

# CERTIFIERS Instructions for Certifying Effort Forms using the Effort Reporting System (ERS)

URL for Log-on:

<https://highereducation.maximus.com/GenericERS/custom/index.jsp>

Your Username is: Employee ID

Your Password is: New Users – Call the CA to obtain password.

Return Users – Password is generally your birthday in a mmddyy format unless you have changed it.

Please call the Grants & Contracts Administration Central Administrators office 7-1873 or email [njqueen@UNCC.edu](mailto:njqueen@UNCC.edu) for password assistance.)

***You have two (2) options Getting Started:***

***Option 1 – On your Home Page there is a Status/My To Do Box***

1. Select the numeric link under Certification “Pending” for the Current or Prior Reporting Periods.
2. Any forms listed under “Effort Forms Pending Certification for the Current Reporting Period” are ready to be certified.
3. Select the effort form to Certify by clicking on the employee’s name.

***Option 2 – Menu Options on the left of the screen***

1. Click the “Certify” menu option.
2. Click the “Certify” link on the next screen.
3. Select the effort reporting period by clicking the link for that period.  
Note that you can access prior periods as well as the current period.
4. Any forms listed under “Effort Forms Available to Certify” section are ready to be certified.  
A “Y” flag in the “Certified” column indicates if a form has been certified already.  
An “N” flag indicates the form has not been certified and an “N (saved)” indicates the form has been viewed, but not certified.
5. Click on the name of the employee you are certifying to access the effort form. You may only access forms in the “Effort Forms available to Certify” section.
6. Review the effort form, effort percentages and Cost Share (if applicable) for every fund.  
By selecting the highlighted blue 100% next to the Grand Total, you can get the detail of all funds Payroll breakdowns.
7. Select “Close Window” to go back to the certify page.
8. If all are correct, Click the “Proceed” button.
7. Review the summary to be certain it represents your efforts for the entire reporting period. If it is correct, read the attestation statement and click the “Certify” button.
8. If you have more than one effort report to certify you can select “Next” and it will take you to the next effort report.
9. You will come to a summary screen. After certifying, you can print a copy of the final summary for your records using the “Print Form” button.
10. Click the “Exit Form” button to exit.

**If you disagree with the Effort Report, Please notify your Departmental Administrator so they can research and correct the Effort Report.**