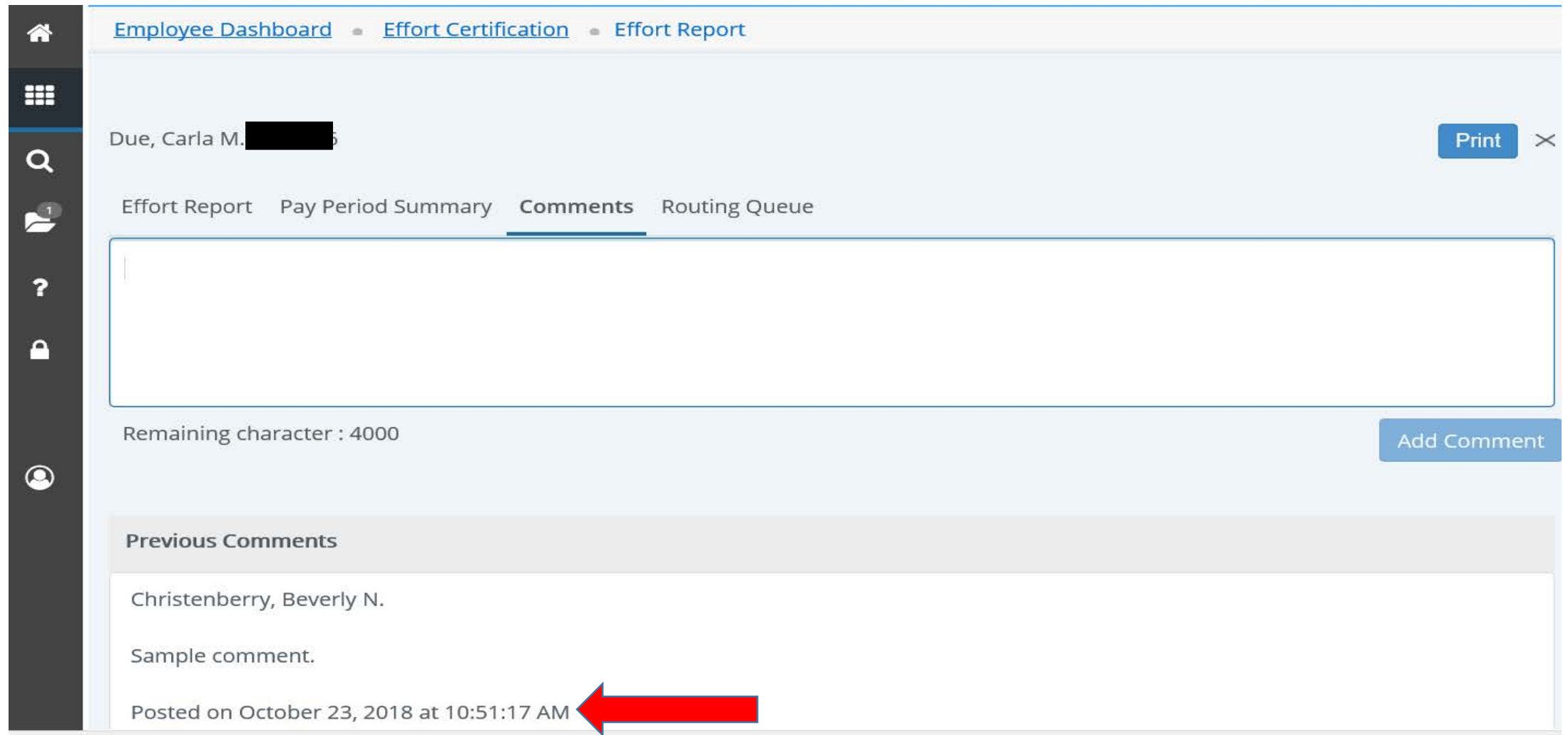
To **Exit**, select "Employee Dashboard" OR "Home".

The screenshot displays the Effort Reporting System (ERS) interface. On the left is a dark sidebar with navigation icons: Home, Grid, Search, Documents, Help, Lock, and Profile. The main content area has a breadcrumb trail: [Employee Dashboard](#) > [Effort Certification](#) > [Effort Report](#). Below the breadcrumb, the user name "Due, Carla M." is shown next to a redacted ID. A red arrow points to the "Effort Certification" link in the breadcrumb. In the top right corner, there is a "Print" button and a close icon (X), with a red arrow pointing to the X. Below the breadcrumb, there are tabs for "Effort Report", "Pay Period Summary", "Comments" (which is selected), and "Routing Queue". A large text input area is present, with a character count "Remaining character : 4000" below it. An "Add Comment" button is located at the bottom right of the input area. Below the input area is a section titled "Previous Comments" containing a list of comments. The first comment is by "Christenberry, Beverly N." with the text "Sample comment." and a timestamp "Posted on October 23, 2018 at 10:51:17 AM". A red arrow points to the timestamp.

Effort Reporting System (ERS) – Banner 9

If there were no changes required and you selected "Review" – **Review of this effort record is complete.** 😊

Return to your list by clicking 'Effort Certification' at the top of your screen. To Exit, select "Employee Dashboard" OR "Home".

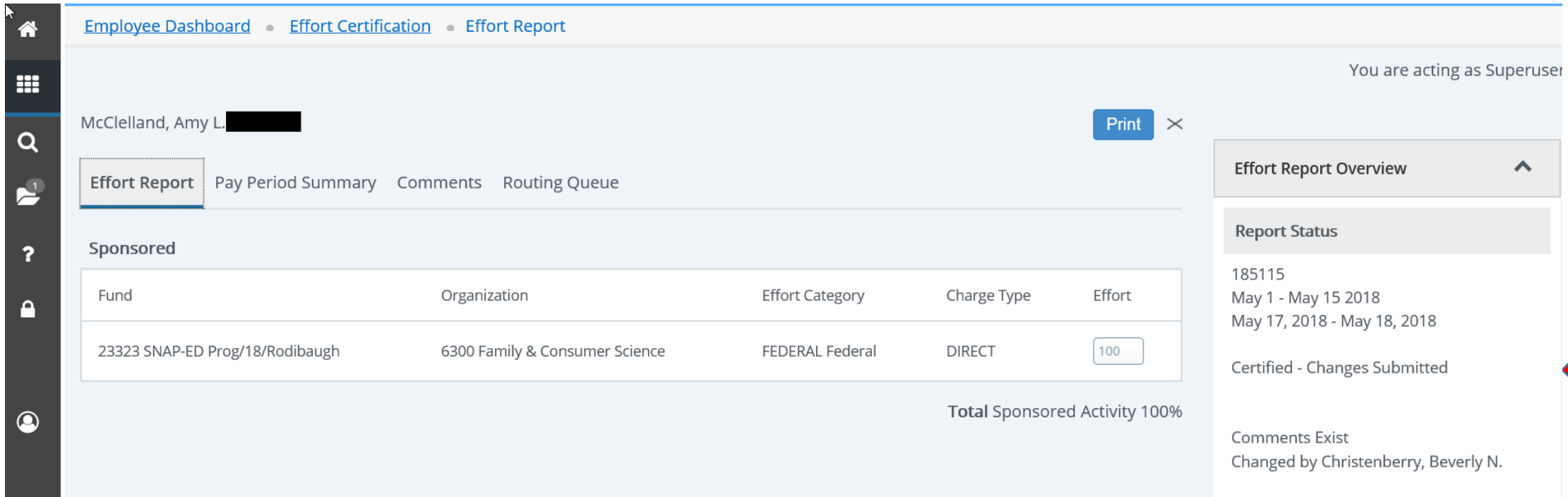


The screenshot displays the Effort Reporting System (ERS) interface. A red arrow on the left points to the navigation menu, which includes icons for Home, Grid, Search, Documents, Help, Lock, and Profile. The breadcrumb trail at the top reads: [Employee Dashboard](#) • [Effort Certification](#) • [Effort Report](#). The main content area shows the name 'Due, Carla M.' followed by a redacted area. A 'Print' button with a close icon is in the top right. Below the name are tabs for 'Effort Report', 'Pay Period Summary', 'Comments' (which is selected and underlined), and 'Routing Queue'. A large text input field is present, with 'Remaining character : 4000' displayed below it. An 'Add Comment' button is in the bottom right of the input area. The 'Previous Comments' section shows a comment by 'Christenberry, Beverly N.' with the text 'Sample comment.' and a timestamp 'Posted on October 23, 2018 at 10:51:17 AM'. A red arrow at the bottom points to this timestamp.

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

McClelland, Amy L. [REDACTED] Print ×

Effort Report Pay Period Summary Comments Routing Queue

Sponsored

Fund	Organization	Effort Category	Charge Type	Effort
23323 SNAP-ED Prog/18/Rodibaugh	6300 Family & Consumer Science	FEDERAL Federal	DIRECT	100

Total Sponsored Activity 100%

You are acting as Superuser

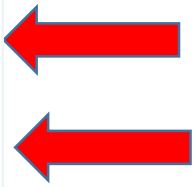
Effort Report Overview ^

Report Status

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

Certified - Changes Submitted

Comments Exist
Changed by Christenberry, Beverly N.



Effort Reporting System (ERS) – Banner 9

EXIT by clicking on “Employee Dashboard” OR “Home”

Christenberry, Beverly N. - 906108 Print ×

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

[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"/>

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