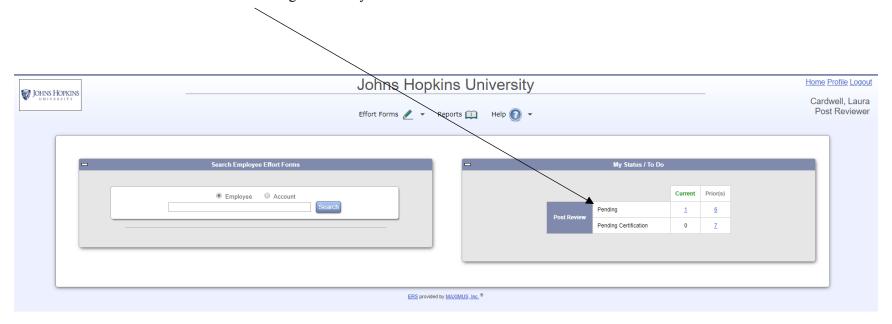
ERS V10 Post Review Process

Step 1 - Log On

- 1. Open up your Internet browser.
- 2. Select the following URL: http://finance.jhu.edu .
- 3. Click on the Effort Reporting link under Applications.
- 4. Enter your user id and password in the appropriate boxes.
- 5. Click the "Login" button.

Step 2 - Select a Form to Post Review

1. Select the number under "Pending" under My Status/To Do.

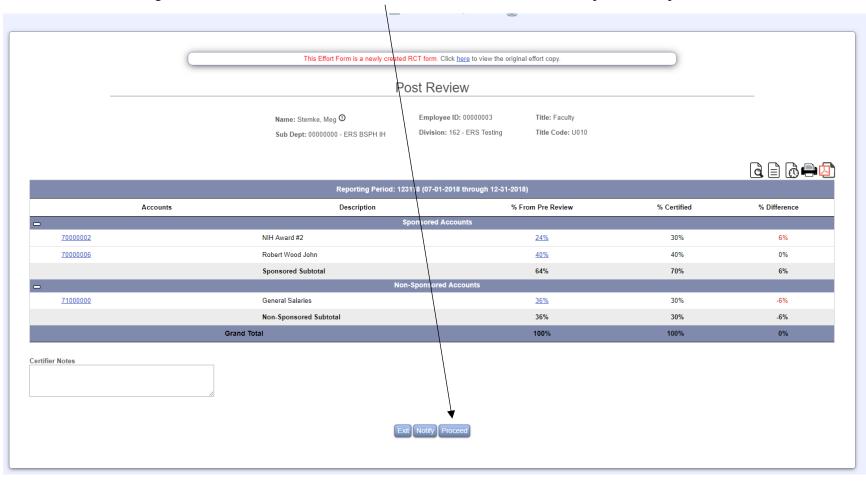


2. Click on the name or click on the icon



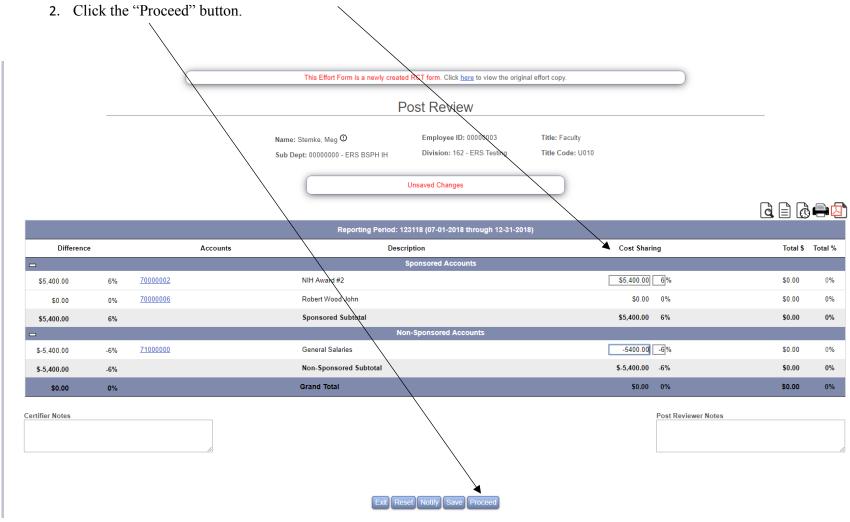
Step 3 - Review and Adjust the Effort Form

- 1. Review the accounts and the percentages associated with each account (project).
- 2. Since the certifier changed percentage of effort either cost sharing will need to be reflected or an E form will need to be completed in SAP to update/change the payroll.
- 3. If an E form needs to be completed in SAP. Click on "Exit". Once the E form is approved and updated in ERS, post review will not be required.
- 4. If cost sharing needs to be reflected, click the "Proceed" button to continue with the post review process.



Step 4 – Post Reviewing Effort

1. Enter the cost sharing amounts in the "Cost Sharing" column.



3. You will be given a summary screen that you can print for your records using the print option on the effort form, if you wish



