

Chapman University

Maximus Effort Reporting System (ERS) Software Training



Agenda

- 1 – Introduction to ERS**
- 2 – Chapman University Process**
- 3 – Certification Process**
- 4 – Launch Process**

1. Introduction to ERS

The background of the slide is a deep purple. On the left, there is a large white curved line that starts from the bottom and curves upwards towards the right. The right side of the slide features a complex, abstract pattern of overlapping circles and dots in various shades of purple and white, creating a textured, almost crystalline appearance.

What is Effort Reporting? What is an Effort Reporting System?

❖ Effort Reporting

Effort reporting is a process mandated by the federal government to verify that labor charges on a federally sponsored project are correct and that they reflect the actual level of work performed.

❖ Effort Reporting System

- Chapman's effort reporting system (ERS) is called Maximus.
- Maximus is an online system that allows for individuals to log on and virtually certify the effort on their federally sponsored projects.

About ERS



Web-Based system for Certifying Effort

Developed by Maximus in 2000

Used by over 28 institutions

Works with Safari, Chrome, Firefox, Edge

20+

Years of Experience

Million+

Effort Forms Certified

Benefits

❖ ERS

- Eliminates distribution of paper and pdf-generated Reports
- Streamlines process using electronic forms
- Access the system 24/7
- Available anywhere with internet service
- Streamlines staff certification process via Project Certification
- Other Benefits and features

❖ Chapman Procedure Changes

- Streamline certification process
- Eliminate the need to certify for student who complete timesheets

2. Chapman Process



Chapman University Process

- ❖ **Which funding types require certification? What is the certification frequency?**
- ❖ **Who can certify?**
- ❖ **Monitoring salary costs / charges**

Which Funding Types Require Certification and Frequency

❖ Which funding types require certification?

Effort reporting is required for all **salaried individuals who were paid from a federal grant**. Hourly employees with timesheets paid from a federal grant are not required to be a part of effort reporting.

The reports for each individual will show effort across all sources of funding to equal 100% effort. However, **only funds originating from a federal project are required to be certified**.

❖ Frequency

- ☐ Annual

Who Can Certify?

❖ **Certifiers**

- Principal Investigators (PIs) and Co-PIs will be able to certify their own effort. Federal project employees will be certified by the project lead PI.

❖ **Extenuating Circumstances**

- When the PI is not able (e.g. leaves Chapman), a responsible official may certify if s/he can document the basis for verifying that the actual work was performed. Can run Ad Hoc report before PI leaves.
- Should this be necessary, federal regulations require that responsible officials maintain documentation of suitable means of verification that the work was performed (e.g. Payroll reports)
- Responsible Officials are the department chair, Associate Dean for Research, Dean, etc.

Monitoring Salary Charges

- ❖ Payroll transactions will be loaded into ERS after each payroll is run (includes fully approved ERCRs processed during the year).
- ❖ Pls should review the 'Effort on Demand' Report in ERS to see the salary charges as they are being incurred.
- ❖ Provides the opportunity to make timely reallocations to minimize retroactive labor reallocations.

3. Certification Process

The background of the slide is a deep purple. A large, white, curved shape, resembling a thick arc or a partial circle, sweeps from the top left towards the bottom right. Overlaid on this background is a faint, repeating pattern of small, light-colored circles, some of which are slightly larger and more prominent than others, creating a textured, almost cellular or molecular appearance.

Roles in ERS

Central Admin

Central admin is a task force consisting of members from SPS Post-award, Financial Services, and Payroll

- Provides Oversight and Monitors Compliance University-wide
- Provides systems support and initiates new semester forms

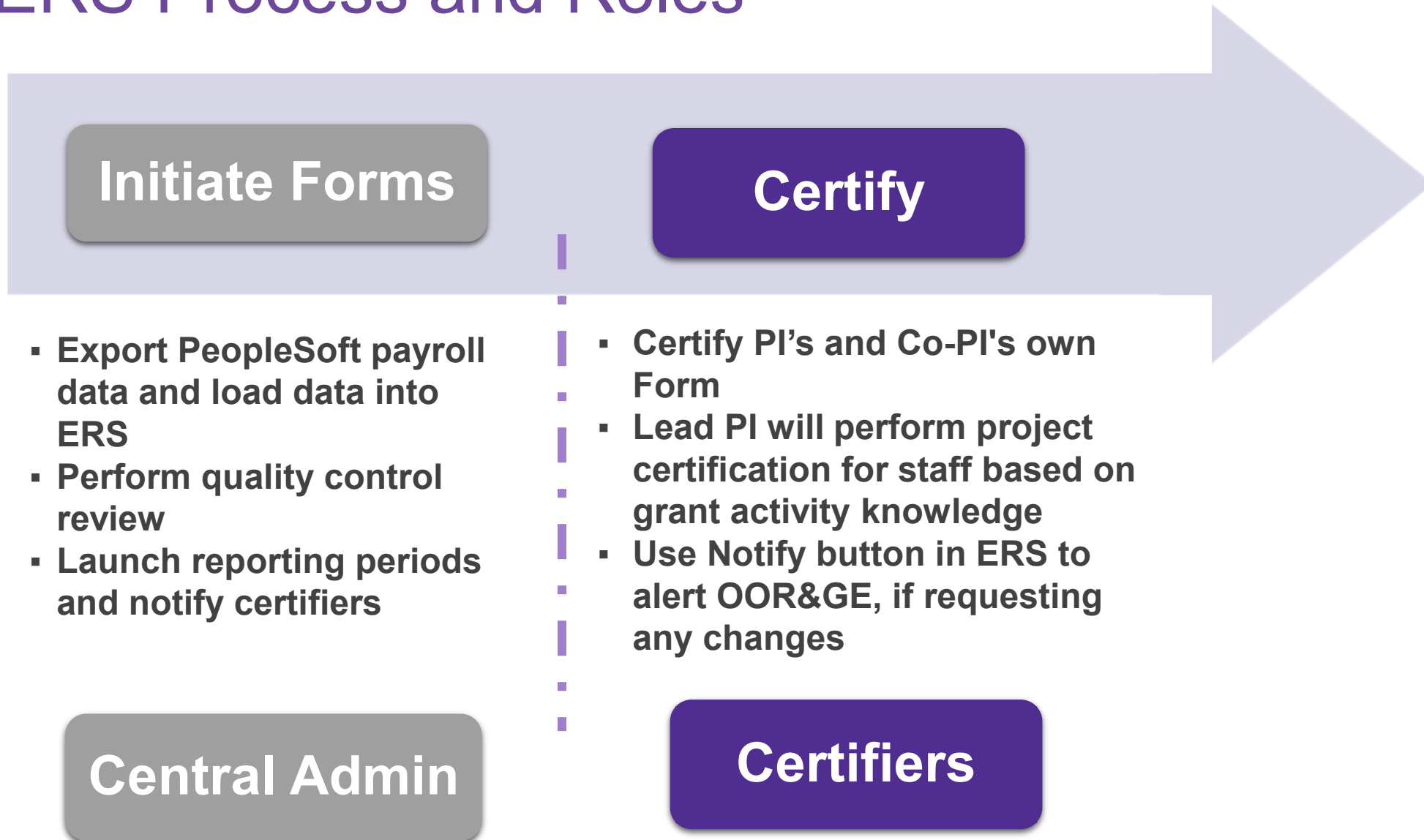
Office of Research and Graduate Education

- Manages completion and compliance for the University; assists PIs within their domains

Certifier

- Certifiers are PIs and Co-PIs overseeing work of other staff
- They ensures all activities are properly accounted for
- They confirm that they payroll distributions reasonably reflect the actual work performed; and they certifies the forms

ERS Process and Roles



Go Live Process & Contacts

❖ Go Live Process

- Official launch of ERS to Chapman in **October 2024**
- You will receive official notification when the system is LIVE
- Training materials and guides will be available on the OOR&GE's website

❖ Contacts

- Helpdesk available to assist via ERS_Support@Chapman.edu