

ERS V10 Post Review 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 Post Review


1. Select the number under “Pending” under My Status/To Do.




The screenshot displays the Johns Hopkins University ERS V10 interface. At the top, the university logo and name are visible, along with navigation links for Home, Profile, and Logout. The user's name, Cardwell, Laura, and role, Post Reviewer, are shown in the top right corner. The main navigation bar includes links for Effort Forms, Reports, and Help. The central content area is divided into two panels. The left panel, titled 'Search Employee Effort Forms', contains a search form with radio buttons for 'Employee' and 'Account', a text input field, and a 'Search' button. The right panel, titled 'My Status / To Do', features a 'Post Review' button and a table with the following data:

		Current	Prior(s)
Post Review	Pending	1	6
	Pending Certification	0	7

At the bottom of the page, it is noted that ERS is provided by MAXIMUS, Inc.®

2. Click on the name or click on the icon .

 **Johns Hopkins University** [Home](#) [Profile](#) [Logout](#)


Effort Forms  Reports  Help 

Cardwell, Laura
Post Reviewer

Effort Forms Pending Post Review for 123118

Reporting Period 123118

Displaying 1 of 1 records


Post Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	 Slamke, Meg	Faculty	[All]	ERS BSPH IH	Pending Post Review	Cardwell, Laura	Cardwell, Laura		[All]	Zhou, Yimin






Step 3 - Review and Adjust the Effort Form

1. Review the accounts and the percentages associated with each account (project).
2. Since the certifier changed percentage of effort either cost sharing will need to be reflected or an E form will need to be completed in SAP to update/change the payroll.
3. If an E form needs to be completed in SAP. Click on “Exit”. Once the E form is approved and updated in ERS, post review will not be required.
4. If cost sharing needs to be reflected, click the “Proceed” button to continue with the post review process.

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

Post Review

Name: Stemke, Meg  Employee ID: 00000003 Title: Faculty
Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U010

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

Accounts	Description	% From Pre Review	% Certified	% Difference
Sponsored Accounts				
70000002	NIH Award #2	24%	30%	6%
70000006	Robert Wood John	40%	40%	0%
Sponsored Subtotal		64%	70%	6%
Non-Sponsored Accounts				
71000000	General Salaries	36%	30%	-6%
Non-Sponsored Subtotal		36%	30%	-6%
Grand Total		100%	100%	0%

Certifier Notes

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

Step 4 – Post Reviewing Effort

1. Enter the cost sharing amounts in the “Cost Sharing” column.
2. Click the “Proceed” button.

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

Post Review

Name: Stemke, Meg Employee ID: 00000003 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U010

Unsaved Changes



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

Difference	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$5,400.00	6%	70000002 NIH Award #2	<input type="text" value="\$5,400.00"/> <input type="text" value="6%"/>	\$0.00	0%
\$0.00	0%	70000006 Robert Wood John	\$0.00 0%	\$0.00	0%
\$5,400.00	6%	Sponsored Subtotal	\$5,400.00 6%	\$0.00	0%
Non-Sponsored Accounts					
\$-5,400.00	-6%	71000000 General Salaries	<input type="text" value="-5400.00"/> <input type="text" value="-6%"/>	\$0.00	0%
\$-5,400.00	-6%	Non-Sponsored Subtotal	\$-5,400.00 -6%	\$0.00	0%
\$0.00	0%	Grand Total	\$0.00 0%	\$0.00	0%

Certifier Notes


Post Reviewer Notes

Exit Reset Notify Save **Proceed**

3. 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

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

Post Review

Name: Stenke, Meg  Employee ID: 00000003 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U010

Post Review Complete
 Cardwell, Laura on 04-17-2019



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

Difference	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$5,400.00	6%	70000002 NIH Award #2	\$5,400.00 6%	\$0.00	0%
\$0.00	0%	70000006 Robert Wood John	\$0.00 0%	\$0.00	0%
\$5,400.00	6%	Sponsored Subtotal	\$5,400.00 6%	\$0.00	0%
Non-Sponsored Accounts					
-\$5,400.00	-6%	71000000 General Salaries	-\$5,400.00 -6%	\$0.00	0%
-\$5,400.00	-6%	Non-Sponsored Subtotal	-\$5,400.00 -6%	\$0.00	0%
\$0.00	0%	Grand Total	\$0.00 0%	\$0.00	0%

Certifier Notes

Post Reviewer Notes

[Exit](#) [Edit](#) [Notify](#)