

# Quick-Start Guide to Certifying (Approving) an Effort Report

1. Open your web browser and go to: [www.ares.umd.edu](http://www.ares.umd.edu)

2. Log Into Ares and Click on: **Effort Reporting** and next click on **Administrator Access** to view and/or approve effort reports in your work group or unit, or click on **Faculty/Employee Access** to view and/or approve your own effort report



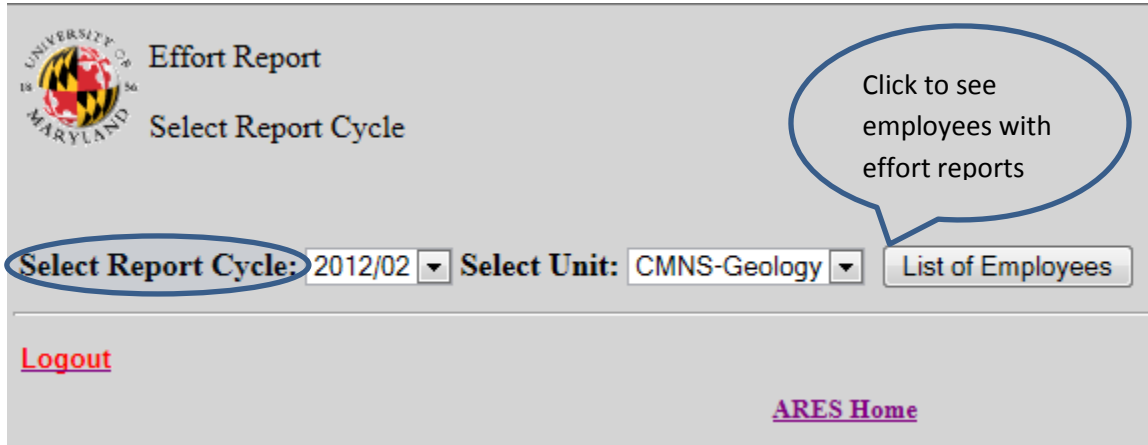
3. Next, if you clicked on **Administrator Access** in step #2 above, you may need to choose the correct unit from the **Security Access List** (if you have access to more than one unit)

The screenshot shows the Security Access List page. The 'Security Access List' link is circled in blue. The page shows a table with columns for 'Unit' and 'Security Group'. The table lists two units: 'CMNS-Geology' with 'Unit View Only - Workgroup-Walker GRAs/Faculty' and 'VPAA-Compt-Accounts Payable' with 'Effort Report Admin'. There are 'Logout' and 'ARES Home' links at the bottom.

Unit	Security Group
<a href="#">CMNS-Geology</a>	Unit View Only - Workgroup-Walker GRAs/Faculty
<a href="#">VPAA-Compt-Accounts Payable</a>	Effort Report Admin

[Logout](#) [ARES Home](#)

- The next screen allows you to change the report cycle, if necessary. You will be defaulted to the current report cycle. To change the report cycle, click the drop-down box next to **Select Report Cycle** and choose the report cycle that contains the effort reports you want to view. Then, click on **List of Employees** to view a list of individuals with effort reports in the reporting cycle you choose.



- Once at the screen showing a list of employees, click on an individual's **Name** in order to view and/or approve their effort report. This screen also provides additional information about the status of the effort reports in your work group or unit. If a date exists in the **Approval Date** field, then the effort report has already been certified (approved) and if a date exists in the **Revised Date** field, then the effort report was revised on that date.


UNIT: ENGR-Aerospace Engineering - 012032001320301

REPORT CYCLE: 201202 (07/31/2011 thru 12/31/2011) Report Cycle Due Date: 02/16/2012

UID	Sort by Name	Sort by Title	Sort by Approval Date	Sort by Revised Date	Sort by Work Group	Reviewed
1101	[Redacted]	Research Graduate Assistant II	02/13/2012 02:42 PM		Yu	
1079	[Redacted]	Research Graduate Assistant II	02/11/2012 07:56 AM		Wereley	
1043	[Redacted]	Associate Professor	02/17/2012 01:53 AM		Akin	
1114	[Redacted]	Research Graduate Assistant II	02/13/2012 01:16 PM		Leishman	
1110	[Redacted]	Research Graduate Assistant II	02/16/2012 10:40 AM		Hubbard	
1109	[Redacted]	Research Graduate Assistant I	02/16/2012 10:57 PM		Flatau	
1106	[Redacted]	Research Graduate Assistant II	02/16/2012 03:16 PM		Chopra	
1047	[Redacted]	Associate Professor	02/13/2012 04:00 PM		Baeder	
1078	[Redacted]	Research Graduate Assistant II	02/13/2012 01:16 PM		Leishman	
1056	[Redacted]	Research Graduate Assistant II	02/06/2012 03:02 PM		Chopra	
1089	[Redacted]	Graduate Assistant II	02/12/2012 10:26 PM		Yu	
1114	[Redacted]	Research Associate	02/13/2012 03:17 PM		Pines	
1101	[Redacted]	Research Graduate Assistant III		02/28/2012	Chopra	03/01/2012
1091	[Redacted]	Research Graduate Assistant I	02/06/2012 03:04 PM		Chopra	

6. If the individual's effort report represents a reasonable estimate of their activity, you can click the **Approve** button located under the "Approver's Certification" statement. This step completes the certification process.

However, if the effort report doesn't represent a reasonable estimate of the individual's activity, you should not approve the effort report. Instead, contact your payroll coordinator to have a payroll transfer completed to correct the payroll distribution for the appropriate pay period(s): A revised effort report will be generated and you will be notified to login and approve the effort report at a later date.

 Effort Report System  
 Personnel Activity Survey (Effort Report) **REVISED ON 02/28/2012**

Effort Reporting Procedures Select Different Employee

Unit : ENGR-Aerospace Engineering-012032001320301  
 Survey Period: 201202 (07/31/2011 thru 12/31/2011)  
 Name :

Revised Due Date: 03/29/2012  
 Title : Research Graduate Assistant III  
 UID : 1101

<i>In this section, we have indicated accounts from which you were paid during this survey period.</i>			<i>In this section, show (in whole %'s) your best estimate of how your effort was spent. Please read instructions and fill in "Activity %" column where applicable.</i>	
ACCOUNT NO.	SALARY PAID	SALARY %	ACTIVITY	ACTIVITY%
Paid from Sponsored Program Accounts:			A. Sponsored Programs from which you were paid	
01528935	\$12,437.72	100%	NAVY.N000140911021	100
Paid from State and Other Accounts:			B. Residual Activity	
-	-	-		0%
<b>TOTAL PAID:</b>	\$12,437.72	100%	<b>TOTAL ACTIVITY %:</b>	100%

Approver's Certification:  
 I certify that the above represents a reasonable estimate of the named faculty/employee's activity. I have verifiable first-hand knowledge of the named faculty/employee's sponsored program activities or I have used a suitable means (i.e., email confirmations from the named faculty/employee or the PIs involved) to verify the named faculty/employee's sponsored program activities.