Effort Reporting System (ERS) Certification
Effort reporting is a process of providing assurance to sponsors that:

1. Salaries charged to sponsored programs are reasonable in relation to the work performed, and

2. Faculty & Staff have met their commitments to sponsored programs.

As a Certifier, the PI is responsible for assuring that effort of all personnel on external funding is correct.

Temple requires quarterly certification of effort (Jan – March, April – June, July – Sept., and Oct. – Dec.).

In TUPortal.temple.edu, under TUApplications, click on the hyperlink to the Effort Reporting System.

The system will redirect you to the online application.
If you are not on campus, you must access ERS through tuapps.temple.edu. You will be directed to the Citrix Receiver Desktop and you will be asked to login using your AccessNet ID and password.

- When you log in, the Citrix Receiver Desktop appears. To select an application, click the plus symbol (+) on the left of the Citrix Receiver desktop.

- Click All Applications.
- Click the application you want to access, i.e., TUPortal – Standard Security.
- A green check mark appears to the right of the application name. Click on the Citrix Receiver desktop, either to the right or below the menu.
- The icon for the applications you previously selected appears on the desktop. The icon remains there each time you log in to Citrix Receiver, regardless of which type of computer or device you use. Click this icon to access the program.

For more detailed instructions go to https://computerservices.temple.edu/instruction-list/access-apps-old
You will log into ERS using your AccessNet User ID and password.

On the Home Screen, you will see a chart entitled “Status/My To Do”. There will be rows for Current Period and Prior Periods. On the columns corresponding to the rows you will see the number of “Pending” reports that need review and certification. Click on the number to review the reports.
On the next screen, you will see the list of personnel that have effort reports pending.

Click on the personnel’s name to go into the detailed report.

The detailed report will list the effort distribution by percentage on each FOAP the person is paid from. If no changes are need click the “Proceed” Button.

If the percentage of effort needs to be changed, between the assigned FOAPs, on the right side under “Certified Effort %”, change the percentage numbers. If you need to add a FOAP, click on the “Add Fund-Org-Program”.

Input the FOAP string with dashes between the Fund, Org, and Program as seen above. Click on “ADD Fund-Org-Program” to save.

The new FOAP will appear with 0% effort. Under “Certified Effort %”, change the percentage numbers to adjust distribution. After all changes have been made, click “Proceed” at the bottom of report.
In the yellow box, you will click on the “Certify” button.

Once the effort is certified, you can create a PDF or print out the Report for your records by clicking on the icons located on the upper right.

When you are done, click “Exit Form” to go back to home screen. You will repeat this for all personnel.