

## Effort Reporting Best Practices - Pre-Reviewers

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- Regularly review salaries charged to awards with PI's for reasonableness and appropriateness through out the year and each effort reporting cycle.
- If you are the Pre-Reviewer, analyze the reports to ensure that all payroll and cost share information was captured according to the PI's instructions (It is not necessary to verify the effort % calculations, just ensure the payroll was charged to the right accounts).
- Discuss potential corrections with PI and/or other appropriate person. ERS will incorporate the changes and reissue the new report.
- Make necessary adjustments in Payroll Reallocations application prior to proceeding with Pre Review Effort Form.
- Identify any commitments for cost sharing made by the employee for sponsored projects requiring certification.
- Advise certifier "not to certify" if they have questions or think that additional adjustments are needed. They should discuss with you before completing certification.
- Be familiar with committed effort levels to ensure they are being met
- Make necessary corrections in the Payroll Reallocations application prior to the close of the associated effort period.
- Reconcile effort every pay period (Routine reconciliation leads to more accurate effort and a more timely effort certification process)
- If pay is charged to a Suspense Account, remove it from Suspense using the Payroll Reallocations application
- Contact ERS Help for technical assistance, if needed, well in advance of deadlines.