

A Department or Sub Department Coordinator has access to change individuals in the assigned department/sub departments

Change Individual Assignments in ERSV10

1. Click on Management
2. Click on Assignments

Effort Form Status

0% Complete Total 0 out of 4 forms Complete

- 4 pending Pre Review
- 0 pending Certification
- 0 pending Post Review
- 15 from Prior Periods

Reporting Period: 123118

Search Employee Effort Forms

Employee Account

My Status / To Do

		Current	Prior(s)
Pre Review	Pending Critical	0	0
	Pending Non-Critical	3	2
Certification	Pending	0	7
	Pending Pre Review	4	2
Post Review	Pending	0	4
	Pending Certification	0	3

3. Select Change Assignments for Individuals

The screenshot displays the Johns Hopkins University ERS interface. At the top left is the university logo. The top center features the text "Johns Hopkins University". On the top right, there are links for "Home Profile Logout" and the user's name "Cardwell, Laura" with the title "Departmental Coordinator" and a link to "View Assigned Departments". Below the header is a navigation bar with "Effort Forms", "Management", "Reports", and "Help". The main content area is titled "Assignments" and contains two bullet points: "To assign Sub DC, Pre Reviewer, or Post Reviewer for the entire Department or a Sub Department, click on: [Change Assignments for Department or Sub Departments](#)" and "To change assignments for individual(s), click on: [Change Assignments for Individuals](#)". A callout box with a grey border highlights the second bullet point, and an arrow points from the text "3. Select Change Assignments for Individuals" to the highlighted link. At the bottom center, it says "ERS provided by MAXIMUS, Inc.®".

4. Select the department(s) and click on Proceed

The screenshot shows the 'Change Assignments for Individuals' page. At the top, there is a navigation bar with the Johns Hopkins University logo, 'Home Profile Logout' links, and user information for 'Cardwell, Laura, Departmental Coordinator'. Below the navigation bar are menu items: 'Effort Forms', 'Management', 'Reports', and 'Help'. The main content area is titled 'Change Assignments for Individuals' and contains a 'Select Department(s)' section. This section includes a 'Check All' link, a 'Clear All' link, and a table displaying 2 records. The table has columns for 'Selection', 'Department', and 'Department Name'. The first row shows a checkbox, the department code '00000000', and the name 'Default Department'. The second row shows a checkbox, the department code '10001000', and the name 'ERS TEST'. A 'Proceed' button is located below the table.

Selection	Department	Department Name
<input type="checkbox"/>	00000000	Default Department
<input type="checkbox"/>	10001000	ERS TEST

5. Select the appropriate sub departments(s) and click on Proceed

The screenshot shows the 'Change Assignments for Individuals' page, similar to the previous one, but with the 'Management' menu item highlighted. The main content area is titled 'Change Assignments for Individuals' and contains a 'Select Sub Department' section. This section includes a 'Check All' link, a 'Clear All' link, and a table displaying 1 record. The table has columns for 'Selection', 'Sub Department', and 'Sub Department Name'. The first row shows a checked checkbox, the sub-department code '00000000', and the name 'ERS BSPH IH'. Below the table are 'Back' and 'Proceed' buttons. An arrow points from the '5.' instruction to the checked checkbox in the table. At the bottom of the page, it says 'ERS provided by MAXIMUS, Inc.®'.

Selection	Sub Department	Sub Department Name
<input checked="" type="checkbox"/>	00000000	ERS BSPH IH

6. Select the Individual whose assignments that need to be changed and click on Proceed

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Individual Assignments

Please select the employees you wish to update and click Proceed to continue the individual assignment

[Check All](#) [Clear All](#)

Displaying 4 of 4 records

	Employee Name	Sub Department	Title Code	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept	Status
<input type="checkbox"/>								[All]
<input checked="" type="checkbox"/>	Harrison, Sally	00000000	U020	Cardwell, Laura	Cardwell, Laura	Cardwell, Laura		Faculty
<input checked="" type="checkbox"/>	Rosenbluth, Donald	00000000	U010	Cardwell, Laura	Cardwell, Laura	Cardwell, Laura		Faculty
<input type="checkbox"/>	Smith, Thomas	00000000	U003	Cardwell, Laura	Cardwell, Laura	Zhou, Yimin		
<input type="checkbox"/>	Stemke, Meg	00000000	U010	Mobry, Samuel	Cardwell, Laura	Zhou, Yimin		Faculty

[Back](#) [Proceed](#)

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7. Select the assignment you would like to change (Pre Reviewer, Post Reviewer or Certifier (for non-faculty) and click on Proceed

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Individual Assignments

You have selected to change the assignment setting for the following employees
If this is correct, select the option and click Proceed. If this is not correct, please click Back to select other employees.

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
Harrison, Sally	00000000	Cardwell, Laura	Cardwell, Laura	Cardwell, Laura	
Rosenbluth, Donald	00000000	Cardwell, Laura	Cardwell, Laura	Cardwell, Laura	

You have following rights to change the assignment settings for the above individuals. Please select an appropriate option to continue:

- Change Pre Reviewer.
- All the selected employees above are faculty and their certifier can not be changed.**
- Change Post Reviewer.
- Assign to a different Sub Department.
- Move back to original Sub Department.

[Back](#) [Proceed](#)

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8. Select the individual who should be assigned the role. If the individual isn't listed or would like to assign the role to another department, select the option Assign somebody not in your domain
9. Click on Proceed

The screenshot shows the Johns Hopkins University HR system interface. At the top left is the university logo. The header includes the text 'Johns Hopkins University' and navigation links for 'Home', 'Profile', and 'Logout'. Below the header are menu items: 'Effort Forms', 'Management', 'Reports', and 'Help'. On the right side, the user's name 'Cardwell, Laura' and title 'Departmental Coordinator' are displayed, along with a link to 'View Assigned Departments'.

The main content area is titled 'Change Individual Assignments'. It contains the following text: 'You have selected the option - Change Post Reviewer for the selected employees. To change Post Reviewer, you may choose one from the following options:

- [Assign somebody not in your domain](#), or
- Assign somebody from the following list:

Below this text, it says 'Displaying 4 of 4 records' and shows a table with the following data:

	Employee Name	Sub Department
<input type="checkbox"/>		
<input type="radio"/>	Harrison, Sally	00000000
<input type="radio"/>	Rosenbluth, Donald	00000000
<input checked="" type="radio"/>	Smith, Thomas	00000000
<input type="radio"/>	Stemke, Meg	00000000

At the bottom of the table area are two buttons: 'Back' and 'Proceed'. At the very bottom of the page, it says 'EBS provided by MAXIMUS, Inc.'.

10. If the individual assigned to the role is correct, click on Apply

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Individual Assignments

You have selected Smith, Thomas to be the Post Reviewer for following employees:

Employee Name	Sub Department
Harrison, Sally	00000000
Rosenbluth, Donald	00000000

Role Adjustment for Smith, Thomas

Current Role for Smith, Thomas is:	No Role in ERS
Role for Smith, Thomas after assignment will be:	Post Reviewer

To select another employee, click Back.

[Back](#) [Apply](#)

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11. The system will reflect the new role change. Three options will be given, Continue “continue work on the same individuals”, Return “work on another group of individuals” or Exit to return to the ERS home page.

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Individual Assignments

Smith, Thomas has been successfully assigned as Post Reviewer for the following employees.

Employee Name	Sub Department	Pre Reviewer	Certifier	Post Reviewer	Alternate Sub Dept
Harrison, Sally	00000000	Cardwell, Laura	Cardwell, Laura	Smith, Thomas	
Rosenbluth, Donald	00000000	Cardwell, Laura	Cardwell, Laura	Smith, Thomas	

To continue to work on the same individual(s) listed above in the Employee Name column with additional assignment options, click on Continue
To work on another individual in the previously selected Sub Departments, please click on Return
To exit to the assignments main page, click on Exit

[Exit](#) [Return](#) [Continue](#)

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A Department have access to change assignments for Department or Sub Departments

1. Click on Management
2. Click on Assignments

The screenshot displays the Johns Hopkins University system interface. At the top, the header includes the university logo, the name "Johns Hopkins University", and navigation links for "Home", "Profile", and "Logout". The user's name, "Cardwell, Laura", and title, "Departmental Coordinator", are also visible, along with a link to "View Assigned Departments".

The main navigation bar contains "Effort Forms", "Management", "Reports", and "Help". The "Management" dropdown menu is open, showing options for "Assignments", "Notifications", and "Print Forms". Two arrows from the text above point to the "Management" and "Assignments" options.

The main content area is divided into two panels. The left panel, titled "Effort Form Status", shows a progress bar at 0% complete and a summary of forms: "Total 0 out of 4 forms Complete", with 4 pending Pre Review, 0 pending Certification, 0 pending Post Review, and 15 from Prior Periods. Below this is a "Search Employee Effort Forms" section with radio buttons for "Employee" (selected) and "Account", and a "Search" button.

The right panel, titled "My Status / To Do", contains a table with columns for "Current" and "Prior(s)".

		Current	Prior(s)
Pre Review	Pending Critical	0	0
	Pending Non-Critical	3	2
Certification	Pending	0	7
	Pending Pre Review	4	2
Post Review	Pending	0	4
	Pending Certification	0	3

3. Select Change Assignments for Department or Sub Departments

The screenshot displays the Johns Hopkins University ERS interface. At the top left is the university logo. The top center features the text "Johns Hopkins University". On the top right, there are links for "Home", "Profile", and "Logout", along with the user's name "Cardwell, Laura" and title "Departmental Coordinator", and a link to "View Assigned Departments". Below the header is a navigation bar with "Effort Forms" (with a pencil icon), "Management" (with a calendar icon), "Reports" (with a book icon), and "Help" (with a question mark icon). The main content area is titled "Assignments" and contains two bullet points: "To assign Sub DC, Pre Reviewer, or Post Reviewer for the entire Department or a Sub Department, click on:" followed by a blue link "Change Assignments for Department or Sub Departments" (which is highlighted with a black arrow), and "To change assignments for individual(s), click on:" followed by a blue link "Change Assignments for Individuals". At the bottom center, it says "ERS provided by MAXIMUS, Inc.®".

4. Select the sub department(s) and click on Proceed

JOHNS HOPKINS UNIVERSITY

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Sub Department Assignments

You are in charge of the following sub department(s). Please select from the following list and click Proceed to continue with the Assignments process.

Displaying 1 of 1 records

Sub Department Assignments					Sub DC Rights		
Select Sub Department	Sub DC	Pre Reviewer	Post Reviewer	Allow No Pre Review	Edit Pre Reviewer	Edit Certifier	Edit Post Reviewer
<input checked="" type="radio"/> 00000000	Stemke, Meg	Mobry, Samuel	Stemke, Meg	N	Y	Y	Y

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5. Select the Sub Department Assignment to change

Johns Hopkins University [Home](#) [Profile](#) [Logout](#)

Effort Forms Management Reports Help

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Change Sub Department Assignments

You have selected sub department 00000000 - ERS BSPH IH
If this is correct, select the option and click Proceed. If this is not correct, please click Back to select another sub department.

Current Settings For Sub Department 00000000 - ERS BSPH IH

Sub Department Assignments				Sub DC Rights			
Sub Department	Sub DC	Pre Reviewer	Post Reviewer	Allow No Pre Review	Edit Pre Reviewer	Edit Certifier	Edit Post Reviewer
00000000	Stemke, Meg	Mobry, Samuel	Stemke, Meg	N	Y	Y	Y

You have following options to adjust current Sub Department Assignments. Please select an appropriate option to continue:

- Change SubDC / Update SubDC Rights For 00000000.
- Change Sub Department Pre Reviewer For 00000000.
- Change Sub Department Post Reviewer For 00000000.

[Back](#) [Proceed](#)

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6. Select the individual who should be assigned the role. If the individual isn't listed or would like to assign the role to another department, select the option Assign somebody not in your domain
7. Click on Proceed

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Sub Department Assignments

You have selected the option - Change Sub Dept Pre Reviewer for Sub Department: 00000000

To change Sub Department Pre Reviewer, you may choose one from the following options:

- [Assign No Pre Reviewer](#) (Certifiers can certify the forms without Pre Reviewer reviewing the forms), or
- [Assign somebody not in your domain](#) or
- Assign somebody from the following list:

Displaying 4 of 4 records

	Employee Name	Sub Department
<input type="radio"/>	Harrison, Sally	00000000
<input type="radio"/>	Rosenbluth, Donald	00000000
<input checked="" type="radio"/>	Smith, Thomas	00000000
<input type="radio"/>	Stemke, Meg	00000000

Back Proceed

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8. If the individual assigned to the role is correct, click on Apply

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Sub Department Assignments

Summary For Sub Department 00000000

Sub Department:	00000000 - ERS BSPH IH
Sub Dept Pre Reviewer:	Smith, Thomas
Current Role for Smith, Thomas is:	Post Reviewer
Role for Smith, Thomas after assignment will be:	Pre Post Reviewer

If the above information is correct, please click **Apply** to apply the change and proceed. To select another employee, click **Back**.
Warning: Applying the assignment changes for the entire Sub Dept will overwrite the existing individual assignments.

[Back](#) [Apply](#)

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9. Click on Apply to complete the assignment change

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10. The system will reflect the new role change. Three options will be given, Continue “continue work on the same individuals”, Return “work on another group of individuals” or Exit to return to the ERS home page

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Departmental Coordinator
[View Assigned Departments](#)

Effort Forms Management Reports Help

Change Sub Department Assignments

Smith, Thomas has been successfully assigned as Pre Reviewer for Sub Department 00000000

Current Settings For Sub Department 00000000 - ERS BSPH IH

Sub Department Assignments				Sub DC Rights			
Sub Department	Sub DC	Pre Reviewer	Post Reviewer	Allow No Pre Review	Edit Pre Reviewer	Edit Certifier	Edit Post Reviewer
00000000	Stemke, Meg	Smith, Thomas	Stemke, Meg	N	Y	Y	Y

To continue to work on other assignment options for the same Sub Department, please click on **Proceed**
To work on assignments for another Sub Department, please click on **Return**
To exit assignment, click on **Exit**

[Exit](#) [Return](#) [Continue](#)

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