



Instructions for Effort Reporting System (ERS)

Certification Process

[note that a separate guide is available for Committed Effort Management (CEM)]

Log On:

1. Go to <https://ersweb.itcs.northwestern.edu/GenericERS/>
2. Enter your Northwestern netID and password to log on. This is the same ID and password used for many other applications at Northwestern, including email.
3. Select the "CERT" tab on the left-hand side of the screen, if it is not already highlighted.

To Certify the Forms:

1. Select the "Certify" option on the main menu at the left side of the screen.
2. Click the "Certify" link on the next screen.
3. Select the link for the most recent period. Please note that you will be able to access prior periods as well as the current period from this screen.
4. Any form listed in the "Effort Forms available to Certify" section can be certified. A "Y" flag in the "Certified" column indicates if a form has been certified already (however, if it is listed here, you are still able to make changes to it). An "N" flag indicates the form has not been certified and an "N (saved)" indicates the form has been viewed, but not certified. Click on the name of the employee you are certifying to access the effort form. In most instances, forms cannot be certified until they have been pre-reviewed (this is typically done by your departmental effort coordinator). If the forms have not yet been pre-reviewed, they are listed in the "Effort Forms Not Available to Certify" section.
5. Review the effort form and enter the correct percentages in the effort column, then hit the "Proceed" button. You may directly contact your Pre Reviewer with any questions regarding accounts, amounts, or percentages by clicking the "Notify" button at the bottom of the screen.
6. Complete or amend the University Summary percentages. Click the "Proceed" button when you are done.
7. Review the summary once again to be certain it is correct. If correct, read the attestation statement and click the "Certify" button. To contact the Effort Administrator, click the "Notify" link in the green Certification box. To exit the form without certifying, click on the "Exit Form" button.
8. After certifying, you can print a copy of the final summary for your records using the "Print Form" button.
9. Click the "Exit Form" button.

Logging Off:

1. Click the "Log Off" option on the main menu bar on the left side of the screen.