Accessing Effort Reports to Certify

Login to ERS: [https://ers.it.ucla.edu/EffortReporting/enterERS.do](https://ers.it.ucla.edu/EffortReporting/enterERS.do) using BOL/UCLA login and password.

- VPN connection is required when accessing ERS application off campus. If you are having trouble with your VPN set-up, please contact the BOL Helpdesk at (310) 267-HELP (4357) or send an email to consult@ucla.edu.

The Report List tab displays a list of effort reports based on Display Saved Search, Show Status, and Reporting Periods selections. Depending on your certifier role, the Display Saved Search may list one or all of the following three options.

1. **My Certifications**
   List of the effort reports that you are expected to review and certify as the designated Report Certifier for the listed employees.

2. **My Projects**
   List of effort reports for all employees who have been paid from federal grants for which you are the Principal Investigator or Co-Principal Investigator.

3. **My Effort Reports**
   Your own effort report.

Effort Reports Certify List

1. Select **My Certifications** from the Display Saved Search drop-down menu. If **My Certifications** is not listed, select **My Effort Reports**.
2. Select **ALL-Open** from the Show Status drop-down menu.
3. Click the All radio button next to Reporting Periods.

4. To access an effort report, click on the name of an employee displayed in the Report List.