



## **EFFORT REPORTING ASSISTANT**

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### *Effort Reporting Assistant*

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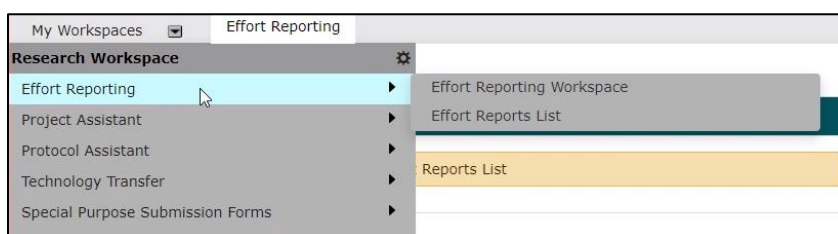
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## Effort Reporting Assistant Overview

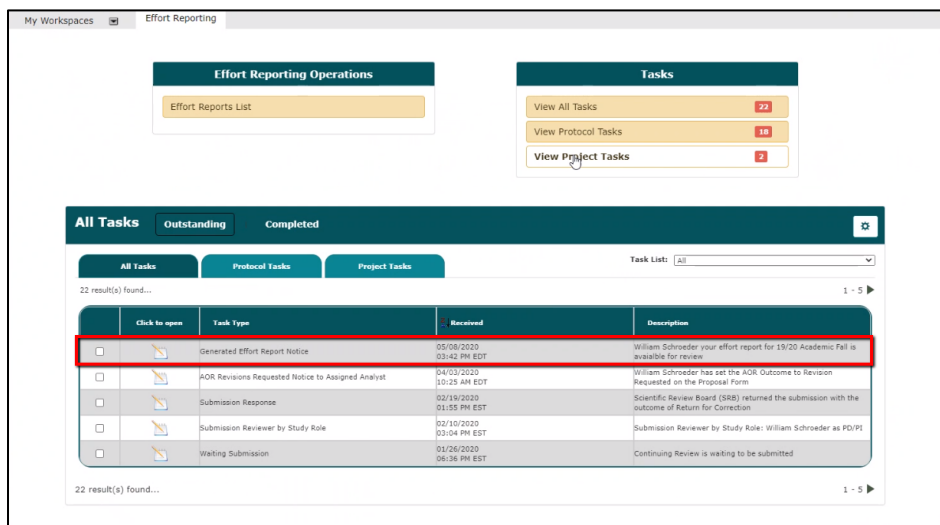
Welcome to the Effort Reporting Assistant in iRIS™. Effort Reporting Assistant is designed to streamline your institution's entire Effort Reporting management process in one electronic repository of historical data.

The Effort Reporting Assistant works similarly to other modules within iRIS™, except that it is not separated into a study/project side and review board side. This manual details the process of setting up Effort Reporting Assistant, assignment of individual roles within the **Effort Reporting** module, Certification of Effort, reporting on and managing past certifications. Configuration of Payroll, Personnel and Project Interfaces are completed during the implementation process with your iMedRIS™ Project Manager.

Navigating to **Effort Reporting** in the menu, you will notice that there are two selections available: **Effort Reporting Workspace** and **Effort Reports List**.



Click the **Effort Reporting Workspace** link to load the **Effort Reporting** home screen, as shown below:



Please note the Action Task indicating that an Effort Report has been generated (red box in screenshot above). This link takes the user directly to the Effort Report for review and submission/certification.

Clicking the **Effort Report Lists** link from either the menu or home screen opens the **Effort Reports List** page, shown below.

View	Edit	Period	For	Last Modified	Status
		19/20 Academic Fall	William Schroeder	05/08/2020	Open
		19/20 Academic Fall	Lily Allen	05/08/2020	Open
		19/20 Academic Fall	Doug Mitchell	05/08/2020	Open
		19/20 Academic Fall	Mark Young DVM	05/08/2020	Ready to be Certified
		19/20 Academic Fall	Sussan Warren	05/08/2020	Open

From here the user can access the list of Effort Reports assigned to them depending on their role within the module. If the user is part of the research team, they will only see their own Effort Report(s). If the user is a Principal Investigator (PI) on a study, they will see their own Effort Report(s) and those of others that they are responsible for certifying, as shown in the screen above. Other roles are described below and are detailed throughout this manual.

For purposes of this manual, Sponsored Projects are associated with Federal Programs/Funding that requires certification of time and effort. Other Sponsored Projects are state or local projects that also require certification of time or effort for compliance purposes.

## Effort Reporting Roles

Within the Effort Reporting Module each user is assigned a role in the User Account section of iRIS™, dependent on their role in the institution. The role assigned affects what the user can do in the system as it relates to effort reporting. Below is the list of roles and their access:

**Research Team Member** – can view and modify his/her own Effort Report and submit for certification by their Principal Investigator

**Principal Investigator** – can certify for him/herself and the research team that he/she has direct knowledge of

**Self-Certifier** – usually a non-PI Academic who is partially or wholly paid through a sponsored project, grant or fund that requires certification of effort as a condition of receiving and/or maintaining funding

**Coordinator** – responsible for setting up the reporting period, deadlines for certification and working with IT or other entities to setup the Payroll, Personnel and Project Interfaces; monitors all certifications and receives notifications when users have not certified by the deadline set up for the reporting period; can re-issue effort reports if they were certified in error or if situations have changed since certification

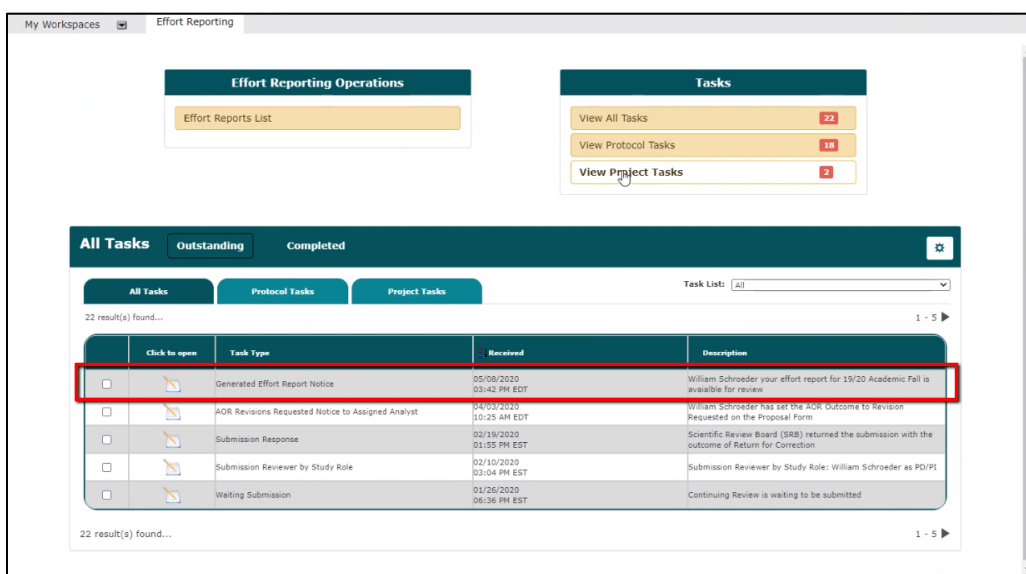
**Reviewer** – usually a Department Administrator, Research Administrator or other position that can view effort reports for their designated department access but cannot modify or certify

**Viewer** – usually an individual that requires access to all effort reports and may include Auditors; this role can only view reports

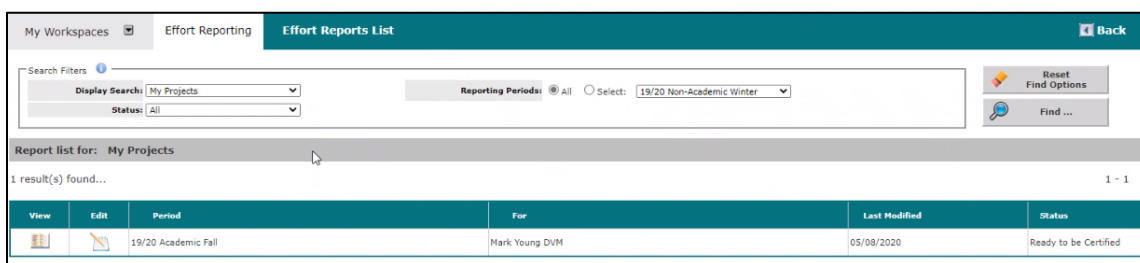
The process of viewing, modifying, and certifying effort reports as it applies to each role and their level of access and responsibility is detailed in each of the following, role-specific sections of this manual.

### Viewing, Modifying, and Submitting Effort Reports as a Research Team Member

Research Team Members are only allowed to view and modify their Effort Reports and submit for certification by the Principal Investigator(s) on the project(s) to which they are assigned. Research Team Members can access Effort Reports by clicking on the **Effort Report List** link shown in the screenshot below, by clicking on the Action Task that populates when an Effort Report is generated by the system, or by clicking the direct link from an email notification (if configured). Clicking on the task or direct link in an email takes the user directly to *their* Effort Report, after signing into the system. Please see the Action Task for completion of an Effort Report in the screenshot below:



If the Research Team Member clicks on Effort Reports List from their home screen or from the menu link, they see the following screen:



In this example, Mark Young, DVM, can search by Projects, Status and Effort Reporting Periods for either past or present Effort Reports. Past Effort Reports in a Certified status appear read-only and cannot be edited. These Effort Reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

The View icon takes the user to the read-only version of the Effort Report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed and will differentiate between multiple Effort Reports if a user is certifying for a project or research team.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report.

The report shown in the previous screenshot is in a Ready to be Certified or Open status and can be edited by clicking the **Edit** icon. Clicking the **Edit** icon opens the user's Effort Report, as shown below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

Mark Young DVM | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020043782 | Home Dept: Medicine  
Version: 1.0 | Status: Open  
Service Period: July 01, 2019 to December 31, 2019  
Pay Period: July 01, 2019 to December 31, 2019

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
MBSR: Stress Arousal and Immune Response in Early HIV A100520	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
San Francisco National Clinical Trial Center, ESPRIT A102490	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
<b>Total Sponsored Projects</b> <i>requiring certification</i>	96.00%	96.00%	0.00%	0.00%	96.00%	96.00%
<b>Other Sponsored Projects</b>	4.00%	4.00%		+ 0.00%	4.00%	4.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%		- 0.00%	0.00%	0.00%
<b>Total Other Effort</b> <i>not requiring certification</i>	4.00%	4.00%		0.00%	4.00%	4.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

ADD ADDITIONAL PROJECT

UPDATE CALCULATION

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

VIEW PAYROLL DETAILS | REVERT | SAVE | REVIEW COMPLETE READY FOR CERTIFICATION

Note that there are three tabs across the top of the Effort Report.

**Edit Report** is the default tab and allows the user to make changes to their Effort Report, view payroll details and indicate that their report is ready to be certified by the Principal Investigator on the project(s) to which the user is assigned.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

Under **Sponsored Projects**, all of the projects requiring certification for the user are listed for this reporting period. If a needed project is not listed, it can be added by clicking the **Add Additional Project** button. The following popup window will appear:

Additional Sponsor Projects where Mark Young DVM is Project Personnel:

Proposal Number:

Project Status:

PD/PI:

Protocol Keywords:

5 result(s) found... 1 - 5

Select Project	Project Status	Award Number	Proposal Number	Project Short Title	PD/PI
+	Awarded	A-536457	P03-100806	Regulate Mesenchymal Stem Cell ... Matrix Metalloproteases Regulate Mesenchymal Stem Cells	William Schroeder
+	Awarded	A100164	24018-444919	Community Consortium (CPCRA) / ... Community Consortium (CPCRA) / AIDS related	William Schroeder
+	Awarded	A100869	31018-444947	Antiretroviral Therapy of AIDS ...	Paul Feldman
+	Awarded	A100961	31138-444915	Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa Opioid and Cannabinoid Pharmac ...	William Schroeder
+	Pending Institutional Approval		P03-100819	Regulate Mesenchymal Stem Cell ... Copy of Matrix Metalloproteases Regulate Mesenchymal Stem Cells	William Schroeder

This popup only displays the projects for which the user is listed as a member of Key Study Personnel. The user can search by **Proposal Number**, **PO/PI (Principal Investigator)**, **Project Status** or **Protocol Keywords**.

*Note: This information is only available if the institution is using other modules within the iRIS™ system, or if a project interface has been configured with an external system.*

Clicking on the  icon adds the project to the Effort Report as shown below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

Mark Young DVM | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
MBSR, Stress Arousal and Immune Response in Early HIV A100520	<b><u>48.00%</u></b>	48.00 %	0.00%	0.00 %	48.00%	48.00%
San Francisco National Clinical Trial Center, ESPRIT A102490	<b><u>48.00%</u></b>	48.00 %	0.00%	0.00 %	48.00%	48.00%
BV BMRP-2 Protein A-533352	<b><u>0.00%</u></b>	0.00 %	0.00%	0.00 %	0.00%	0.00%
<b>Total Sponsored Projects</b> <i>requiring certification</i>	96.00%	96.00%	0.00%	0.00%	96.00%	96.00%
<b>Other Sponsored Projects</b>	<b><u>4.00%</u></b>	4.00 %		+ 0.00 %	4.00%	4.00%
<b>Non-Sponsored Activities</b>	<b><u>0.00%</u></b>	0.00 %		- 0.00 %	0.00%	0.00%
<b>Total Other Effort</b> <i>not requiring certification</i>	4.00%	4.00%		0.00%	4.00%	4.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

VIEW PAYROLL DETAILS | REVERT | SAVE | REVIEW COMPLETE READY FOR CERTIFICATION

A third project has been added in the screenshot above. Notice that the third project has an available delete (✖) icon. Click the delete icon to delete any project added by mistake.

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>		3.00	

Close

The data displayed above is for the specific project listed and defines what payroll transactions are billed to the project during the reporting period. This information is imported into the iRIS™ system from the institution's

payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section of this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to “MO” for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here “REG” indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here “AU” indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user’s salary; here “A” indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee’s pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, “N” for Normal and “L” for Late.

**Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

When changes to the Effort Report are complete, click the **Update Calculations** button to update all numbers within the Effort Report. If changes have been made, the user is required to enter comments to detail what was changed and why for future review and audit.

Note: The checkbox above the comments box allows the user to offset federal cost sharing requirements against other sponsored projects. When this box is checked, the following popup window appears:



Clicking **Allow** creates another row under **Other Sponsored Projects** which can be used to offset federal cost sharing. See the Effort Reporting Coordinator for more information on when and how this should be used.

Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

Payroll Details for :												
Emp. ID: 020043782   Home Dept: Medicine												
Version: 1.0   Status: Open												
Service Period: July 01, 2019 to December 31, 2019												
Pay Period: July 01, 2019 to December 31, 2019												
MBSR, Stress Arousal and Immune Response in Early HIV - A100520												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:	3.00		
Original Payroll % ( 3.00 / 6.29 = 0.48 )												
San Francisco National Clinical Trial Center, ESPRIT - A102490												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:	3.00		
Original Payroll % ( 3.00 / 6.29 = 0.48 )												
BV BMRF-2 Protein - A-533352												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
									Total:	0.00		

**Total Sponsored Projects** lists the totals for Sponsored Projects with which the user is involved.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

Three options are provided to finish the report:



**Revert** — changes the report back to the original 1.0, or issued, version of the report.

**Save** — saves all changes but does not submit the report for certification by the Principal Investigator(s)

**Review Complete Ready for Certification** — indicates the user has read and reviewed their report, modified as necessary and is ready to submit their Effort Report for certification. When this button is clicked, the following popup message displays:



Back on the Effort Reports Details page, the **View History** tab allows the user to view all versions of the Effort Report for this reporting period in read-only mode. Notice the dropdown in the upper right as displayed below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

Mark Young DVH | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

Report Version: 1.0 (05/08/2020) Open

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
HBSR, Stress Arousal and Immune Response in Early HIV A100520	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
San Francisco National Clinical Trial Center, ESPRIT A102490	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
<b>Total Sponsored Projects</b> <i>requiring certification</i>	96.00%	96.00%	0.00%	0.00%	96.00%	96.00%
<b>Other Sponsored Projects</b>	4.00%	4.00%		+ 0.00%	4.00%	4.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%		- 0.00%	0.00%	0.00%
<b>Total Other Effort</b> <i>not requiring certification</i>	4.00%	4.00%		0.00%	4.00%	4.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

VIEW PAYROLL DETAILS

The **Report Version** dropdown allows the user to view previous versions of their Effort Report for the selected reporting period.

The **Comment Log** tab displays the comments entered for the selected reporting period, as displayed below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

Mark Young DVH | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

ADD A NEW COMMENT

Comment for Version 1.0  
 05/08/2020 3:42 PM EDT by Administrator, CPT  
 Report created by Administrator, CPT

The user can add comments by clicking the **Add a New Comment** button. This opens a popup form for entry of the comment as shown in the window below.

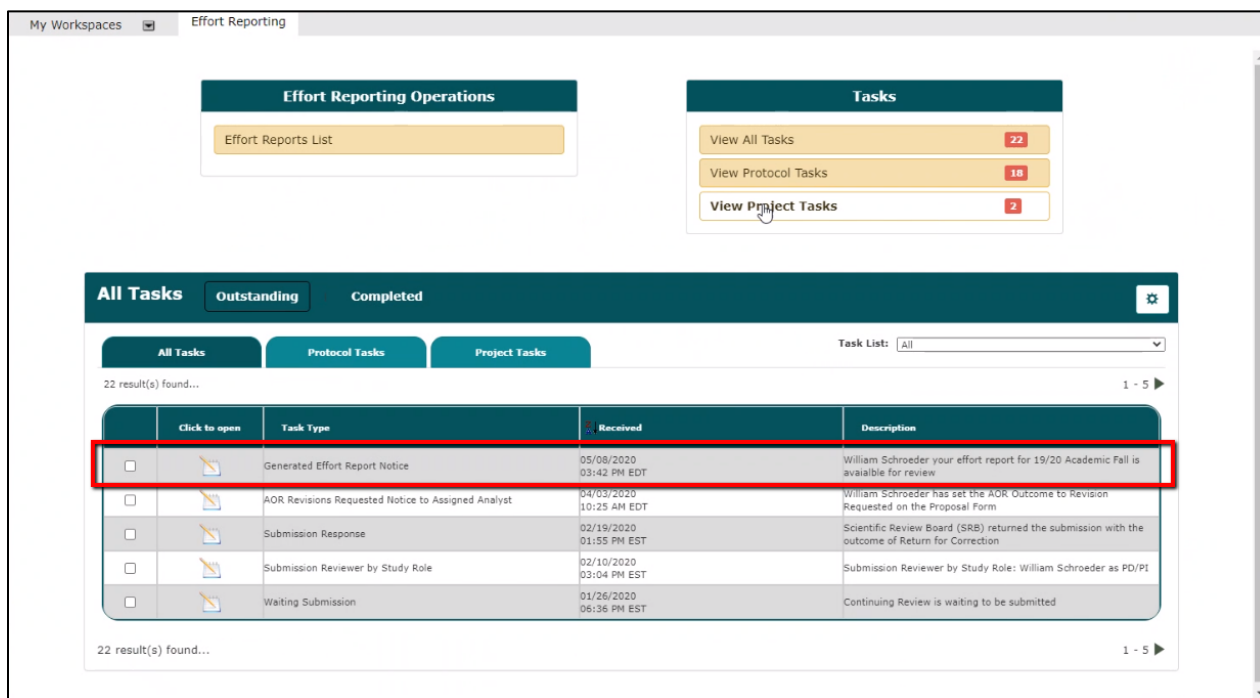


Click **Cancel** to close the popup without saving the comment.

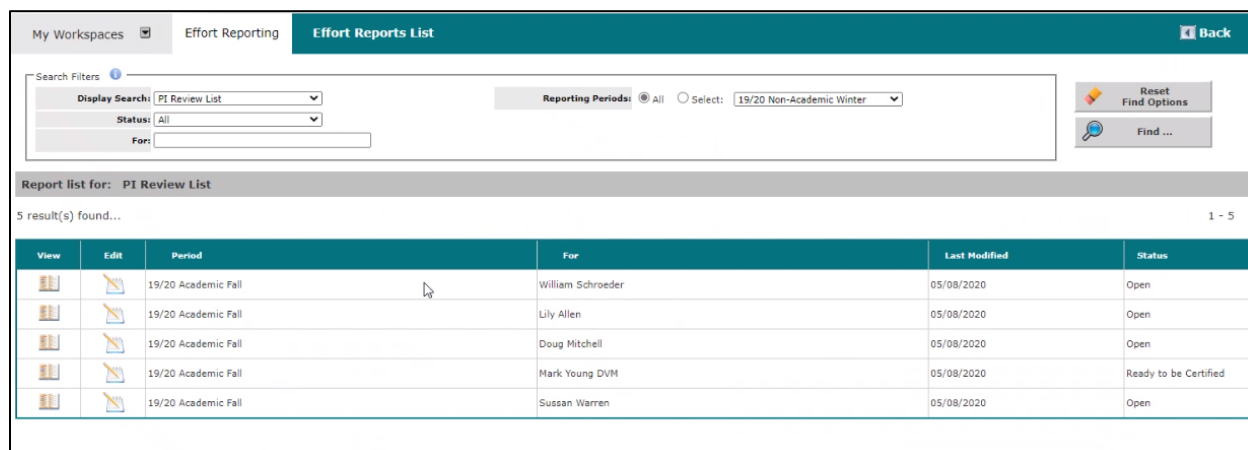
Click **Save** to save the comment and close the popup.

### Viewing, Modifying, and Certifying Effort Reports as a Principal Investigator

Principal Investigators can view, modify and certify effort reports for themselves and other research members where they have direct knowledge of the effort performed. Principal Investigators can access Effort Reports by clicking on the **Effort Report List** link shown in the screenshot below, by clicking on the Action Task that populates when an Effort Report is generated by the system, or by clicking the direct link from an email notification (if configured). Clicking on the task or direct link in an email takes the user directly to *their* Effort Report, after signing into the system. Please see the Action Task for completion of an Effort Report in the screenshot below:



The screen below depicts what a Principal Investigator sees when they click on the **Effort Reports List** link from their home screen or from the menu link. Note that the Principal Investigator is seeing his/her Effort Report *and* those for individuals that he/she supervises.



View	Edit	Period	For	Last Modified	Status
		19/20 Academic Fall	William Schroeder	05/08/2020	Open
		19/20 Academic Fall	Lily Allen	05/08/2020	Open
		19/20 Academic Fall	Doug Mitchell	05/08/2020	Open
		19/20 Academic Fall	Mark Young DVM	05/08/2020	Ready to be Certified
		19/20 Academic Fall	Sussan Warren	05/08/2020	Open

In this example the Principal Investigator, William Schroeder, can search for Key Study Personnel on projects for which he is the assigned Principal Investigator, filter by status of the report(s) and search for a specific research staff member, all for a specific effort reporting period. The Principal Investigator's Effort Report is also listed at the top, for his review and certification. These effort reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

Note that at this stage of processing, Mark Young, the user from our previous example, has submitted his report which is ready to be Certified as shown above.

The **View** icon takes the user to the read-only version of the effort report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report, indicating to the user which report is ready for certification and which reports are still open.

The following example utilizes the Effort Report for the Principal Investigator. Clicking the **Edit** icon takes the user to their Effort Report as shown below:

My Workspaces  Effort Reporting **Effort Reports Details** Back

William Schroeder | 19/20 Academic Fall

**Edit Report** View History Comment Log

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

This report will remain open until all the lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00 %	0.00%	0.00 %	5.00%	5.00%	<input type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00 %	0.00%	0.00 %	6.00%	6.00%	<input type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00 %	0.00%	0.00 %	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00 %	0.00%	0.00 %	12.00%	12.00%	<input type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00 %	0.00%	0.00 %	13.00%	13.00%	<input type="checkbox"/>
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00 %		+ 0.00 %	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00 %		- 0.00 %	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%	

ADD ADDITIONAL PROJECT

UPDATE CALCULATION

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

VIEW PAYROLL DETAILS REVERT SAVE CERTIFY EFFORT REPORT

Note that there are three tabs across the top of the Effort Report.

**Edit Report** is the default tab, and allows the user to make changes to their Effort Report, view payroll details and certify their effort report.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

Under **Sponsored Projects**, all of the certified projects for the user are listed for the selected reporting period. If a needed project is not listed, it can be added by clicking the **Add Additional Project** button. The following popup window will appear:

**Additional Sponsor Projects where Mark Young DVM is Project Personnel:**

Proposal Number:  PD/PI:   
 Project Status:  Protocol Keywords:

Find Projects

5 result(s) found... 1 - 5

Select Project	Project Status	Award Number	Proposal Number	Project Short Title	PD/PI
	Awarded	A-536457	P03-100806	Regulate Mesenchymal Stem Cell ...	William Schroeder
	Awarded	A100164	24018-444919	Matrix Metalloproteinases Regulate Mesenchymal Stem Cells	William Schroeder
	Awarded	A100869	31018-444947	Antiretroviral Therapy of AIDS ...	Paul Feldman
	Awarded	A100961	31138-444915	Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa	William Schroeder
	Pending - Institutional Approval		P03-100819	Opioid and Cannabinoid Pharmacokinetic Interactions	William Schroeder
				Regulate Mesenchymal Stem Cell ...	William Schroeder
				Copy of Matrix Metalloproteinases Regulate Mesenchymal Stem Cells	

Close

This screen only displays projects for which the user is listed as a member of Key Study Personnel. The user can search by **Proposal Number**, **PO/PI (Principal Investigator)**, **Project Status** or **Protocol Keywords**.

*Note: this information is only available if the institution is using other modules within the iRIS™ system or if a project interface has been configured with an external system.*

Click the icon to add the project to the Effort Report for this user.

My Workspaces  Effort Reporting **Effort Reports Details** Back

William Schroeder | 19/20 Academic Fall

[Edit Report](#) [View History](#) [Comment Log](#)

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

This report will remain open until all the lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	<input type="text" value="5.00"/> %	0.00%	<input type="text" value="0.00"/> %	5.00%	5.00%	<input type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	<input type="text" value="6.00"/> %	0.00%	<input type="text" value="0.00"/> %	6.00%	6.00%	<input type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	<input type="text" value="4.00"/> %	0.00%	<input type="text" value="0.00"/> %	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100164	12.00%	<input type="text" value="12.00"/> %	0.00%	<input type="text" value="0.00"/> %	12.00%	12.00%	<input type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	<input type="text" value="13.00"/> %	0.00%	<input type="text" value="0.00"/> %	13.00%	13.00%	<input type="checkbox"/>
BV BMRF-2 Protein A-533352	0.00%	<input type="text" value="0.00"/> %	0.00%	<input type="text" value="0.00"/> %	13.00%	13.00%	<input type="checkbox"/>
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	<input type="text" value="33.00"/> %		+ <input type="text" value="0.00"/> %	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	<input type="text" value="27.00"/> %		- <input type="text" value="0.00"/> %	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%	0.00%	0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	

ADD ADDITIONAL PROJECT

UPDATE CALCULATION

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

[VIEW PAYROLL DETAILS](#)

[REVERT](#) [SAVE](#) [CERTIFY EFFORT REPORT](#)

A sixth project has been added in the example above with a delete (✖) icon. Click the delete icon to delete any project added by mistake.

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520												
Emp. ID: 020043782   Home Dept: Medicine												
Versions: 1.0   Status: Open												
Service Period: July 01, 2019 to December 31, 2019												
Pay Period: July 01, 2019 to December 31, 2019												
MBSR, Stress Arousal and Immune Response in Early HIV - A100520												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:	3.00		

The data displayed above is for the specific project listed and defines what payroll transactions are billed to the project during the selected reporting period. This information is imported into the iRIS™ system from the institution's payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section of this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to "MO" for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here "REG" indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here "AU" indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user's salary; here "A" indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee’s pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, “N” for Normal and “L” for Late.

**Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

The **Line Certified** column only displays if the user is not a Principal Investigator on all the projects for which they are listed as Key Study Personnel. This user is not the Principal Investigator on the third project shown below, which does not have a checkbox available. This user can only certify the lines with checkboxes.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00 %	0.00%	0.00 %	5.00%	5.00%	<input checked="" type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00 %	0.00%	0.00 %	6.00%	6.00%	<input checked="" type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00 %	0.00%	0.00 %	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00 %	0.00%	0.00 %	12.00%	12.00%	<input checked="" type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00 %	0.00%	0.00 %	13.00%	13.00%	<input checked="" type="checkbox"/>
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00 %		+ 0.00 %	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00 %		- 0.00 %	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%	0.00%	0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	

**Total Sponsored Projects** lists the totals for the Sponsored Projects listed.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

When changes to the Effort Report are complete, click the **Update Calculations** button to update all numbers within the Effort Report. If changes have been made, the user is required to enter comments to detail what was changed and why for future review and audit.

*Note that the checkbox above the comments box allows the user to offset federal cost sharing requirements against other sponsored projects. When this box is checked, the following popup window appears:*



Clicking **Allow** creates another row under **Other Sponsored Projects** which can be used to offset federal cost sharing. See the Effort Reporting Coordinator for more information on when and how this should be used.

Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

Payroll Details for :

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Original Payroll % ( 3.00 / 6.29 = 0.48 )

San Francisco National Clinical Trial Center, ESPRIT - A102490

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

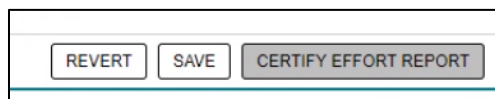
Original Payroll % ( 3.00 / 6.29 = 0.48 )

BV BMRP-2 Protein - A-533352

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
<b>Total:</b>									0.00			

Close

The user has three options to complete the report:



**Revert** — changes the report back to the issued version, of the report

**Save** — saves all changes but does not certify the report

**Certify Effort Report** — indicates the user has read and reviewed their report, modified as necessary and is ready to certify their Effort Report. Note that Grand Totals must total to 100% as specified earlier in this section for this button to be available. When the button is clicked, the following message displays:



In our example, the Principal Investigator is only certifying for projects that he/she is a Principal Investigator on, or line certifying. The third project on the report is submitted to the Principal Investigator of that project for certification. This report remains open until that Principal Investigator has certified for this user.

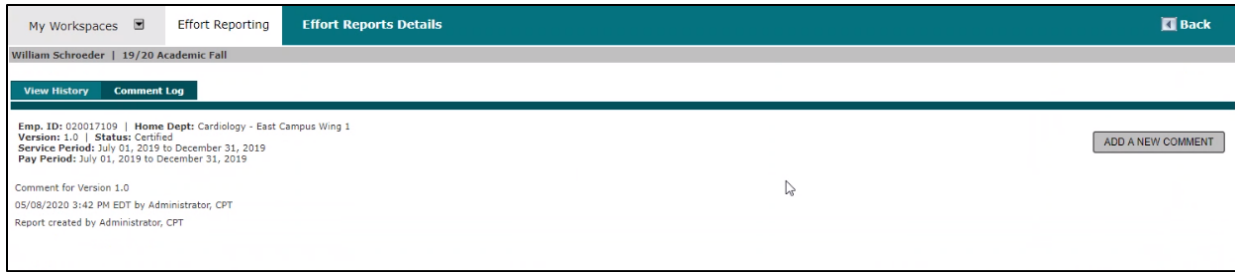
Back on the **Effort Reporting Details** page, the **View History** tab allows the user to view all versions of the Effort Report for this reporting period in read-only mode. *Note that when the report is certified the **Edit Report** tab no longer appears, as illustrated in the screenshot below:*

Sponsored Projects		Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520		5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020								
Opioid and Cannabinoid Pharmacokinetic Interactions A100961		6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020								
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869		4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Line certified by Paul Feldman on May 08, 2020								
Community Consortium (CPCRA) / AIDS related A100164		12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020								
San Francisco National Clinical Trial Center, ESPRIT A102490		13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020								
<b>Total Sponsored Projects requiring certification</b>		40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>		33.00%	33.00%		+ 0.00%	33.00%	33.00%	
<b>Non-Sponsored Activities</b>		27.00%	27.00%		- 0.00%	27.00%	27.00%	
<b>Total Other Effort not requiring certification</b>		60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>		100.00%	100.00%		0.00%	100.00%	100.00%	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

The **Report Version** dropdown allows the user to view previous versions of their Effort Report for this reporting period.

The **Comment Log** tab displays comments entered for this reporting period as displayed below:



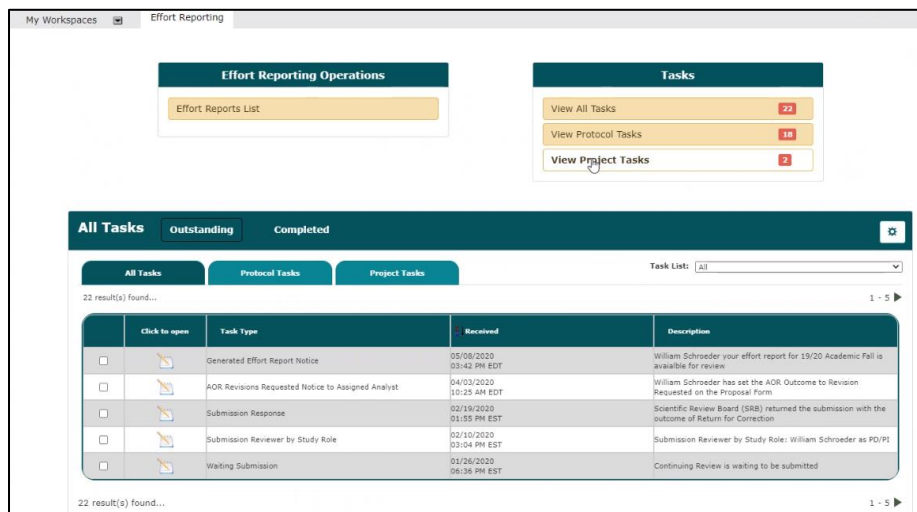
The user can add comments by clicking the **Add a New Comment** button. Clicking the button opens a form for entry of the comment in a popup window as shown below.



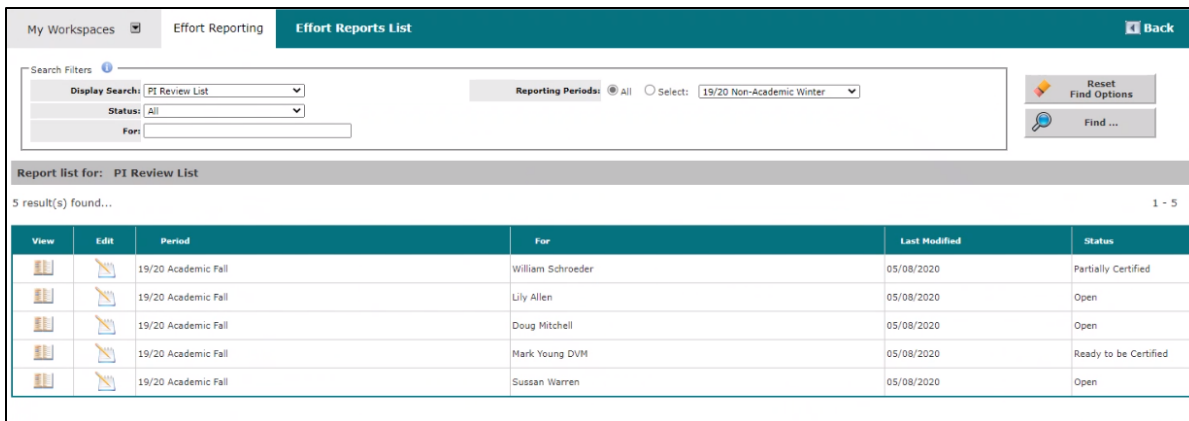
Click **Cancel** to close the popup without saving the comment.

Click **Save** to save the comment and close the popup.

If the Principal Investigator wants to certify for a research team member on a project they supervise, the user navigates to the home screen as displayed below:



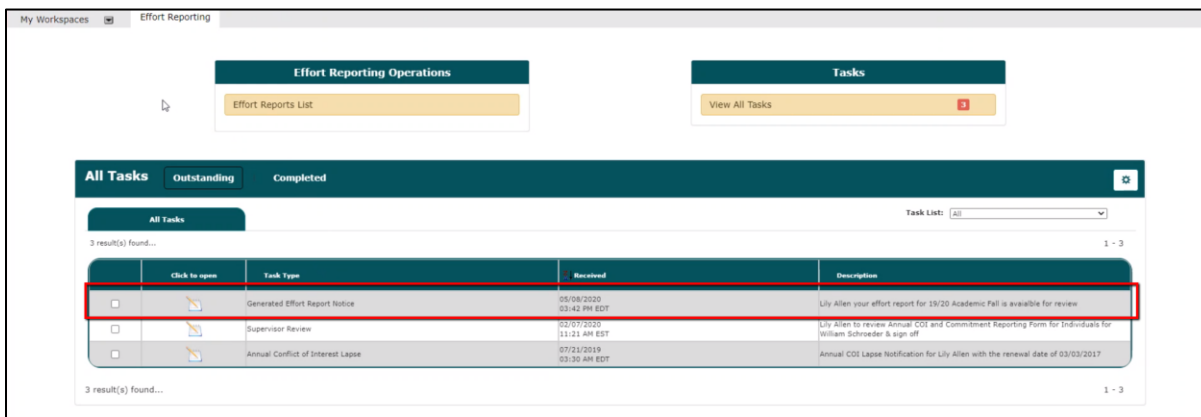
Clicking the **Effort Report Lists** link from the home screen or menu takes the user back to the screen listing effort reports as shown below:



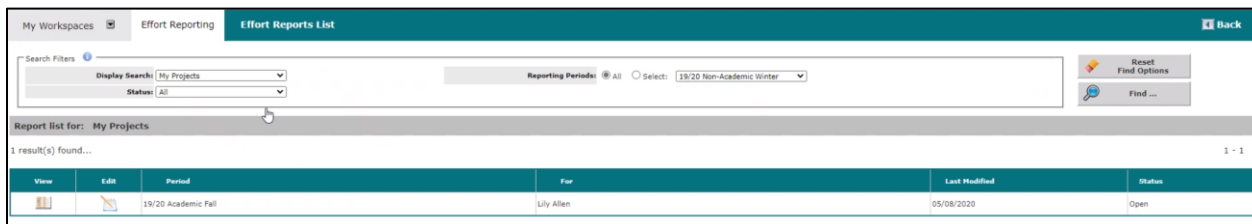
With a report selected, the user clicks the **Edit** icon and follows the same process to certify the effort of research team members on his/her projects.

### Viewing, Modifying, and Certifying Effort Reports as a Self-Certifier

Self-Certifiers can view, modify, and certify effort reports for themselves only. Self-Certifiers can access effort reports clicking on the **Effort Report List** link shown in the screenshot below, by clicking on the Action Task that populates when an Effort Report is generated by the system, or by clicking the direct link from an email notification (if configured). Clicking on the task or direct link in an email takes the user directly to *their* Effort Report, after signing into the system. Please see the Action Task for completion of an Effort Report in the screenshot below:



The screen below depicts what a Self-Certifier sees when they click the **Effort Reports List** link from their home screen or menu:



In this example, the Self-Certifier, Lily Allen, can only see her own reports, which can be filtered by status and reporting period. These effort reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

The **View** icon takes the user to the read-only version of the effort report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report.

Clicking the **Edit** icon takes the user to their Effort Report as shown below:

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
Community Consortium (CPORA) / AIDS related A100254	84.00%	84.00%	0.00%	0.00%	84.00%	84.00%
<b>Total Sponsored Projects</b> requiring certification	84.00%	84.00%	0.00%	0.00%	84.00%	84.00%
<b>Other Sponsored Projects</b>	16.00%	16.00%		+ 0.00%	16.00%	16.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%		- 0.00%	0.00%	0.00%
<b>Total Other Effort</b> not requiring certification	16.00%	16.00%		0.00%	16.00%	16.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

Buttons: VIEW PAYROLL DETAILS, REVERT, SAVE, CERTIFY EFFORT REPORT

Note that there are three tabs across the top of the Effort Report.

**Edit Report** is the default tab, and allows the user to make changes to their Effort Report, view payroll details and certify their effort report.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

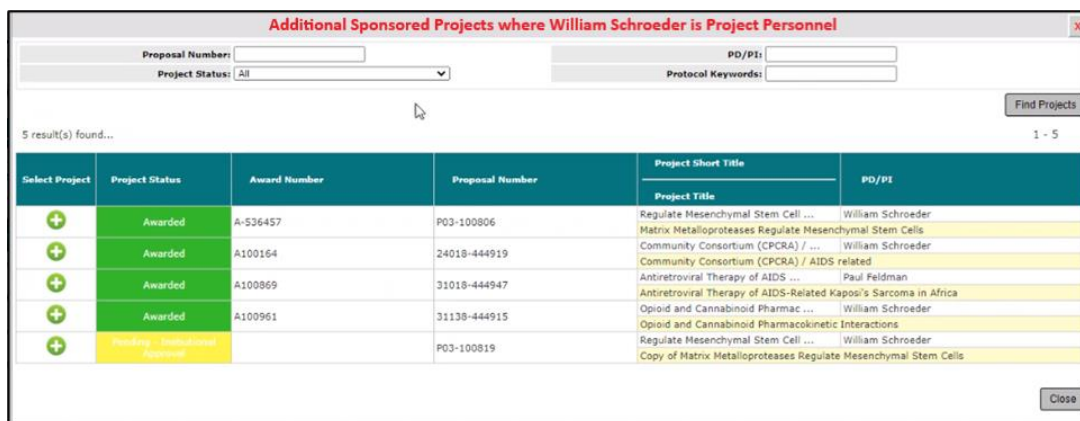
**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

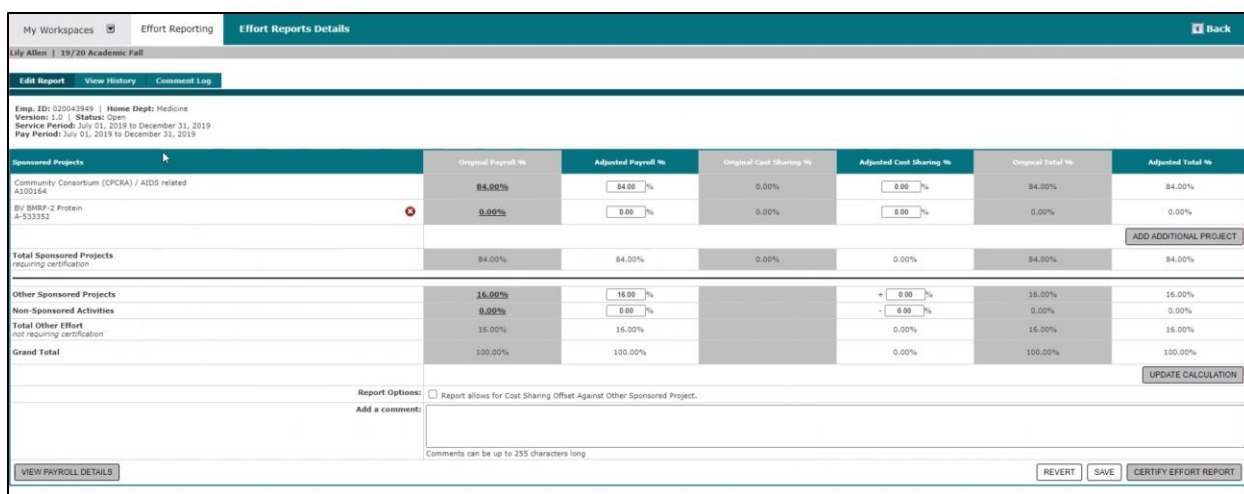
Under **Sponsored Projects**, all of the certified projects for the user are listed for this reporting period. If a needed project is not listed, it can be added by clicking the **Add Additional Project** button. The following popup window appears:



This screen only displays projects on which the user is listed as a member of Key Study Personnel. The user can search by **Proposal Number**, **PO/PI (Principal Investigator)**, **Project Status** or **Protocol Keywords**.

*Note: this information is only available if the institution is using other modules within the iRIS™ system or if a project interface has been configured with an external system.*

Click the icon to add the project to the Effort Report for this user.



In the screenshot above, a second project has been added and includes a delete (✖) icon. Click the delete icon to delete any project added by mistake.

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

**Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520:**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Close

The data displayed above is for the specific project listed and defines what payroll transactions are billed to the project during the selected reporting period. This information is imported into the iRIS™ system from the institution's payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section later in this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to "MO" for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here "REG" indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here "AU" indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user's salary; here "A" indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee’s pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, “N” for Normal and “L” for Late.

Back on the Effort Report, **Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
Community Consortium (CPCRA) / AIDS related A100164	84.00%	84.00%	0.00%	0.00%	84.00%	84.00%
BV BBRP-2 Protein A-533352	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Sponsored Projects</b> requiring certification	84.00%	84.00%	0.00%	0.00%	84.00%	84.00%
<b>Other Sponsored Projects</b>	16.00%	16.00%		0.00%	16.00%	16.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%		0.00%	0.00%	0.00%
<b>Total Other Effort</b> not requiring certification	16.00%	16.00%		0.00%	16.00%	16.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

**Total Sponsored Projects** lists the totals for the Sponsored Projects listed.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

When changes to the Effort Report are complete, click the **Update Calculations** button to update all numbers within the Effort Report. If changes have been made, the user is required to enter comments to detail what was changed and why for future review and audit.

Note that the checkbox above the comments box allows the user to offset federal cost sharing requirements against other sponsored projects. When this box is checked, the following popup window appears:



Clicking **Allow** creates another row under **Other Sponsored Projects** which can be used to offset federal cost sharing. See the Effort Reporting Coordinator for more information on when and how this should be used.

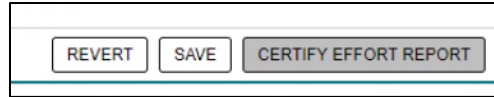
Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

**Payroll Details for :**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:			3.00
Original Payroll % ( 3.00 / 6.29 = 0.48 )												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:			3.00
Original Payroll % ( 3.00 / 6.29 = 0.48 )												
Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
									Total:			0.00

The user has three options to complete the report:



**Revert** — changes the report back to the original issued version of the report before any changes were made

**Save** — saves all changes but does not certify the report

**Certify Effort Report** — indicates the user has read and reviewed their report, modified as necessary and is ready to certify their Effort Report. When the button is clicked, the following message displays:



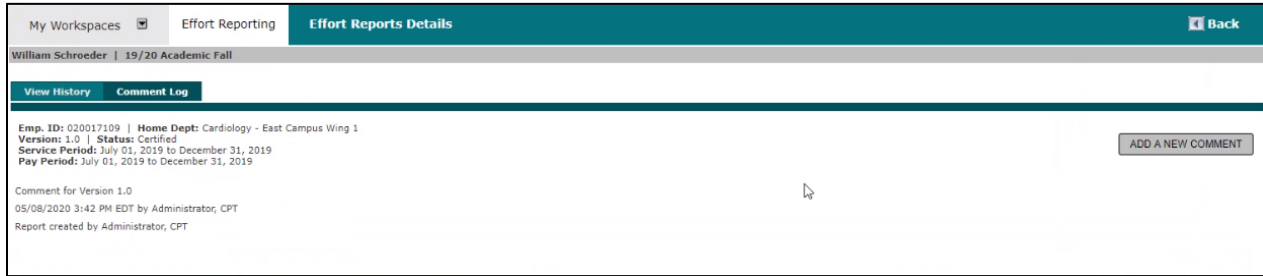
The **View History** tab allows the user to view all versions of the Effort Report for the selected reporting period in read-only mode. Note that when the report is certified or submitted for certification the **Edit Report** tab no longer appears, as illustrated in the screenshot below:

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input checked="" type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input checked="" type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Community Consortium (CPCRA) / AIDS related A100364	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input checked="" type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input checked="" type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00%		+ 0.00%	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00%		- 0.00%	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

The Report Version dropdown allows the user to view previous versions of their Effort Report for this reporting period.

The **Comment Log** tab displays comments entered for the selected reporting period as displayed below:



The user can add comments by clicking the **Add a New Comment** button. Clicking the button opens a form for entry of the comment in a popup window as shown below.



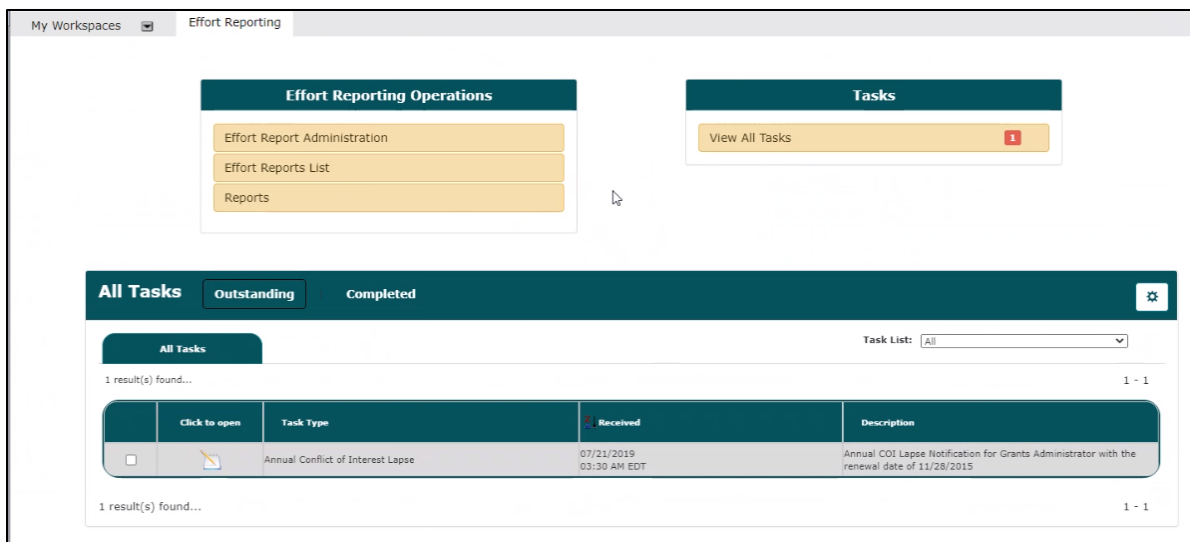
Click **Cancel** to close the popup without saving the comment.

Click **Save** to save the comment and close the popup.

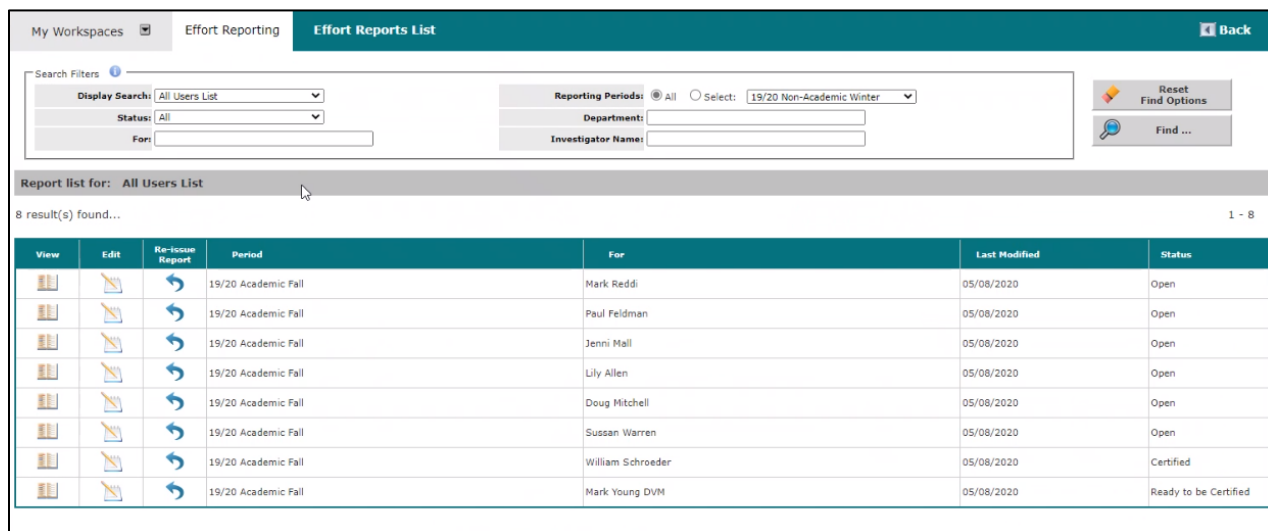
## Viewing or Re-issuing Effort Reports as a Coordinator

Coordinators can only view or modify effort reports within the Effort Reporting Module. When the Coordinator logs in, home screen and menu options are different from other user roles covered thus far in this manual.

Below is a screenshot of a Coordinator's home screen:



From this screen, the Coordinator can set up the Effort Reporting Module through Effort Report Administration (this process is detailed later in this manual). This allows the user to configure the system for use within their institution. The Coordinator role also has the ability to track all Effort Reports by clicking on the **Effort Report List** link or navigating to the same link through the menu. The following screen displays when the link is clicked:



From here, the user can filter by **Status** of the Effort Report(s), search **For** a specific research staff member, display results by **Department**, or search for research team members under a specific **Investigator Name**, all within a specific effort reporting period. These Effort Reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

Note that the Coordinator has the ability to re-issue an Effort Report when needed. Status will indicate such if the Effort Report has been reissued.

The **View** icon takes the user to the read-only version of the effort report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

The **Re-issue Report** icon re-issues the Effort Report to the user to submit or certify, creating a new version of the report.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report, indicating to the user which report is ready for certification and which reports are still open.

For this example, we will look at the Effort Report for William Schroeder. Clicking the **Edit** icon takes the user to their Effort Report as shown below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

William Schroeder | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

This report will remain open until all the lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input checked="" type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input checked="" type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input checked="" type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input checked="" type="checkbox"/>
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00%		+ 0.00%	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00%		- 0.00%	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%	

ADD ADDITIONAL PROJECT

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

UPDATE CALCULATION

Note that there are three tabs across the top of the Effort Report.

**Edit Report** is the default tab, and allows the user to make changes to their Effort Report, view payroll details and certify their effort report.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

Under **Sponsored Projects**, all of the certified projects for the user are listed for the selected reporting period. If a needed project is not listed, it can be added by the owner of the Effort Report by clicking the **Add Additional Project** button. The following popup window will appear:

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

**Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520:**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>	3.00		

Close

The data displayed above is for the specific project listed and defines what payroll transactions have been billed to the project during the reporting period. This information is imported into the iRIS™ system from the institution’s payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section later in this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to “MO” for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here “REG” indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here “AU” indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user’s salary; here “A” indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee’s pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, “N” for Normal and “L” for Late.

**Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

Payroll Details for :

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Original Payroll % ( 3.00 / 6.29 = 0.48 )

San Francisco National Clinical Trial Center, ESPRIT - A102490

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Original Payroll % ( 3.00 / 6.29 = 0.48 )

BV BMRP-2 Protein - A-533352

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
<b>Total:</b>									0.00			

Close

Note that the **Add Additional Project**, **Revert** and **Save** functions are disabled, as the Coordinator cannot modify the Effort Report for the user.

The **View History** tab allows the user to view all versions of the Effort Report for the selected reporting period in read-only mode. Once certified or submitted for certification the **Edit Report** tab no longer appears, as illustrated in the screen shot below:

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Line certified by Paul Feldman on May 08, 2020							
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
<b>Total Sponsored Projects requiring certification</b>	<b>40.00%</b>	<b>40.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>40.00%</b>	<b>40.00%</b>	
<b>Other Sponsored Projects</b>	<b>33.00%</b>	<b>33.00%</b>		<b>+ 0.00%</b>	<b>33.00%</b>	<b>33.00%</b>	
<b>Non-Sponsored Activities</b>	<b>27.00%</b>	<b>27.00%</b>		<b>- 0.00%</b>	<b>27.00%</b>	<b>27.00%</b>	
<b>Total Other Effort not requiring certification</b>	<b>60.00%</b>	<b>60.00%</b>		<b>0.00%</b>	<b>60.00%</b>	<b>60.00%</b>	
<b>Grand Total</b>	<b>100.00%</b>	<b>100.00%</b>		<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

The **Report Version** dropdown allows the user to view previous versions of their Effort Report for the selected reporting period.

The **Comment Log** tab displays comments entered for the selected reporting period as displayed below:

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Certified  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

Comment for Version 1.0  
 05/08/2020 3:42 PM EDT by Administrator, CPT  
 Report created by Administrator, CPT

ADD A NEW COMMENT

The user can add comments by clicking the **Add a New Comment** button. Clicking the button opens a form for entry of the comment in a popup window as shown below.

Effort Report Comment Editor

Enter Comment below:

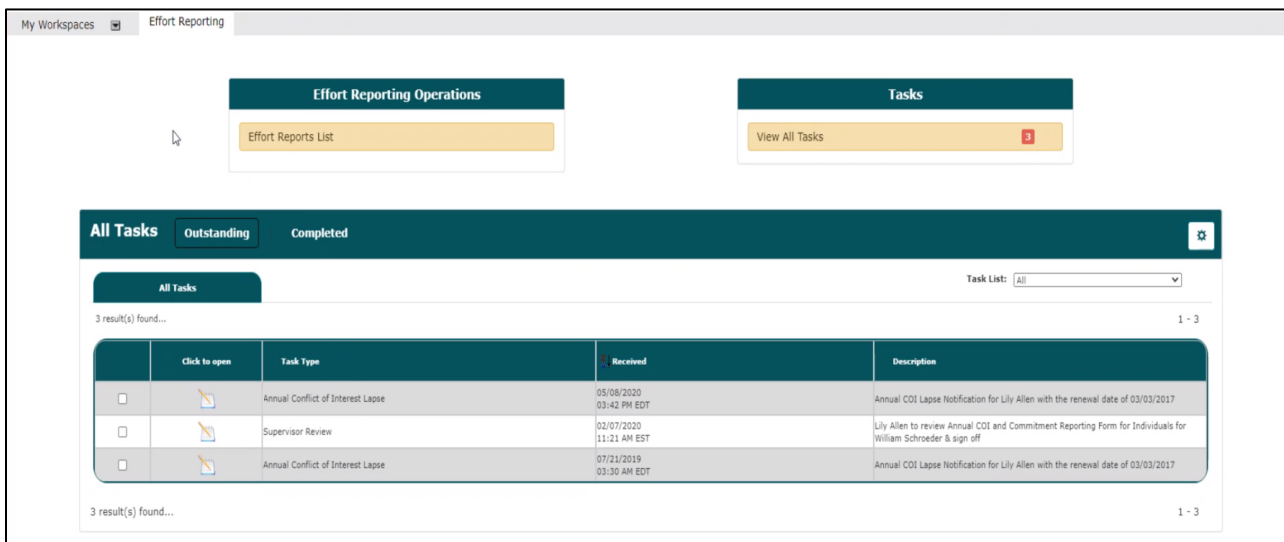
Cancel SAVE

Click **Cancel** to close the popup without saving the comment.

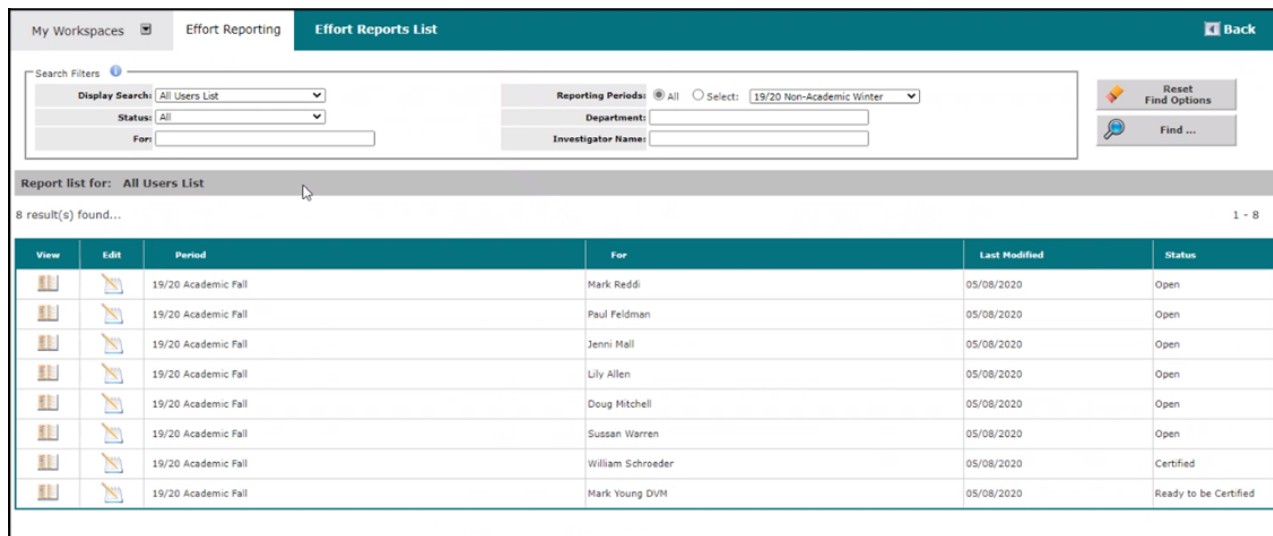
Click **Save** to save the comment and close the popup.

### Viewing Effort Reports as a Reviewer

Reviewers can only view Effort Reports within the Effort Reporting Module. When a Viewer logs in, the only link they have available is **Effort Report List**. Below is a screenshot of a Reviewer’s home screen:



Clicking the **Effort Report List** link or selecting the link in the menu takes the user to the following screen:



From here, the user can filter by **Status** of the Effort Report(s), search **For** a specific research staff member, display results by **Department**, or search for research team members under a specific **Investigator Name**, all within a specific effort reporting period. These Effort Reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

The **View** icon takes the user to the read-only version of the effort report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report, indicating to the user which report is ready for certification and which reports are still open.

For this example, we will look at the Effort Report for William Schroeder. Clicking the **Edit** icon takes the user to their Effort Report as shown below:

My Workspaces | Effort Reporting | Effort Reports Details | Back

William Schroeder | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

• This report will remain open until all the lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
MBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input checked="" type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input checked="" type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100364	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input checked="" type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input checked="" type="checkbox"/>
<b>Total Sponsored Projects</b> <i>requiring certification</i>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00%		+ 0.00%	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00%		- 0.00%	27.00%	27.00%	
<b>Total Other Effort</b> <i>not requiring certification</i>	60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%	

ADD ADDITIONAL PROJECT

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

UPDATE CALCULATION

Note that there are three tabs across the top of the Effort Report.

**Edit Report** is the default tab and displays the current Effort Report.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

Under **Sponsored Projects**, all of the certified projects for the user are listed for the selected reporting period. If a needed project is not listed, it can be added by the owner of the Effort Report by clicking the **Add Additional Project** button. The following popup window will appear:

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

**Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520:**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>	3.00		

Close

The data displayed above is for the specific project listed and defines what payroll transactions have been billed to the project during the reporting period. This information is imported into the iRIS™ system from the institution's payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section later in this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to "MO" for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here "REG" indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here “AU” indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user’s salary; here “A” indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee’s pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, “N” for Normal and “L” for Late.

Back on the Effort Report, **Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

**Payroll Details for :**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>		3.00	

Original Payroll % ( 3.00 / 6.29 = 0.48 )

San Francisco National Clinical Trial Center, ESPRIT - A102490

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>		3.00	

Original Payroll % ( 3.00 / 6.29 = 0.48 )

BV BMRF-2 Protein - A-533352

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
									<b>Total:</b>		0.00	

Close

Note the **Add Additional Project**, **Revert** and **Save** functions are disabled as the Reviewer cannot modify the Effort Report for the user.

The **View History** tab allows the user to view all versions of the Effort Report for this reporting period in read-only mode. Note that when the report is certified or submitted for certification the **Edit Report** tab no longer appears, as illustrated in the screen shot below:

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
NBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100869	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Line certified by Paul Feldman on May 08, 2020							
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
<b>Total Sponsored Projects requiring certification</b>	<b>40.00%</b>	<b>40.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>40.00%</b>	<b>40.00%</b>	
<b>Other Sponsored Projects</b>	<b>33.00%</b>	<b>33.00%</b>		<b>+ 0.00%</b>	<b>33.00%</b>	<b>33.00%</b>	
<b>Non-Sponsored Activities</b>	<b>27.00%</b>	<b>27.00%</b>		<b>- 0.00%</b>	<b>27.00%</b>	<b>27.00%</b>	
<b>Total Other Effort not requiring certification</b>	<b>60.00%</b>	<b>60.00%</b>		<b>0.00%</b>	<b>60.00%</b>	<b>60.00%</b>	
<b>Grand Total</b>	<b>100.00%</b>	<b>100.00%</b>		<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Report Version allows the user to view previous versions of their Effort Report for this reporting period.

The Comment Log tab displays comments entered for the selected reporting period as displayed below:

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Certified  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

Comment for Version 1.0  
 05/08/2020 3:42 PM EDT by Administrator, CPT  
 Report created by Administrator, CPT

ADD A NEW COMMENT

The user can add comments by clicking the **Add a New Comment** button. Clicking the button opens a form for entry of the comment in a popup window as shown below.

**Effort Report Comment Editor:**

Enter Comment below:

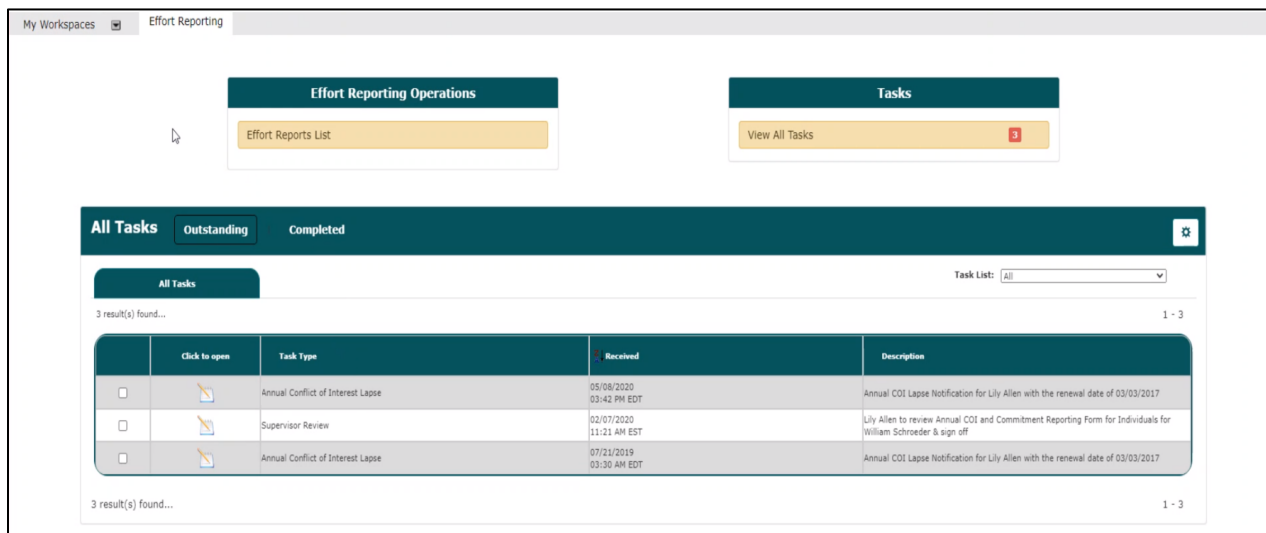
Cancel SAVE

Click **Cancel** to close the popup without saving the comment.

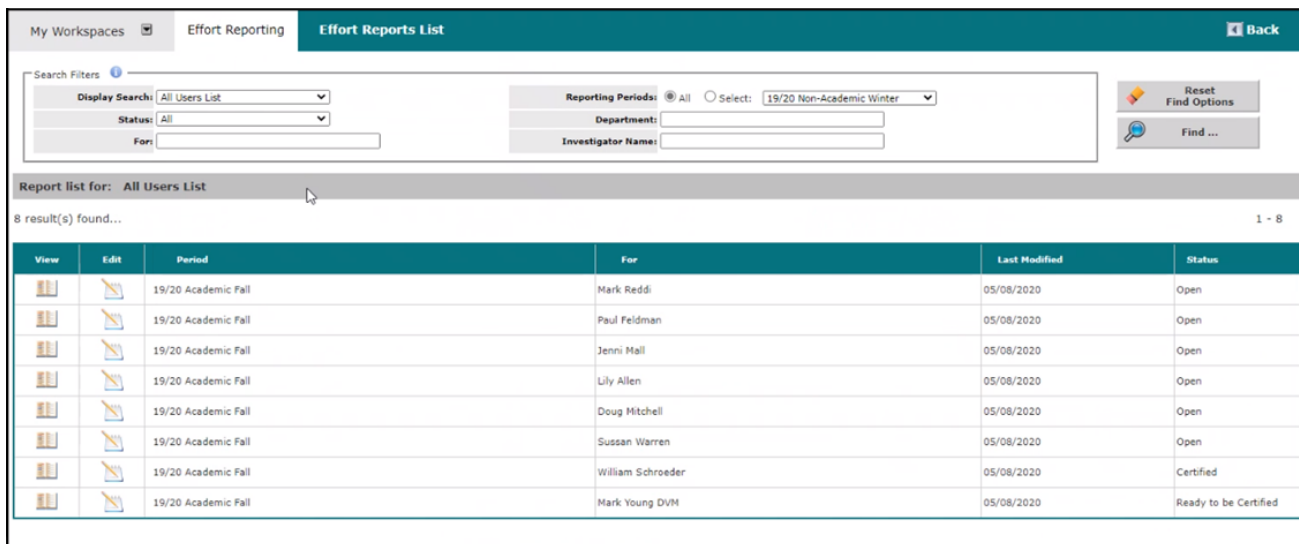
Click **Save** to save the comment and close the popup.

### Viewing Effort Reports as a Viewer

Viewers can only view effort reports within the Effort Reporting Module. When a Viewer logs in, the only link they have available is the Effort Report List. Below is a screenshot of a Viewer’s home screen:



Clicking the **Effort Report List** link or selecting the link in the menu takes the user to the following screen:



From here, the user can filter by **Status** of the Effort Report(s), search **For** a specific research staff member, display results by **Department**, or search for research team members under a specific **Investigator Name**, all within a specific effort reporting period. These Effort Reports can be viewed at any time and are part of the historical data capture of the iRIS™ software.

The **View** icon takes the user to the read-only version of the effort report.

The **Edit** icon takes the user to an editable version of the Effort Report if it is available for editing.

**Period** displays the Effort Reporting Period as configured; see the Setting Up the Effort Reporting Module section of this manual for more information.

The **For** column indicates the owner of the Effort Report displayed.

The **Last Modified** column displays the date when the Effort Report was last modified.

The **Status** column displays the current status of the Effort Report, indicating to the user which report is ready for certification and which reports are still open.

For this example, we will look at the Effort Report for William Schroeder. Clicking the **Edit** icon takes the user to their Effort Report as shown below:

My Workspaces | Effort Reporting | **Effort Reports Details** | Back

William Schroeder | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020017109 | Home Dept: Cardiology - East Campus Wing 1  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

This report will remain open until all the lines of the report have been certified.

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
HBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input checked="" type="checkbox"/>
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input checked="" type="checkbox"/>
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100969	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input checked="" type="checkbox"/>
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input checked="" type="checkbox"/>
<b>Total Sponsored Projects requiring certification</b>	40.00%	40.00%	0.00%	0.00%	40.00%	40.00%	
<b>Other Sponsored Projects</b>	33.00%	33.00%		+ 0.00%	33.00%	33.00%	
<b>Non-Sponsored Activities</b>	27.00%	27.00%		- 0.00%	27.00%	27.00%	
<b>Total Other Effort not requiring certification</b>	60.00%	60.00%		0.00%	60.00%	60.00%	
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

Buttons: ADD ADDITIONAL PROJECT, UPDATE CALCULATION

Note that there are three tabs across the top of the Effort Report. **Edit Report** is the default tab, and displays the current Effort Report.

The top information box of the report displays the following information:

**Emp ID** is the employee identification number assigned to the user.

**Home Dept** is the Home Department assigned to the user in System Administration → User Accounts.

**Version** indicates if the Effort Report is the original version, 1.0, or has been modified, 2.0, 3.0, etc.

**Status** indicates whether the Effort Report is available to be viewed or modified, if it has been sent for certification, or has been certified. The example above shows that the report is open, which indicates that the Effort Report is available to be modified and submitted.

**Service Period** indicates the Reporting Period configured in the Effort Reporting System.

**Pay Period** indicates the pay period for the Effort Report and comes from payroll data brought into the system.

Under **Sponsored Projects**, all of the certified projects for the user are listed for the selected reporting period. If a needed project is not listed, it can be added by the owner of the Effort Report by clicking the **Add Additional Project** button. The following popup window will appear:

**Original Payroll %** lists the percentage of salary that is charged to projects or other activities on the Effort Report as defined by imported payroll information for this user. The **Grand Total** for this column must always total to 100%. The user can click on the percentage for a project, indicated by the **bold font and underline**, to display the following payroll detail information:

**Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520:**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	<u>2556796</u> 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									<b>Total:</b>	3.00		

Close

The data displayed above is for the specific project listed and defines what payroll transactions have been billed to the project during the reporting period. This information is imported into the iRIS™ system from the institution's payroll system through the payroll interface. Configurable items are reviewed in the Setting up the Effort Reporting Module section later in this manual.

**Pay Period End Date** is when the effort was reported as worked.

**Pay Cycle Code** indicates the pay cycle; in this example the field is set to "MO" for monthly transactions.

**FAU** is the full chartstring of the payroll transaction.

**DOS Code** is the Description of Service for the payroll transaction; here "REG" indicates a regular transaction.

**Trans Code** is the transaction code from the payroll system; here "AU" indicates automatic salary pay.

**Title Code** is a numeric code assigned to a specific job position, imported from human resources and payroll data.

**Rate Type** indicates what type of compensation is assigned to the user's salary; here "A" indicates Annual.

**Paid %** represents the actual hours or percentage paid to a person (if 0.00% refer to the Derived %).

**Derived %** is used to calculate a percentage from the raw payroll data, usually for hourly employees. This percentage derives the effort reporting calculations.

**Weighted %** is used when an employee's pay is issued over more than the number of months they work, for example 9/12 or 11/12 employees.

**Pay Category** indicates what category this transaction is associated with; for example, "N" for Normal and "L" for Late.

Back on the Effort Report, **Adjusted Payroll %** is the field used to make corrections to percentage of effort performed during this reporting period in each of the Effort Report categories. The Grand Total for this column must always total to 100% before the report can be submitted or certified. *Note that any change to this field resulting in an overall increase or decrease of 5% or greater automatically sends a notification to the Coordinator, as well as any other personnel as configured for the notification; see the Effort Reporting Notifications section of this manual for more information.*

**Original Cost Sharing %** lists the percentage of salary assigned to Cost Sharing for a specific project.

**Adjusted Cost Sharing %** is the field used to make corrections to the Effort Report for changes in Cost Sharing.

**Original Total %** displays the original Effort Report totals, while the **Adjusted Total %** displays the updated totals.

**Other Sponsored Projects** allows the institution to track local or state sponsored projects as part of the certification effort.

**Non-Sponsored Activities** is a customizable field for inclusion of activities that do not need to be certified, but must be tracked on the Effort Report so that the Grand Total will equal 100%.

Clicking the **View Payroll Details** button opens the popup window shown below, which displays all payroll details for the user during the reporting period:

**Payroll Details for :**

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Original Payroll % ( 3.00 / 6.29 = 0.48 )

San Francisco National Clinical Trial Center, ESPRIT - A102490

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2444919 83630 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
<b>Total:</b>									3.00			

Original Payroll % ( 3.00 / 6.29 = 0.48 )

BV BMRP-2 Protein - A-533352

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
<b>Total:</b>									0.00			

Close

Note that the **Add Additional Project**, **Revert** and **Save** functions are disabled as the Viewer cannot modify the Effort Report for the user.

The **View History** tab allows the user to view all versions of the Effort Report for the selected reporting period in read-only mode. Once the report is certified or submitted for certification the **Edit Report** tab no longer appears, as illustrated in the screenshot below:

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %	Line Certified
HBSR, Stress Arousal and Immune Response in Early HIV A100520	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Opioid and Cannabinoid Pharmacokinetic Interactions A100961	6.00%	6.00%	0.00%	0.00%	6.00%	6.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
Antiretroviral Therapy of AIDS-Related Kaposi's Sarcoma in Africa A100859	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%	<input type="checkbox"/>
Line certified by Paul Feldman on May 08, 2020							
Community Consortium (CPCRA) / AIDS related A100164	12.00%	12.00%	0.00%	0.00%	12.00%	12.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
San Francisco National Clinical Trial Center, ESPRIT A102490	13.00%	13.00%	0.00%	0.00%	13.00%	13.00%	<input type="checkbox"/>
Line certified by William Schroeder on May 08, 2020							
<b>Total Sponsored Projects requiring certification</b>	<b>40.00%</b>	<b>40.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>40.00%</b>	<b>40.00%</b>	
<b>Other Sponsored Projects</b>	<b>33.00%</b>	<b>33.00%</b>		<b>+ 0.00%</b>	<b>33.00%</b>	<b>33.00%</b>	
<b>Non-Sponsored Activities</b>	<b>27.00%</b>	<b>27.00%</b>		<b>- 0.00%</b>	<b>27.00%</b>	<b>27.00%</b>	
<b>Total Other Effort not requiring certification</b>	<b>60.00%</b>	<b>60.00%</b>		<b>0.00%</b>	<b>60.00%</b>	<b>60.00%</b>	
<b>Grand Total</b>	<b>100.00%</b>	<b>100.00%</b>		<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Report Version allows the user to view previous versions of their Effort Report for the selected reporting period.

The Comment Log tab displays comments entered for the selected reporting period as displayed below:

Comment for Version 1.0  
05/08/2020 3:42 PM EDT by Administrator, CPT  
Report created by Administrator, CPT

ADD A NEW COMMENT

The user can add comments by clicking the **Add a New Comment** button. Clicking the button opens a form for entry of the comment in a popup window as shown below.

Effort Report Comment Editor

Enter Comment below:

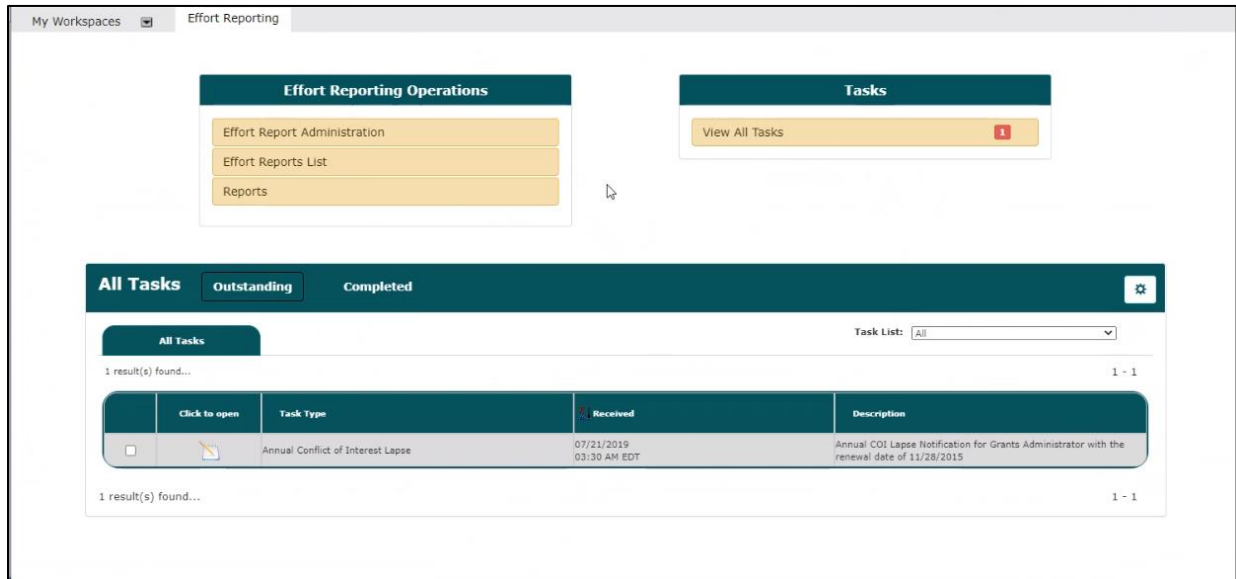
Cancel SAVE

Click **Cancel** to close the popup without saving the comment.

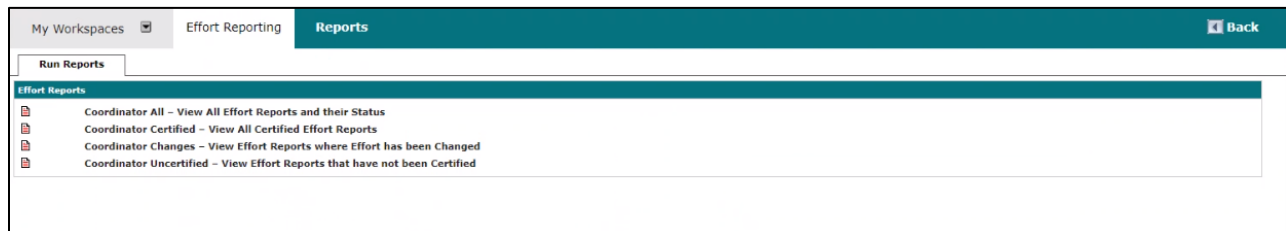
Click **Save** to save the comment and close the popup.

## Reports in the Effort Reporting Module

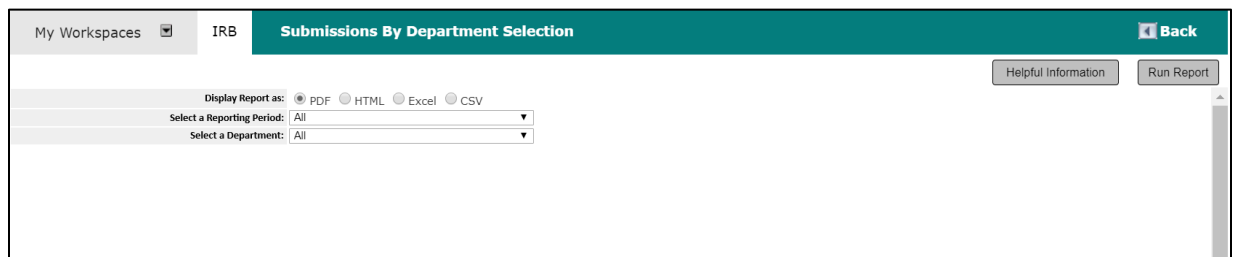
The iRIS™ Effort Reporting Module contains a series of precanned reports that come preconfigured and are available to the Coordinator role. When the Coordinator logs into the system, the user will see the following screen:



Clicking the Reports link under Effort Reporting Operations or selecting the Reports link from the navigation menu opens the Reports page for the module, as shown below:



Each of these reports have filters associated to them that allow the user to customize results from the data collected in the Effort Reporting module. The following screenshot is an example of the filters available for these reports:



**Display Report as** allows the user to select the format in which they would like to view the report.

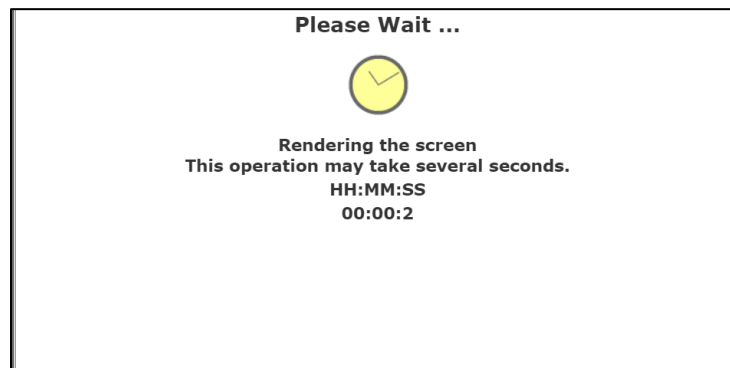
**Select a Reporting Period** allows the user to filter by Reporting Period.

**Select a Department** allows the user to filter by Department.

The **Helpful Information** button displays help content to the user regarding running reports and formatting when using the filters as shown below:



With desired filters selected, click the **Run Report** button to generate the results. A waiting message informs the user that generation of the report is in progress, as shown below:



PDF and HTML results display within a new browser window and may require the user to set their pop-up blocker to allow pop-ups from the system.

Excel and CSV files download automatically within the browser. Note that this may appear different depending on which browser the user is currently using.

### Coordinator All – View All Effort Reports and their Status

This report shows all effort reports and their statuses for the filters set. See examples below of the PDF and Excel versions of the report. Note that colors and formatting may vary depending on the user’s system configuration and software installed on their computer.

The PDF version:

**All Effort Reports**  
**Service Period:** July 01, 2018 to December 31, 2018  
**Pay Period:** July 01, 2018 to December 31, 2018

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified	Changes Made
Investigator, Sean	020018504	General Hospital-GH	Y	1.0	1/29/2019	N
White, Chris	020018527	General Hospital-GH	Y	2.0	1/27/2019	Y
Albertson, Jane	020017585	General Hospital-GH	N			
Jenkins, Paul	020018555	Cardiology - CA	N			
Schroeder, William	020017109	Cardiology - CA	N			

The Excel Version:

The screenshot shows the Excel interface with the following data in the worksheet:

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified	Changes Made
Investigator, Sean	020018504	General Hospital-GH	Y	1.0	1/29/2019	N
White, Chris	020018527	General Hospital-GH	Y	2.0	1/27/2019	Y
Albertson, Jane	020017585	General Hospital-GH	N			
Jenkins, Paul	020018555	Cardiology - CA	N			
Schroeder, William	020017109	Cardiology - CA	N			

### Coordinator Certified – View All Certified Effort Reports

This report shows all certified effort reports for the filters set. See examples below of the PDF and Excel versions of the report. Note that colors and formatting may vary depending on the user’s system configuration and software installed on their computer.

The PDF version:

**Certified Effort Reports**  
**Service Period:** July 01, 2018 to December 31, 2018  
**Pay Period:** July 01, 2018 to December 31, 2018

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified	Changes Made
Investigator, Sean	020018504	General Hospital-GH	Y	1.0	1/29/2019	N
White, Chris	020018527	General Hospital-GH	Y	2.0	1/27/2019	Y

The Excel Version:

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified	Changes Made
Investigator, Sean	020018504	General Hospital-GH	Y	1.0	1/29/2019	N
White, Chris	020018527	General Hospital-GH	Y	2.0	1/27/2019	Y

### Coordinator Changes – View Effort Reports where Effort Has Been Changed

This report shows all effort reports where effort has been changed for the filters set. See examples below of the PDF and Excel versions of the report. Note that colors and formatting may vary depending on the user’s system configuration and software installed on their computer.

The PDF version:

Employee Name	Employee Number	Department	Date Certified	Field Changed	Previous Value Value	New Value
White, Chris	020018527	General Hospital-GH	1/27/2019	Adjusted Payroll %	35.00%	25.00%
White, Chris	020018527	General Hospital-GH	1/27/2019	Adjusted Cost Share %	0.00%	10.00%

The Excel Version:

Employee Name	Employee Number	Department	Date Certified	Field Changed	Previous Value Value	New Value
White, Chris	020018527	General Hospital-GH	1/27/2019	Adjusted Payroll %	35.00%	25.00%
White, Chris	020018527	General Hospital-GH	1/27/2019	Adjusted Cost Share %	0.00%	10.00%

### Coordinator Uncertified – View Effort Reports That Have Not Been Certified

This report shows all effort reports that have not been certified for the filters set. See examples below of the PDF and Excel versions of the report. Note that colors and formatting may vary depending on the user’s system configuration and software installed on their computer.

The PDF version:

**Uncertified Effort Reports**  
**Service Period:** July 01, 2018 to December 31, 2018  
**Pay Period:** July 01, 2018 to December 31, 2018

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified
Albertson, Jane	020017585	General Hospital-GH	N		
Jenkins, Paul	020018555	Cardiology - CA	N		
Schroeder, William	020017109	Cardiology - CA	N		

The Excel Version:

Employee Name	Employee Number	Department	Certified?	Version Certified	Date Certified
Albertson, Jane	020017585	General Hospital-GH	N		
Jenkins, Paul	020018555	Cardiology - CA	N		
Schroeder, William	020017109	Cardiology - CA	N		

Users can also set up custom report using the System Report Designer. Please see the appropriate System Administration – Report Designer and Report Administration Manuals for detailed instruction.

## Setting Up the Effort Reporting Module

When initially setting up the Effort Reporting Module, please log in with a Coordinator or System Administrator role. Once logged in the user is taken to the home screen below:

My Workspaces: Effort Reporting

**Effort Reporting Operations**

- Effort Report Administration
- Effort Reports List
- Reports

**Tasks**

View All Tasks (1)

**All Tasks** | Outstanding | Completed

Task List: All

1 result(s) found... 1 - 1

Click to open	Task Type	Received	Description
<input type="checkbox"/>	Annual Conflict of Interest Lapse	07/21/2019 03:30 AM EDT	Annual COI Lapse Notification for Grants Administrator with the renewal date of 11/28/2015

1 result(s) found... 1 - 1

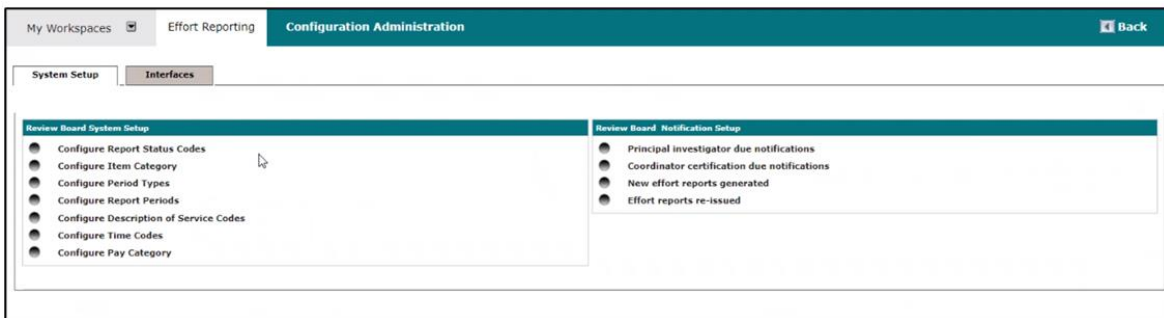
Note the links listed under Effort Reporting Operations:

**Effort Report Administration** – takes the user to the setup for the Effort Reporting Module

**Effort Report Lists** – takes the user to the list of effort reports in the system; this function is reviewed later in this manual in the Coordinator Role section.

**Reports** – takes the user to the reports available for the Effort Reporting Manual; these are covered in the Reports section of this manual

Click the **Effort Report Administration** link to access the following screen:



The Effort Reporting Module is configured from within System Setup. Each link/configuration/notification is described below. Any field noted by a **red asterisk \*** is a required field and will return an error if the field is left blank when saving.

## Configure Report Status Codes

Clicking this link takes the user to the screen below:

The screenshot shows a web application interface with a teal header. The breadcrumb trail is 'My Workspaces > Effort Reporting > Setup ERS Status Code'. There is an 'Add a New Code' button in the top right corner. Below the header, it says '13 result(s) found...'. The main content is a table with the following columns: 'Delete', 'Edit', 'Status Code', 'Code Name', 'Need Notification', and 'Code Description'. The table contains 13 rows of data:

Delete	Edit	Status Code	Code Name	Need Notification	Code Description
		U	Open	Yes	
		C	Certified	No	
		R	Open-Reopened	Yes	
		P	Partially Certified	Yes	
		Y	Required	Yes	
		N	Not Required	No	
		E	Exception	No	
		A	Certified/AdjustReqd	No	
		I	Open-Reissued	No	
		J	Adjustment Required	No	
		Z	Report Not Generated	No	
		S	Reissued-Partially Certified	Yes	
		D	Ready to be Certified	No	

From here the user can configure which status codes your institution would like to use for Effort Reports, if they require a notification and a code description describing what the code means in the system.

Your setup will come preconfigured with the status codes shown above that are already used within the system. It is suggested that you do not delete any of these codes unless working with your Project Manager or other iMedRIS™ Personnel. Below are a few examples of Status Codes:

- Open – Effort Report is ready for review and certification
- Certified – Effort Report has been certified
- Open-Reopened – Effort Report was reopened by a user and is ready for review and certification
- Partially Certified – Multiple Certifications are required; all projects have not been certified
- Not Required – No federal effort was reported
- Exception – More cost share indicated than supported by a project or more salary paid through a sponsored project than budgeted (requires iRIS™ Grants Modules)
- Certified/AdjustReqd - The Payroll percent (%) was changed on the Effort Report
- Open-Reissued – Effort Report was reissued by the Coordinator and is ready for review and certification
- Overdue – Open, reissued, or reopened Effort Reports that have past the certification deadline
- Adjustment Required – Effort Report was changed more than +/- 5% and will require payroll/project adjustment

Clicking the **Add a New Code** button opens the form shown below:

From here you can enter customized status codes if desired.

Clicking **Save** saves the **Status Code** and return the user to the list of **Status Codes**.

These codes appear on the Effort Certification Report, as shown in the screenshot below:

My Workspaces | Effort Reporting | **Effort Reports Details** | [Back](#)

Mark Young DVM | 19/20 Academic Fall

[Edit Report](#) | [View History](#) | [Comment Log](#)

Emp. ID: 020003333 | **Open** | Dept: Medicine  
 Version: 1.0 | **Status: Open**  
 Service Period: December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
MBSR, Stress Arousal and Immune Response in Early HIV A100520	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
San Francisco National Clinical Trial Center, ESPRIT A102490	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
<a href="#">ADD ADDITIONAL PROJECT</a>						
<b>Total Sponsored Projects</b> <i>requiring certification</i>	96.00%	96.00%	0.00%	0.00%	96.00%	96.00%
<b>Other Sponsored Projects</b>	4.00%	4.00%		+ 0.00%	4.00%	4.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%		- 0.00%	0.00%	0.00%
<b>Total Other Effort</b> <i>not requiring certification</i>	4.00%	4.00%			4.00%	4.00%
<b>Grand Total</b>	100.00%	100.00%		0.00%	100.00%	100.00%

[UPDATE CALCULATION](#)

**Report Options:**  Report allows for Cost Sharing Offset Against Other Sponsored Project.

**Add a comment:**

Comments can be up to 255 characters long

[VIEW PAYROLL DETAILS](#) | [REVERT](#) | [SAVE](#) | [REVIEW COMPLETE READY FOR CERTIFICATION](#)

Click the icon in the **Edit** column to edit the corresponding **Status Code**.

Click the icon in the **Delete** column to permanently remove the corresponding **Status Code** from the system.  
**Warning: deleting Status Codes already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click the **Back** link to return to the list of configurations in System Setup.

### Configure ERS Item Category

Clicking on this link takes the user to the screen below:

My Workspaces | Effort Reporting | **Setup ERS Item Category** | [Back](#)

[Add a New Code](#)

1 result(s) found...

Delete	Edit	Category Code	Category Name
		0	Other Sponsored Projects

This configuration allows the user to select which **Item Categories** appear on the Effort Certification Report for users to split their time between. The screenshot below shows a sample Effort Report with the category listed above. Additional categories display below the one in the red box:

My Workspaces | Effort Reporting | Effort Reports Details | Back

Mark Young DVM | 19/20 Academic Fall

Edit Report | View History | Comment Log

Emp. ID: 020043782 | Home Dept: Medicine  
Version: 1.0 | Status: Open  
Service Period: July 01, 2019 to December 31, 2019  
Pay Period: July 01, 2019 to December 31, 2019

Sponsored Projects	Original Payroll %	Adjusted Payroll %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
HBSR, Stress Arousal and Immune Response in Early HIV A100520	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
San Francisco National Clinical Trial Center, ESPRIT A102490	48.00%	48.00%	0.00%	0.00%	48.00%	48.00%
<b>Total Sponsored Projects</b> <i>requiring certification</i>	96.00%	96.00%	0.00%	0.00%	96.00%	96.00%
<b>Other Sponsored Projects</b>	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%
<b>Non-Sponsored Activities</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Other Effort</b> <i>not requiring certification</i>	4.00%	4.00%	0.00%	0.00%	4.00%	4.00%
<b>Grand Total</b>	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%

ADD ADDITIONAL PROJECT

UPDATE CALCULATION

Report Options:  Report allows for Cost Sharing Offset Against Other Sponsored Project.

Add a comment:

Comments can be up to 255 characters long

VIEW PAYROLL DETAILS | REVERT | SAVE | REVIEW COMPLETE READY FOR CERTIFICATION

Click the **Add a New Code** button to open the form shown in the screenshot below:

My Workspaces | Effort Reporting | Setup ERS Item Category | Back

Save Item Category

Category Code:

Category Name:

Click the icon in the **Edit** column to edit the corresponding, existing **Item Category**.

Click the icon in the **Delete** column to permanently remove the corresponding **Item Category** from the system. **Warning: deleting Item Categories already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click **Save** to save the **Item Category** and return to the list of categories.

### Configure ERS Period Type

Clicking this link takes the user to the screen below:

My Workspaces | Effort Reporting | Setup ERS Period Type | Back

Add a New Code

2 result(s) found...

Delete	Edit	Period Type	Period Description
		R	Regular
		O	Off Quarter

From here the user can configure which **Period Types** the institution would like to use for Effort Reports. **Period Types** may include Regular or Off Quarter, which may indicate portions of an academic calendar where summer is certified separately as Off Quarter while Regular would indicate the academic year defined by the institution.

The system comes preconfigured with the **Period Types** shown above that are already used within the system. It is suggested that you do not delete any of these codes unless working with your Project Manager or other iMedRIS™ Personnel.

Click the **Add a New Code** button to open the form shown in the screenshot below:

Click the icon in the **Edit** column to edit the corresponding, existing **Period Type**.

Click the icon in the **Delete** column to permanently remove the corresponding **Period Type** from the system. **Warning: deleting Period Types already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click **Save** to save the **Period Type** and return to the list of **Period Types**.

### Configure ERS Report Period

This is where the user configures the report period for their institutional effort reporting. Clicking on this link takes the user to the screen below.

Delete	Edit	Report Name	Schedule Code	Period Code	Start Date	End Date	Reporting Date	Certify Date	Academic Start Date	Academic End Date	Period Type	Period Status	Remind Certify Due	Verify Date	Remind Verify Due
✖	✎	20/21 Non-Academic Summer	2	8	07/01/2021	09/30/2021	11/13/2021	12/13/2021	07/01/2021	09/30/2021	R	N	No	09/30/2021	No
✖	✎	20/21 Academic Spring	1	4	01/01/2021	06/30/2021	08/12/2021	09/11/2021	01/01/2021	06/30/2021	N	N	No	06/30/2021	No
✖	✎	20/21 Non-Academic Spring	2	7	04/01/2021	06/30/2021	08/12/2021	09/11/2021	04/01/2021	06/30/2021	N	N	No	06/30/2021	No
✖	✎	20/21 Non-Academic Winter	2	6	01/01/2021	03/31/2021	05/12/2021	06/11/2021	01/01/2021	03/31/2021	R	N	No	03/31/2021	No
✖	✎	20/21 Academic Fall	1	3	07/01/2020	12/31/2020	02/14/2021	03/16/2021	07/01/2020	12/31/2020	R	N	No	12/31/2020	N
✖	✎	20/21 Non-Academic Fall	2	5	10/01/2020	12/31/2020	02/14/2021	03/16/2021	10/01/2020	10/01/2020	R	N	No	12/31/2020	No
✖	✎	20/21 Non-Academic Summer	2	4	07/01/2020	09/30/2020	11/13/2020	12/13/2020	07/01/2020	09/30/2020	R	N	No	09/30/2020	No
✖	✎	19/20 Academic Spring	1	2	01/01/2020	06/30/2020	08/19/2020	09/30/2020	01/01/2020	06/30/2020	R	N	No	06/30/2020	No
✖	✎	19/20 Non-Academic Spring	2	3	04/01/2020	06/30/2020	08/12/2020	09/11/2020	04/01/2020	06/30/2020	R	N	No	06/30/2020	No
✖	✎	19/20 Non-Academic Winter	2	2	01/01/2020	03/31/2020	05/12/2020	06/11/2020	01/01/2020	03/31/2020	R	N	No	03/31/2020	No
✖	✎	19/20 Academic Fall	1	1	07/01/2019	12/31/2019	01/31/2020	04/21/2020	07/01/2019	12/31/2019	R	G	No	12/31/2019	No
✖	✎	19/20 Non-Academic Fall	2	1	10/01/2019	12/31/2019	02/14/2020	04/21/2020	10/01/2019	12/31/2019	R	N	No	12/31/2019	No
✖	✎	Summer 2011	1	5	05/01/2011	08/01/2011	09/15/2011	10/15/2011	06/15/2011	07/15/2011	O	N	No	07/15/2011	No
✖	✎	AcadTest	1	1	01/01/2011	04/15/2011	07/16/2011	08/01/2011	01/21/2011	04/10/2011	R	N	No	04/10/2011	No

Click the **Add a New Period** button to open the form shown in the screenshot below:

The screenshot shows the 'Setup ERS Report Period' form. The form includes the following fields and controls:

- Period Name:** Text input field (required, marked with a red asterisk).
- Schedule Code:** Text input field (required, marked with a red asterisk).
- Period Code:** Text input field (required, marked with a red asterisk).
- Start Date:** Date picker (required, marked with a red asterisk).
- End Date:** Date picker (required, marked with a red asterisk).
- Reporting Date:** Date picker (required, marked with a red asterisk).
- Certify Date:** Date picker (required, marked with a red asterisk).
- Remind Certify Due:** Radio buttons for Yes/No.
- Verify Date:** Date picker (required, marked with a red asterisk).
- Remind Verify Due:** Radio buttons for Yes/No.
- Academic Start Date:** Date picker.
- Academic End Date:** Date picker.
- Period Type:** Text input field.
- Period Status:** Text input field with 'N' entered.

A 'Save Report Period' button is located in the top right corner of the form area.

The fields included in this screenshot are as follows:

Please note: Any field with a **red asterisk \*** is a required field

**Period Name** – the name assigned to the reporting period

**Schedule Code** – for use within the institution (in this example, 1 = Academic, 2 = Non-Academic)

**Period Code** – for use within the institution (in this example, each period of time within a year is assigned a code)

**Start Date** – the starting date for the effort reporting period

**End Date** – the ending date for the effort reporting period

**Reporting Date** – date the effort reports are to be generated and distributed to certifiers

**Certify Date** – certification deadline for certifying effort reports

**Remind Certify Due** – if yes will generate a reminder message indicating that certification of an Effort Report is due 10 number of days before certification

**Verify Date** – date that verification of effort reports is due

**Remind Verify Date** - If yes will generate a reminder message indicating that verification of an Effort Report is due 10 days before verification

**Academic Start Date** – indicates when the academic period started

**Academic End Date** – indicates when the academic period ended

**Period Type** – configured earlier in this document, indicates in our example of a Regular Period (R) or an Off-Quarter Period (O)

**Period Status** – for use within the institution (in this example, N=Normal)

Click **Save Report Period** to save the new period.

Clicking the icon in the **Edit** column allows the user to edit details of the corresponding, existing **Report Period**.

Clicking the icon in the **Delete** column permanently removes the corresponding **Report Period** from the system.

**Warning: deleting Period Types already configured in your system may cause unintended errors in Effort Report Certification.**

Click the **Back** link to return to the list of configurations in System Setup.

## Configure ERS DOS Codes

This is where the user will configure the Description of Services (DOS) Codes for their institutional effort reporting from payroll. This data is mapped from the institution's payroll system. Clicking on this link takes the user to the screen below.



Delete	Edit	DOS Code	Period Type
		ACA	O
		ACT	O
		ACS	O
		ACR	O

Sample codes may include the following:

- ACA – Academic Research Pay
- ACT – Terminal Vacation Pay
- ACS – Sabbatical Pay
- ACR – Summer Research Pay
- REG – Regular Pay
- OTS/OTP – Overtime Pay
- VAC – Vacation Pay
- SKL – Sick Leave Pay

Click the **Add a New Code** button to open the form shown in the screenshot below:



My Workspaces | Effort Reporting | Setup ERS DOS Code | Back

Add a New Code

4 result(s) found...

DOS Code:

Period Description:

Save DOS Code

**DOS Time Code** was described above, and **Period Type** was previously configured as (R) Regular or (O) Off Quarter. Click **Save** to add the new code to the system.

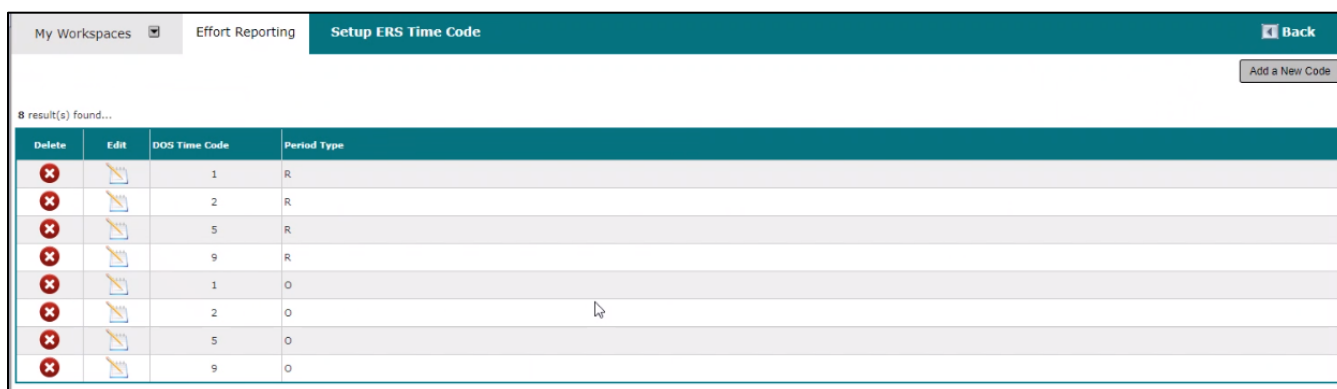
Click the icon in the **Edit** column to edit the corresponding, existing **DOS Time Code**.

Click the icon in the **Delete** column to permanently remove the corresponding **DOS Time Code** from the system. **Warning: deleting DOS Time Codes already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click **Save** to save the **DOS Time Code** and return to the list of **DOS Time Codes**.

## Configure ERS Time Code

This is where the user will configure the **ERS Time Code** for their institutional effort reporting from payroll. This data is mapped from the institution's payroll system. Clicking on this link takes the user to the screen below.



My Workspaces | Effort Reporting | Setup ERS Time Code | Back

Add a New Code

0 result(s) found...

Delete	Edit	DOS Time Code	Period Type
		1	R
		2	R
		5	R
		9	R
		1	O
		2	O
		5	O
		9	O

Click the **Add a New Code** button to open the form shown in the screenshot below:



My Workspaces | Effort Reporting | Setup ERS Time Code | Back

Save Time Code

DOS Time Code:

Period Type:

The **ERS Time Codes** can be configured to match the institution's payroll system and may include the following examples:

- 1 – Salary/Exempt
- 2 – Stipend
- 3 – Hourly
- 4 – Additional Pay (Regular)

This information is displayed when a user views the Payroll Details for an activity or the total Payroll Details for the reporting period:

Payroll Details for MBSR, Stress Arousal and Immune Response in Early HIV - A100520:

Emp. ID: 020043782 | Home Dept: Medicine  
 Version: 1.0 | Status: Open  
 Service Period: July 01, 2019 to December 31, 2019  
 Pay Period: July 01, 2019 to December 31, 2019  
 MBSR, Stress Arousal and Immune Response in Early HIV - A100520

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
Total:									3.00			

The Period Type was previously configured as (R) Regular or (O) Off Quarter in this document. Click **Save** to add the new code to the system.

Click the icon in the **Edit** column to edit the corresponding, existing **ERS Time Code**.

Click the icon in the **Delete** column to permanently remove the corresponding **ERS Time Code** from the system. **Warning: deleting ERS Time Code already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click **Save** to save the **ERS Time Code** and return to the list of codes.

### Configure ERS Pay Category

This is where the user will configure the **ERS Pay Categories** for their institutional effort reporting from payroll. This data are mapped from the institution’s payroll system. Clicking on this link takes the user to the screen below.

My Workspaces | Effort Reporting | Setup ERS Pay Category | Back

Add a New Code

4 result(s) found...

Delete	Edit	DOS Pay Category	Period Type
		N	R
		N	O
		L	R
		A	R

Click the **Add a New Code** button to open the form shown in the screenshot below:

My Workspaces | Effort Reporting | Setup ERS Pay Category | Back

Save Pay Category

DOS Pay Category:

Period Type:

The **ERS Pay Category** can be configured to match the institution’s payroll system and may include the following examples:

- N – Normal (Regular)
- N – Normal (Off Quarter)
- L – Late Pay (Regular)
- A – Additional Pay (Regular)

This information is displayed when a user views the Payroll Details for an activity or the total Payroll Details for the reporting period:

Pay Period End Date	Pay Cycle Code	FAU	DOS Code	Trans Code	Title Code	Rate Type	Paid %	Derived %	Weighted %	Pay Category	Time Code	Pay Cycle End Date
07/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	07/31/2019
08/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	08/31/2019
09/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	09/30/2019
10/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	10/31/2019
11/30/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	11/30/2019
12/31/2019	MO	2556796 29109 0	REG	AU	3310	A	0.50	0.50	0.50	N	1	12/31/2019
									Total:	3.00		

The Period Type was previously configured as (R) Regular or (O) Off Quarter in this document. Click on **Save** to add the new code to the system.

Click the icon in the **Edit** column to edit the corresponding, existing **ERS Pay Category**.

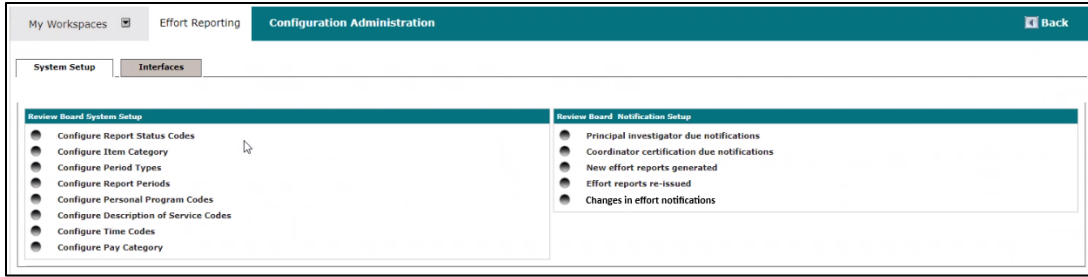
Click the icon in the **Delete** column to permanently remove the corresponding **ERS Pay Category** from the system. **Warning: deleting ERS Pay Category already configured in your system may cause unintended errors in Effort Report Certification and data loss.**

Click **Save** to save the **ERS Pay Category** and return to the list of codes.

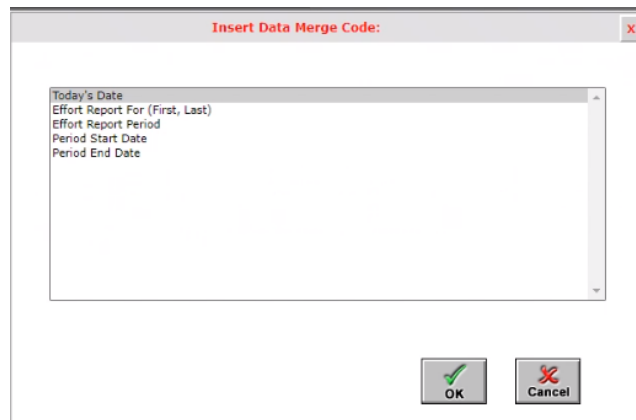
Click the Back link to return to the list of configurations in System Setup.

### Effort Reporting Notifications

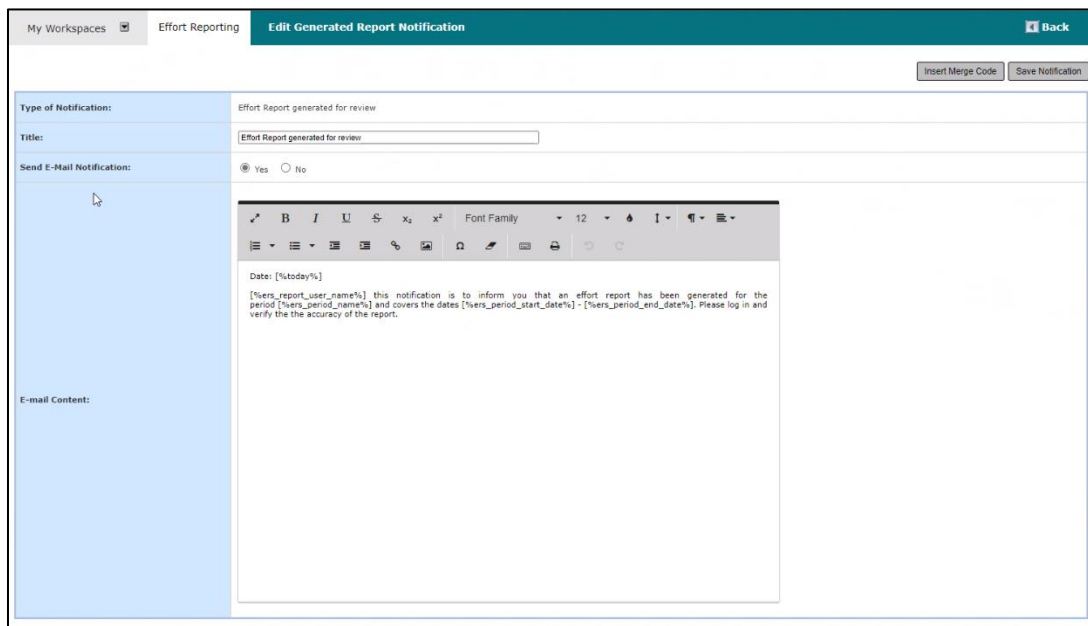
The five available Effort Reporting notifications are shown on the right-hand side of the screen below:



Each notification allows the user to customize the language that goes out via email using merge codes to pull data from the system. When the user adds or edits a notification, they have the option of inserting merge codes to pull system data into the notification. The **Insert Data Merge Code** popup is shown below:



Inserting merge codes into the body of the notification automatically pulls in data relevant to the user receiving the notification and the reporting period, as shown in the example below:



In this example, merge codes automatically pull in the date the notification is generated, user name, effort reporting period and effort reporting period start and end dates. This allows institutions to customize notifications generated by the system.

The following manual subsections describe each notification, its intended recipient and what is generated by the iRIS™ system.

### Principal Investigator Due Notifications

This notification sends the Principal Investigator of a project an Action Task and an email (if selected) when a Research Team Member has submitted an Effort Report for review.

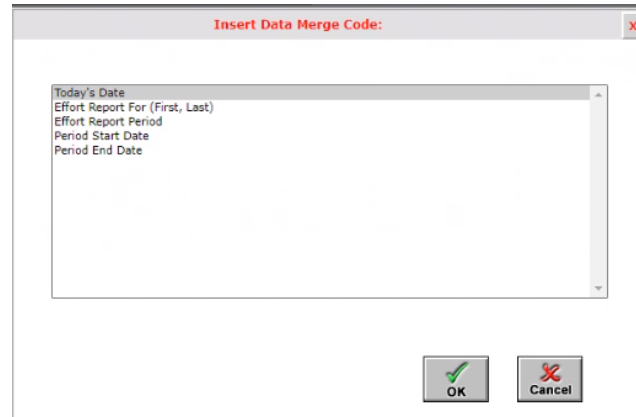
Edit	Type	Title	Send E-mail Notification	Action
	Setup Investigator Due Notification	Effort Report for Investigator review	Yes	<input type="button" value="Delete Notification"/>

In the example above, the notification is set to send an Action Task and an email. Click the icon in the **Edit** column to open the corresponding notification in an edit panel, as shown below:

The screenshot shows the 'Edit Investigator Due Notification' form. It includes the following fields and controls:

- Type of Notification:** Effort Report for Investigator review
- Title:** Effort Report for Investigator review
- Send E-Mail Notification:**  Yes  No
- E-mail Content:** A rich text editor with a toolbar containing options for bold, italic, underline, link, font family, font size, and text color.
- Buttons:** 'Insert Merge Code' and 'Save Notification' are located at the top right of the form area.

The form allows the user to select whether an email is sent and to customize the language of the email to the user for whom the notification is generated. Click the **Insert Merge Code** button to open the **Insert Data Merge Code** popup, as shown below:



Click to select a merge code to include it in the body of the email. Back in the edit panel, click the **Save Notification** button to save changes.


Back on the notification list page, click the icon in the **Delete** column for the applicable notification to delete it.

### Coordinator Certification Due Notifications

This notification sends the Coordinator an Action Task and an email (if selected) when an effort report is certified.

*Note that a large number of notifications may be sent in larger institutions with a larger number of users.*

Click the **Delete Notification** button to eliminate this notification from the iRIS™ system.

Edit	Type	Title	Send E-mail Notification	Action
	Setup Coordinator Due Notification	Effort Report for Coordinator review	Yes	<input type="button" value="Delete Notification"/>

In the example above, the notification is set to send an Action Task and an email. Click the icon in the **Edit** column to open the corresponding notification in an edit panel, as shown below:

The screenshot shows the 'Edit Coordinator Due Notification' form. The 'Type of Notification' is set to 'Effort Report for Coordinator review'. The 'Title' field contains 'Effort Report for Coordinator review'. The 'Send E-Mail Notification' section has radio buttons for 'Yes' (selected) and 'No'. The 'E-mail Content' section features a rich text editor with a toolbar including bold, italic, underline, font size, and other formatting options. The 'Insert Merge Code' and 'Save Notification' buttons are located in the top right corner of the form area.


The form allows the user to select whether an email is sent and to customize the language of the email to the user for whom the notification is generated. Click the **Insert Merge Code** button to open the **Insert Data Merge Code** popup, as shown below:

The 'Insert Data Merge Code' popup window displays a list of available merge codes: 'Today's Date', 'Effort Report For (First, Last)', 'Effort Report Period', 'Period Start Date', and 'Period End Date'. The window includes 'OK' and 'Cancel' buttons at the bottom.

Click to select a merge code to include it in the body of the email. Back in the edit panel, click the **Save Notification** button to save changes.

### New Effort Reports Generated Notifications

This notification send selected iRIS™ users an Action Task and an email (if selected) when an effort report is generated for the user and is ready for review/certification.

My Workspaces   Effort Reporting   ERS Setup Generated Report Notification   Back				
Edit	Type	Title	Send E-mail Notification	Action
	Setup Generated Report Notification	Effort Report generated for review	Yes	<button>Delete Notification</button>

In the example above, the notification is set to send an Action Task and an email. Click the icon in the **Edit** column to open the corresponding notification in an edit panel, as shown below:

My Workspaces | Effort Reporting | **Edit Generated Report Notification** | Back

Insert Merge Code Save Notification

Type of Notification: Effort Report generated for review

Title:

Send E-Mail Notification:  Yes  No

E-mail Content:

Font Family 12

Date: [%today%]

[%ers\_report\_user\_name%] this notification is to inform you that an effort report has been generated for the period [%ers\_period\_name%] and covers the dates [%ers\_period\_start\_date%] - [%ers\_period\_end\_date%]. Please log in and verify the accuracy of the report.

The form allows the user to select whether an email is sent and to customize the language of the email to the user for whom the notification is generated. Click the **Insert Merge Code** button to open the **Insert Data Merge Code** popup, as shown below:

Insert Data Merge Code: X

Today's Date

Effort Report For (First, Last)

Effort Report Period

Period Start Date

Period End Date

Click to select a merge code to include it in the body of the email. Back in the edit panel, click the **Save Notification** button to save changes.

Back on the notification list page, click the icon in the **Delete** column for the applicable notification to delete it.

### Effort Reports Re-issued Notifications

This notification sends selected iRIS™ users an Action Task and an email (if selected) when an effort report is re-issued by the Coordinator and is ready for review/certification.

Edit	Type	Title	Send E-mail Notification	Action
	Setup Report Re-Issued Notification	Effort Report has been re-issued	Yes	<input type="button" value="Delete Notification"/>

In the example above, the notification is set to send an Action Task and an email. Click the icon in the **Edit** column to open the corresponding notification in an edit panel, as shown below:

My Workspaces | Effort Reporting | **Edit Report Re-Issued Notification** |

Type of Notification: Effort Report has been re-issued

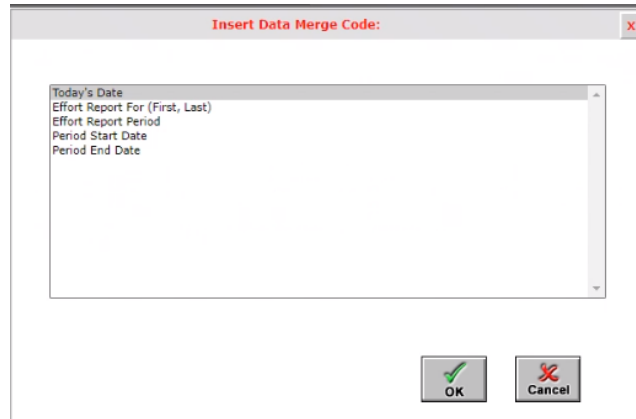
Title:

Send E-Mail Notification:  Yes  No

E-mail Content: 

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Font Family, 12, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Print, Refresh, Close.

The form allows the user to select whether an email is sent and to customize the language of the email to the user for whom the notification is generated. Click the **Insert Merge Code** button to open the **Insert Data Merge Code** popup, as shown below:

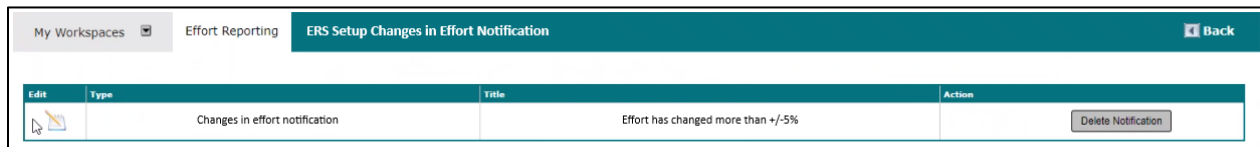


Click to select a merge code to include it in the body of the email. Back in the edit panel, click the **Save Notification** button to save changes.

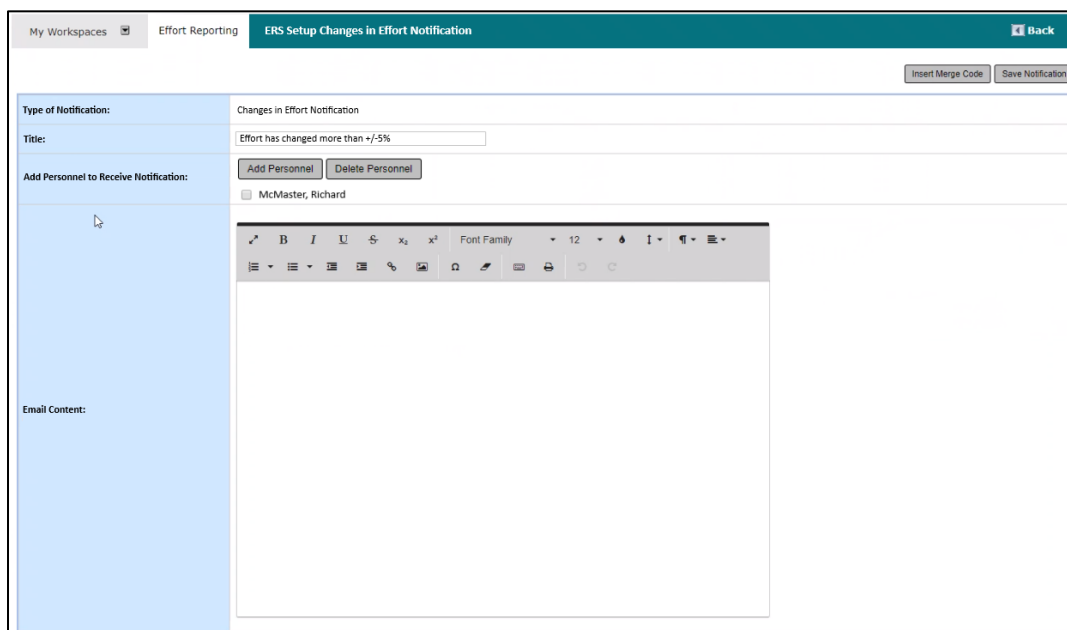
Back on the notification list page, click the icon in the **Delete** column for the applicable notification to delete it.

### Changes in Effort Notifications

This notification sends selected iRIS™ users an email when the effort on an Effort Report is changed more than +/-5% in any category. This notification is intended to flag users designated in the system that the Effort Report must be reviewed and payroll reconciliation may need to be completed for compliance purposes.



Click the icon in the **Edit** column to open the corresponding notification in an edit panel, as shown below:



From this screen the user can add iRIS™ personnel to receive this email notification. Click the **Add Personnel** button to open a personnel lookup form, as shown below:

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		McMaster, Richard	General Hospital	rmmaster@imedris.com

Use the filters at the top of the form to search for personnel to be added to distribution for the notification. Click the green checkmark in the search results list to add the user to distribution for the notification. To select multiple personnel, click to select the Check for Multiple checkbox next to each name and click the **Save Selected User(s)** button.

The form allows the user to select whether an email is sent and to customize the language of the email to the user for whom the notification is generated. Click the **Insert Merge Code** button to open the **Insert Data Merge Code** popup, as shown below:

Click to select a merge code to include it in the body of the email. Back in the edit panel, click the **Save Notification** button to save changes.

Back on the notification list page, click the icon in the **Delete** column for the applicable notification to delete it.

## Effort Reporting Interfaces

If your institution is using other iRIS™ modules such as IRB, IACUC, Pre/Post Award, SRB, etc., data flows seamlessly into the Effort Reporting module and effort reports are generated using a minimal amount of data imported from sources external to the system, usually payroll data.

If the Effort Reporting module is set up as a standalone module, interfaces with external systems must be configured in order to generate effort, associate that effort to a project and then associate that project with users who are Key Study Personnel. Below is a list of the interfaces that are required for the system to generate accurate Effort Reports:



During implementation, the Project Manager assists the institution in configuring and building these interfaces to ensure that accurate data is available for the system to generate effort reports.

### CAUTION!

**Once these interfaces are configured, do not attempt to modify them. System functionality may be adversely affected if any changes are made. If your institution has made changes in external systems, please contact iMedRIS™ Data Corporation to assist you with updating your configuration.**

## iRIS™ Interface Specifications

### Payroll Interface

Field Name	Format (#)	Can be Null?	Description
PAY_CYCLE_END_DATE	datetime	No	Date when the effort was reported as worked
PAY_CYCLE_CODE	varchar (2)	No	Pay Cycle, i.e. MO for Monthly, BW for Biweekly, configured to Institution
EMPLOYEE_ID	varchar (9)	No	Employee ID
ENTRY_SEQUENCE_NUMBER	Integer	No	Transaction number
HOME_DEPT	varchar (30)	Yes	Home Department of the employee
PAYROLL_FAU	varchar (30)	Yes	Payroll chartstring or funding code
TRANS_CODE	varchar (2)	Yes	Transaction Code, i.e. AU for Automatic, configured to Institution
PAY_SCHEDULE_CODE	varchar (1)	Yes	Academic (1) or Non-Academic (2)
RATE_TYPE_CODE	varchar (1)	Yes	What type of compensation, i.e. A for Annual, H for Hourly, configured to Institution
PAY_PERIOD_END_DATE	datetime	No	Date when pay period ended
PAID_HOURS	numeric (8, 2)	Yes	Number of hours paid (for hourly employees)
PAID_AMOUNT	numeric (10, 2)	Yes	Amount Paid for the pay period

Field Name	Format (#)	Can be Null?	Description
PAID_PERCENT	numeric (6, 2)	Yes	Percentage Amount Paid is of Total Compensation for the pay period
PAY_RATE	numeric (10, 2)	Yes	Rate of Pay for the pay period
TITLE_CODE	varchar (4)	Yes	Employee Title Code
TITLE_CODE_NAME	varchar (30)	Yes	Employee Title Name
ACAD_APPT_IND	varchar (3)	Yes	Academic appointment (yes/no)
TC_ACAD_APPT_BASIS	varchar (1)	Yes	Academic appointment basis (1 – 12 months, 2 – 11 months, 3 – 10 months, 4 – 9 months)
TC_ACAD_PAY_PERIOD	varchar (1)	Yes	Academic Pay Period (1 – 12 months, 2 – 11 months, 3 – 10 months, 4 – 9 months)
DISTINCT_DOS	varchar (3)	Yes	Description of Service Codes (configuration)
DOS_TIME_CODE	varchar (1)	Yes	Time Code (configuration)
DOS_PAY_CATEGORY	varchar (1)	Yes	Pay Category (configuration)
EARNING_DERIVED_PERCENT	numeric (6, 2)	Yes	For hourly employees, (total number of hours assigned/40)
ID_MODIFIED	Integer	No	ID of individual who last modified record
DATE_MODIFIED	datetime	No	Date record was last modified
ID_CREATED	Integer	No	ID of individual who created the record
DATE_CREATED	datetime	No	Date record was created

## Project Interface

Field Name	Format	Can be Null?	Description
FAU	varchar (30)	No	Chartstring/funding code for project
PROJECT_ID	varchar (30)	No	Project Number/Award Number
SPONSORED_IND	varchar (3)	No	Is this project sponsored (yes/no)
FED_FUND_ID	varchar (3)	No	Is this project federally funded (yes/no)
CERT_REQD_IND	varchar (3)	No	Is certification required (yes/no)
PROJECT_START_DATE	datetime	Yes	Project Start Date
PROJECT_END_DATE	datetime	Yes	Project End Date
FAU_OPEN_DATE	datetime	Yes	Effective Date for the project – FAU Open Date
FAU_CLOSED_DATE	datetime	Yes	End date for account – FAU Closed Date
SPONSOR_CODE	varchar (10)	NO	Sponsor code
SPONSOR_NAME	varchar (256)	NO	Name of Sponsor
CONTRACT_NBR	varchar (30)	YES	Contract number if applicable
PROJECT_NAME	varchar (256)	NO	Name of Project
FUND_NAME	varchar (30)	YES	Name of Fund (of specified FAU)

## Project Personnel

Field Name	Format	Can be Null?	Description
PROJECT_ID	varchar (30)	No	Project Number/Award Number
EMPLOYEE_ID	varchar (30)	No	Employee ID Number
EMPLOYEE_ROLE	varchar (30)	No	Employee Role on the project, mapped to roles within Effort Reporting
EMPLOYEE_PROJECT_STATUS	Varchar (1)	No	Employee Status on Project, A – Active, I -Inactive

## Cost Sharing

Field Name	Format	Can be Null?	Description
FAU	varchar (30)	No	Chartstring/Funding Code
PROJECT_ID	varchar (30)	No	Project Number/Award Number
EMPLOYEE_ID	varchar (30)	No	Employee ID Number
START_DATE	varchar (3)	No	Start date of Cost Sharing
END_DATE	varchar (3)	No	End date of Cost Sharing
COST_SHARING_PCT	varchar (3)	No	Cost Sharing Percentage