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

1. Open your web browser and go to: 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).
4. 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.

5. 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.
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.