

ERS V10 Pre 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 Pre Review

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

Johns Hopkins University

Home Profile Logout

Cardwell, Laura
Pre Reviewer

Effort Forms Management Help


Search Employee Effort Forms


Employee Account Search




My Status / To Do

		Current	Prior(s)
Pre Review	Pending Critical	0	0
	Pending Non-Critical	4	2

ERS provided by MAXIMUS, Inc.®

2. Click on the name or click on the icon 

 **Johns Hopkins University** [Home Profile Log](#)


Effort Forms  Management  Reports  Help 

Cardwell, Lau
Departmental Coordinat
[View Assigned Departm](#)

Effort Forms Pending Pre Review

Reporting Period 123118

Displaying 1 of 1 records

Pre Review	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]	 Stemke_Meg	Faculty	[All]	ERS BSPH IH	Pending Pre Review				[All]	Zhou, Yimin

Step 3 - Review and Adjust the Effort Form

1. Review the accounts and the percentages associated with each account (project).
2. Check to see that all accounts that should be present on the Effort Form are there. If you need to add an account, click on Add Account.
3. If you need to enter or change percentages, do so in the “Cost Sharing” column or complete an E form in SAP to update/change the payroll.
4. Click the “Proceed” button to continue with the pre review process.

This Effort Form is a newly created RCT form. Click [here](#) to view the original effort copy.

Pre Review

Name: Stemke, Meg

Sub Dept: 00000000 - ERS BSPH IH

Employee ID: 00000003

Division: 162 - ERS Testing

Title: Faculty

Title Code: U010

Reporting Period: 123118 (07-01-2018 through 12-31-2018)								
Payroll		Accounts	Description	Cost Sharing		Total \$	Total %	
Sponsored Accounts								
\$21,300.00	24%	70000002	NIH Award #2	\$0.00	0%	\$21,300.00	24%	
\$36,000.00	40%	70000006	Robert Wood John	\$0.00	0%	\$36,000.00	40%	
\$57,300.00	64%		Sponsored Subtotal	\$0.00	0%	\$57,300.00	64%	
Non-Sponsored Accounts								
\$32,700.00	36%	71000000	General Salaries	\$0.00	0%	\$32,700.00	36%	
\$32,700.00	36%		Non-Sponsored Subtotal	\$0.00	0%	\$32,700.00	36%	
\$90,000.00	100%		Grand Total	\$0.00	0%	\$90,000.00	100%	


Add Account

Notes

Step 4 – Pre Reviewing Effort

1. 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.

Pre Review

Name: Stemke, Meg  Employee ID: 00000003 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U010

Pre Review Complete
 Cardwell, Laura on 04-17-2019
 Email has been sent to the Certifier:
 Zhou, Yimin <effort@jhu.edu>



Reporting Period: 123118 (07-01-2018 through 12-31-2018)							
Payroll		Accounts	Description	Cost Sharing		Total \$	Total %
Sponsored Accounts							
\$21,300.00	24%	70000002	NIH Award #2	\$0.00	0%	\$21,300.00	24%
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\$57,300.00	64%		Sponsored Subtotal	\$0.00	0%	\$57,300.00	64%
Non-Sponsored Accounts							
\$32,700.00	36%	71000000	General Salaries	\$0.00	0%	\$32,700.00	36%
\$32,700.00	36%		Non-Sponsored Subtotal	\$0.00	0%	\$32,700.00	36%
\$90,000.00	100%		Grand Total	\$0.00	0%	\$90,000.00	100%

Notes

[Exit](#) [Make Changes](#)