

Accessing Effort Reports to Certify

Login to ERS: <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**.

Period	Employee	Department	Last Modified	Status	Under Prelim Review
Winter 22: REG Non-Academics	Bruin, Joe (12345678)	Physics & Astronomy	04/22/2022 v1.0	Open	
Winter 22: REG Non-Academics	Bruin, Josephine (87654321)	Physics & Astronomy	04/22/2022 v1.0	Open	