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.
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. 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.
**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:** Stamka, Meg

**Sub Dept:** 00000000 - ERS ISP H

**Employee ID:** 00000003

**Division:** 162 - ERS Testing

**Title:** Faculty

**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)

<table>
<thead>
<tr>
<th>Payroll Accounts</th>
<th>Description</th>
<th>Cost Sharing</th>
<th>Total $</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$21,300.00</td>
<td>24%</td>
<td>NIH Award #2</td>
<td>$0.00</td>
<td>24%</td>
</tr>
<tr>
<td>$36,000.00</td>
<td>40%</td>
<td>Robert Wood John</td>
<td>$0.00</td>
<td>40%</td>
</tr>
<tr>
<td>$57,300.00</td>
<td>64%</td>
<td>Sponsored Subtotal</td>
<td>$0.00</td>
<td>64%</td>
</tr>
<tr>
<td>Non-Sponsored Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$32,700.00</td>
<td>36%</td>
<td>General Salaries</td>
<td>$0.00</td>
<td>36%</td>
</tr>
<tr>
<td>$33,700.00</td>
<td>36%</td>
<td>Non-Sponsored Subtotal</td>
<td>$0.00</td>
<td>36%</td>
</tr>
<tr>
<td>$90,000.00</td>
<td>100%</td>
<td>Grand Total</td>
<td>$0.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Payroll Accounts

**Notes**