Effort Reporting Cycle Spring and 1st Half 2011

The following changes/enhancements have been made to the Effort Reporting System since the last ER cycle:

- A new feature for the STATS page of effort reporting shows the number of variances cleared along with the number created and percentage.

- The lock feature added in the previous ER cycle has an additional feature. An effort report will not be available to the certifier until the administrator has released it by clicking the “Ready to Certify” button. The following will appear if not released when an individual logs on to Effort Reporting in SpiderWeb:

  Either the report has not been released by your administrator, or no report exists for this cycle.

- In support of the lock feature we have added an additional step if/when the certifier “Updates” the effort report form. Prior to certification if/when the “Update” button is selected the “Certify” button will no longer be available to the certifier until the Dept Administrator releases it again. The following will appear once the “Update” button has been utilized by the certifier:

  Due to update(s) of the report, access to “Certify” is held for release.
  Please contact your administrator for assistance.

- In addition we have added an automated email to be sent to the Dept Admin and/or the ER Support staff when a certifier has changed the report after release and prior to certification. This will allow for immediate follow-up and avoidance of late certifications and/or possible variances.

From: Effort Reporting [mailto:effortadm@case.edu]
Sent: Wednesday, August 03, 2011 9:53 AM
To: Department Administrator and/or Effort Reporting Support Staff
CC: effortadm@case.edu; resadminsmd@cwruspa.org
Subject: Effort Notification, report has changed for - Kramer (rgk) for 1st Half 2011

Please be advised that Robin Kramer has submitted a change to the effort report for the period 1st Half 2011. Please contact the certifier with questions. Once you have reviewed the changes with the certifier you must release the form again by selecting the “Ready to Certify” button in SpiderWeb on the effort report form.

Points from previous ER Cycles may be found on page 2 of this document.
Points from previous ER Cycles:

- The Variance/View report list may now be sorted by Cleared/Spa Review/Dept Review. This allows us to view only items that require our attention. We’ll still see the blue box for Cleared, the green box for SPA to review and the red box for the Dept. to review. This is especially useful for larger departments.

![Change View](image)

- We have implemented a process for the Effort Reporting office to verify that paper certifications are uploaded when “Certified by Paper” is selected. We will also verify that upload matches the effort certified and that it’s for the correct individual. Please review your paper certs with the online certification prior to uploading. All paper certifications require an appropriate signature.

- REMINDER: Effort Variance Reports are immediately available upon completion of certification provided the 3rd Party Pay data has been entered and certified via SpiderWeb.

Future enhancements may include but are not limited to:

- Change SOM blue line to “Prior Cycle. . .” rather than “Data from Payroll. . .”