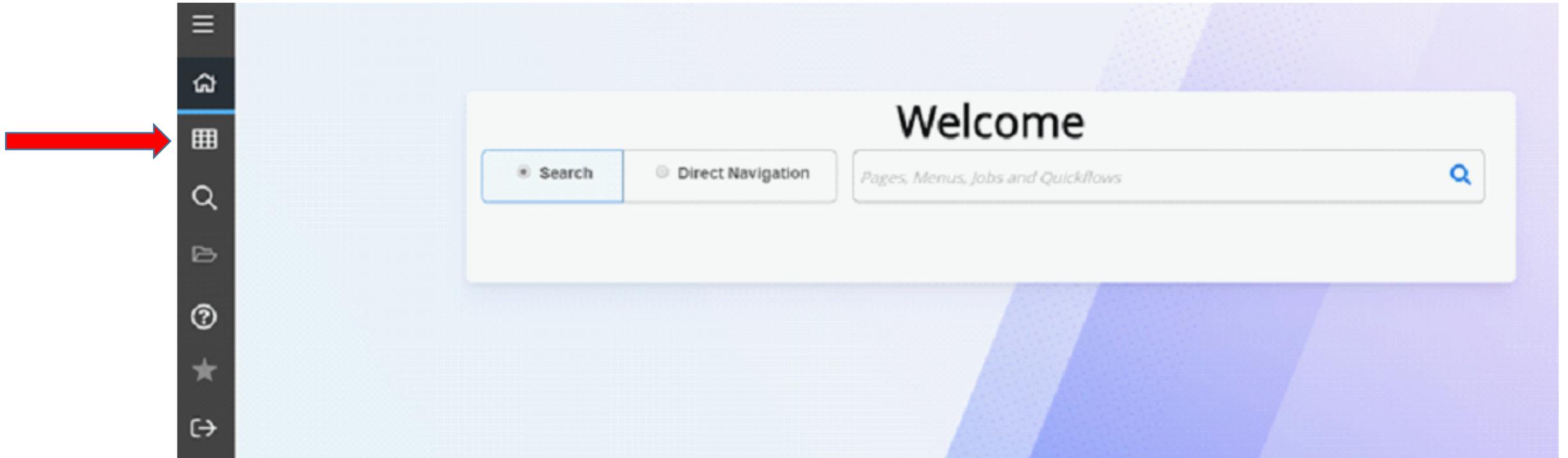


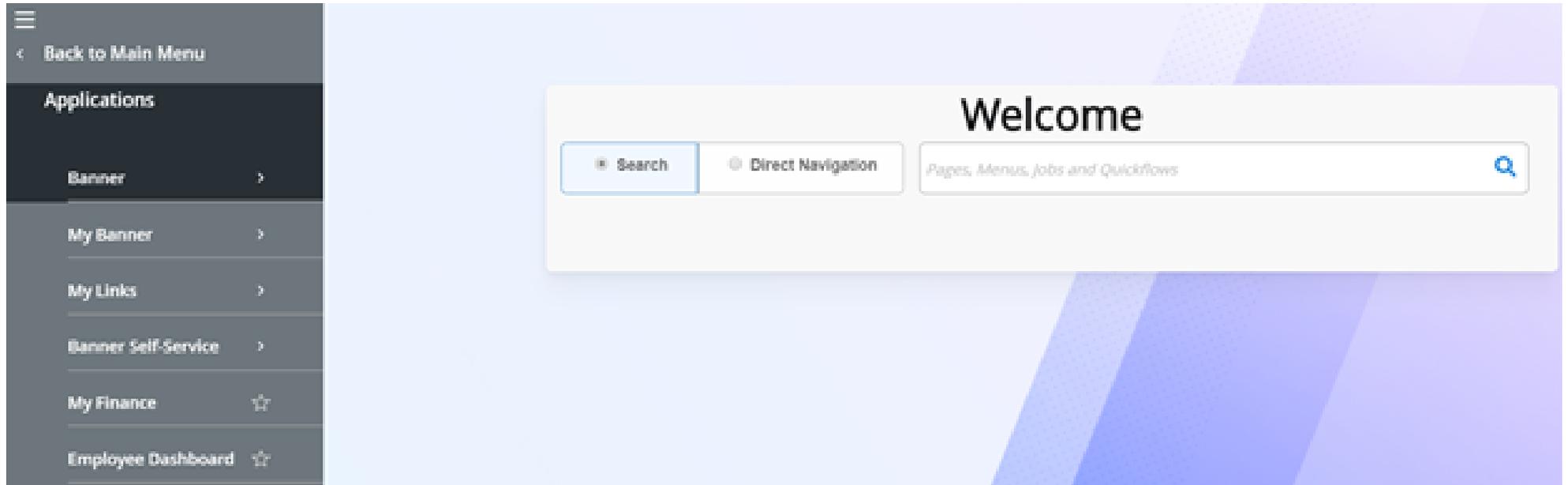
Effort Reporting System (ERS) – Banner 9

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



Effort Reporting System (ERS) – Banner 9

Click – Employee Dashboard



The image shows a screenshot of the Effort Reporting System (ERS) interface. On the left is a dark grey navigation sidebar with a hamburger menu icon at the top. Below the icon is a back arrow and the text "Back to Main Menu". Underneath is a section titled "Applications" which contains a list of menu items: "Banner" (with a right-pointing chevron), "My Banner" (with a right-pointing chevron), "My Links" (with a right-pointing chevron), "Banner Self-Service" (with a right-pointing chevron), "My Finance" (with a star icon), and "Employee Dashboard" (with a star icon). A red arrow points from the left edge of the image towards the "Employee Dashboard" item. The main content area on the right has a light blue and purple geometric background. At the top of this area is a white "Welcome" banner. Below the banner are two buttons: "Search" and "Direct Navigation". To the right of these buttons is a search input field containing 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 your record for this 'Report Period' with Status "Awaiting Certification"

The screenshot shows the 'Certify My Effort' interface. At the top, there is a 'Certify My Effort' button. Below it, there are two tabs: 'Certify My Effort' (selected) and 'Review Or Certify Reports'. The main content area is a table with the following columns: COA, Period Code, Report Period, Start Date, End Date, Status, Unlocked/Locked, and Comments. The first row of the table contains the following data: Z, 185115, May 1 - May 15 2018, 05/17/2018, 05/18/2018, Awaiting Certification, Unlocked, and an empty Comments field.

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%

[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

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

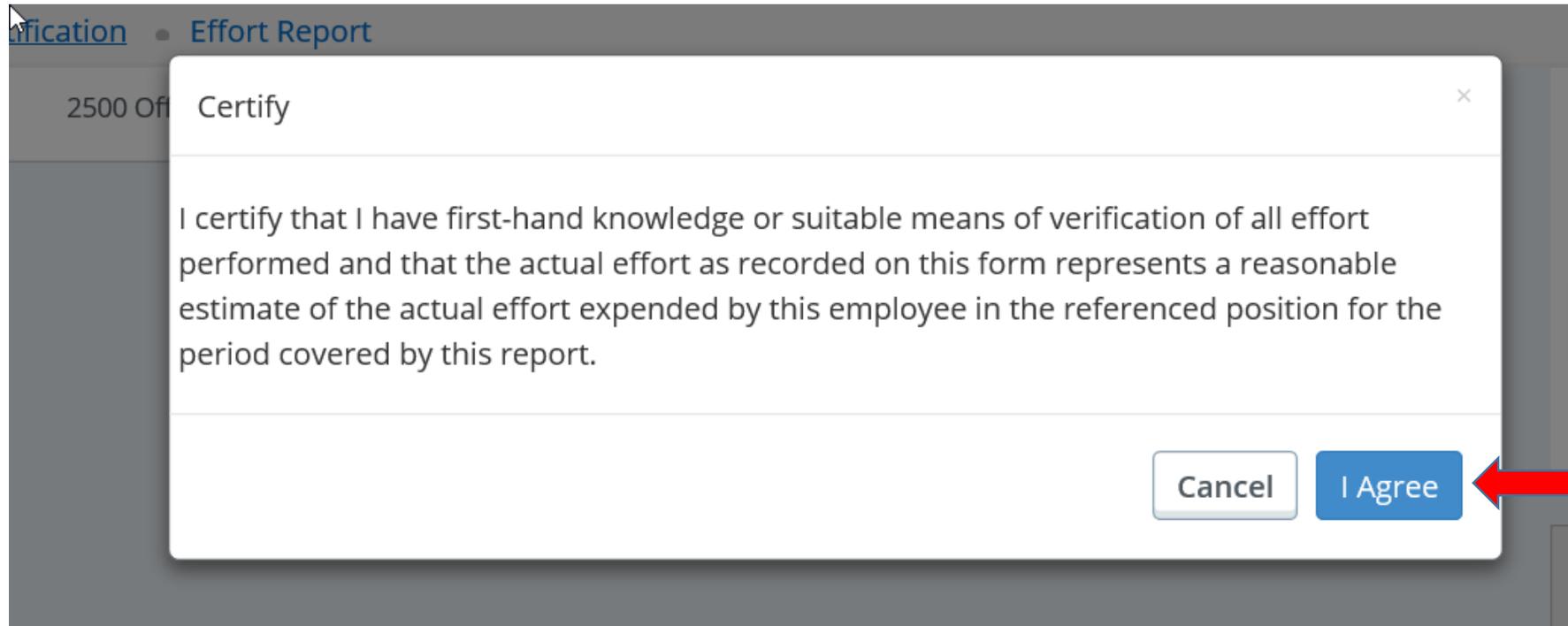
Under Review - Unlocked

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 ×

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.

Cancel I Agree

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.

The screenshot displays the Effort Reporting System (ERS) interface for user Christenberry, Beverly N. - 906108. The interface includes a navigation menu on the left, a breadcrumb trail (Employee Dashboard > Effort Certification > Effort Report), and a 'Print' button with a close 'X' icon. A table displays effort records under 'Sponsored' and 'Non Sponsored' categories. A right-hand sidebar shows 'Effort Report Overview' with 'Report Status' (Certified - Unlocked) and 'Important Dates'.

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

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

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%



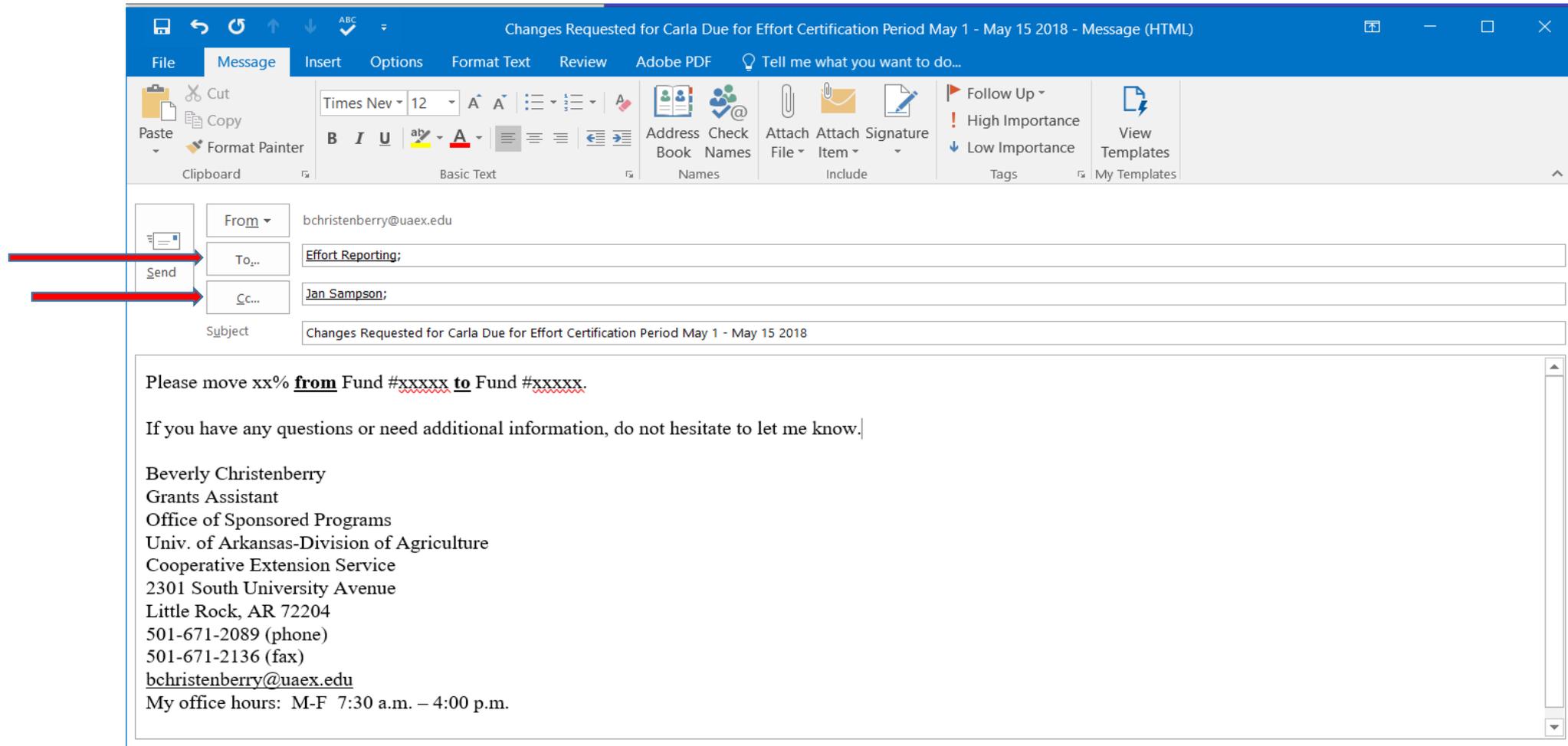
[Request Changes](#) [Review](#) [Add New Funding](#) [Save](#)

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.

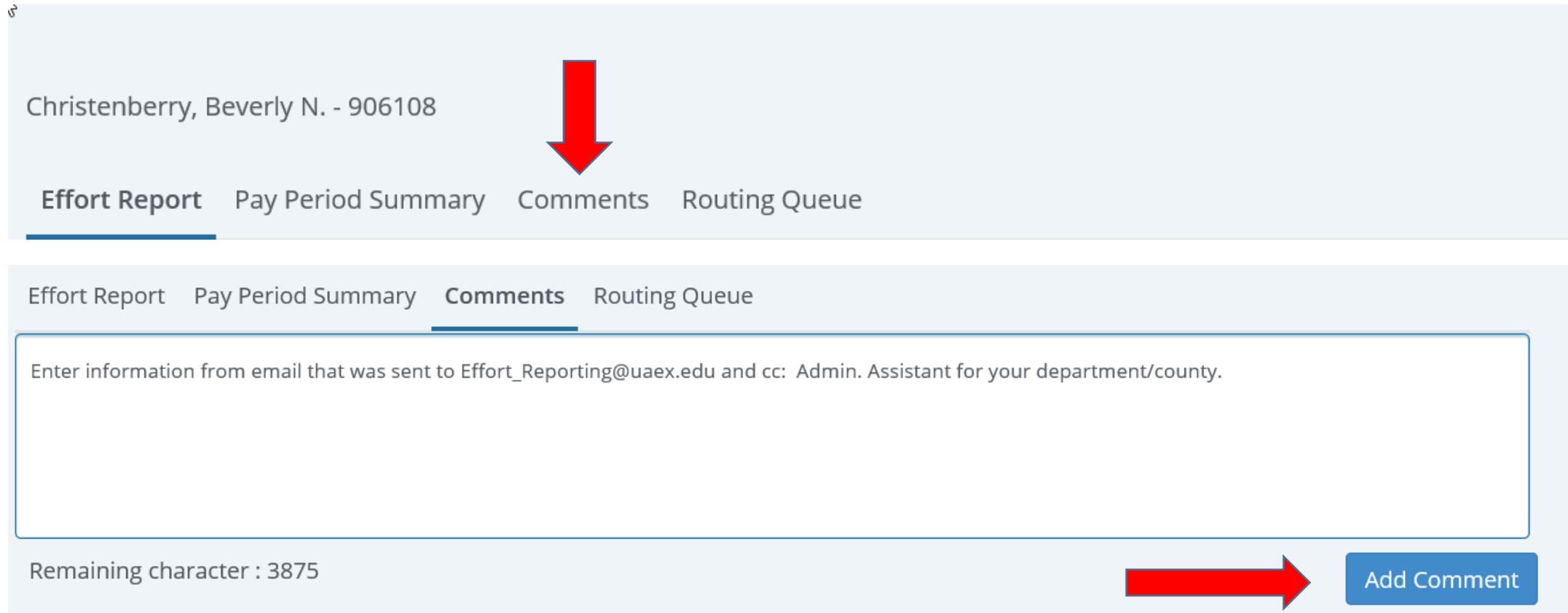
YOU MUST CLICK ON “SEND”.



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](#)

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...

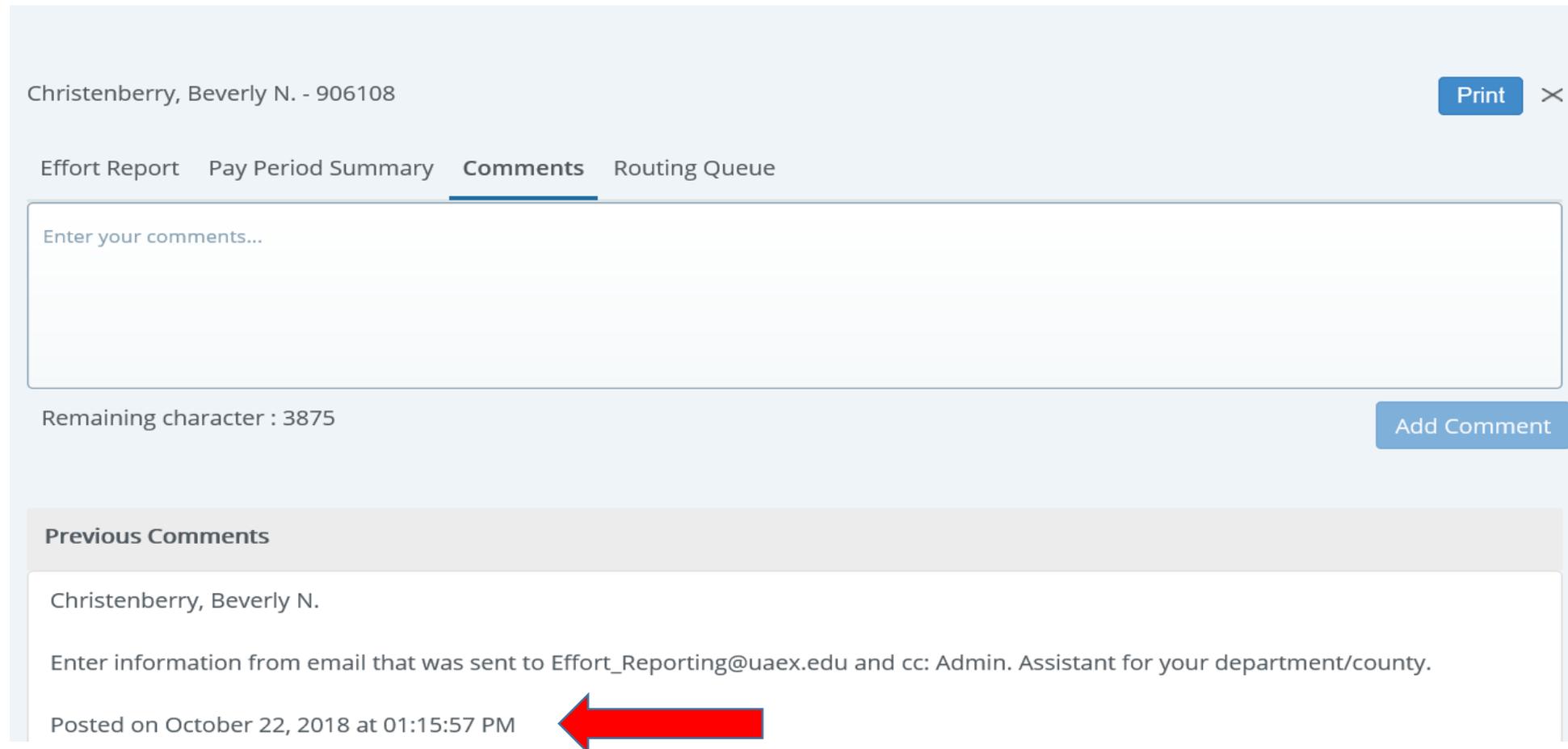
Remaining character : 3875 Add Comment

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