

ERS V10 Certification Process

Step 1 - Log On

1. Open up your Internet browser
2. Select the following URL: <http://finance.jhu.edu>
3. **Click on the Effort Reporting link under Applications.**
4. Enter your user id and password in the appropriate boxes.
5. Click the "Login" button.

Step 2 - Select a Form to Certify

1. Select the option "Pending" under My Status/To Do.

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Certifier

Effort Forms Reports Help

Search Employee Effort Forms

Employee Account Search

My Status / To Do

		Current	Prior(s)
Certification	Pending	1	11
	Pending Pre Review	1	2

2. Click on the name or click on the icon 

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Certifier

Effort Forms Help

Effort Forms Pending Certification (123118)

Reporting Period 123118

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	 Harrison, Sally	Faculty	00000000	ERS BSPH IH	Pending Certification (Saved)	Cardwell, Laura			Yes	Cardwell, Laura

Step 3 - Review and Adjust the Effort Form

1. Review the accounts and the percentages associated with each account (project). You will be certifying that the percentage of effort listed in the "Certified Effort %" column is a reasonable estimate of effort put towards each project in this reporting period.
2. Check to see that all accounts that should be present on the Effort Form are there. If you need to add an account, click on Add Account.
3. If you need to enter or change percentages, do so in the "Certified Effort %" column.
4. Click the "Proceed" button to continue with the certification process.

This Effort Form is a newly created RCT form. Click [here](#) to view the original effort copy.

Certify

Name: Harrison, Sally Employee ID: 00000002 Title: Faculty
Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020

Reporting Period: 123118 (07-01-2018 through 12-31-2018)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
70000002	NIH Award #2	32%	30%	62%	62%
70000006	Robert Wood John	20%	0%	20%	20%
Sponsored Subtotal		52%	30%	82%	82%
Non-Sponsored Accounts					
71000000	General Salaries	48%	-30%	18%	18%
Non-Sponsored Subtotal		48%	-30%	18%	18%
Grand Total		100%	0%	100%	100%

Add Account

Notes

[Exit](#) [Reset](#) [Notify](#) [Save](#) [Proceed](#)

Step 4 - Certify Your Effort

1. You will be presented with a certify form that summarizes the results of the process thus far. Review the information to be certain it is correct. If it is correct, click on and read the Effort Key Points. After reading, click on Close Window

Certifier Checklist

Have you reviewed these items?

[Effort Key Points](#)

[Close Window](#)

- If it is correct, read the certification statement and click the "Certify" button. If it is incorrect, click "Make Changes" button to make changes.

This Effort Form is a newly created RCT form. Click [here](#) to view the original effort copy.

Certify

Name: Harrison, Sally Employee ID: 00000002 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020

Reporting Period: 123118 (07-01-2018 through 12-31-2018)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
70000002	NIH Award #2	32%	30%	62%	62%
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Non-Sponsored Accounts					
71000000	General Salaries	48%	-30%	18%	18%
Non-Sponsored Subtotal		48%	-30%	18%	18%
Grand Total		100%	0%	100%	100%

Notes
N/A

I certify that I have firsthand knowledge of the activity on this report and that this distribution is a reasonable estimate of the effort expended during the period covered by this report.

- You will be given a summary screen that you can print for your records using the print option on the effort form, if you wish.

Certify

Name: Harrison, Sally Employee ID: 00000002 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020

Certification Complete
Cardwell, Laura on 04-04-2019

Reporting Period: 123118 (07-01-2018 through 12-31-2018)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
70000002	NIH Award #2	32%	30%	62%	62%
70000006	Robert Wood John	20%	0%	20%	20%
Sponsored Subtotal		52%	30%	82%	82%
Non-Sponsored Accounts					
71000000	General Salaries	48%	-30%	18%	18%
Non-Sponsored Subtotal		48%	-30%	18%	18%
Grand Total		100%	0%	100%	100%

Notes
N/A

I certify that I have firsthand knowledge of the activity on this report and that this distribution is a reasonable estimate of the effort expended during the period covered by this report.

4. If you made changes to percentages, a confirmation email was automatically generated to the Post Reviewer, so that they can account for the changes.

Step 5 – Exit

1. Click the “Exit” button on the summary screen.
2. Click the “Logout” option on the right-side menu bar.
3. Close your browser to protect your private information.