

Helping Government **Serve the People**[®]

Effort Reporting System

March 14, 2017



Agenda

- MAXIMUS
- Effort Reporting System Overview
 - Benefits – Features
 - ERS Process and Roles
- Effort Reporting System Demonstration

Established Partner for Government Social Programs

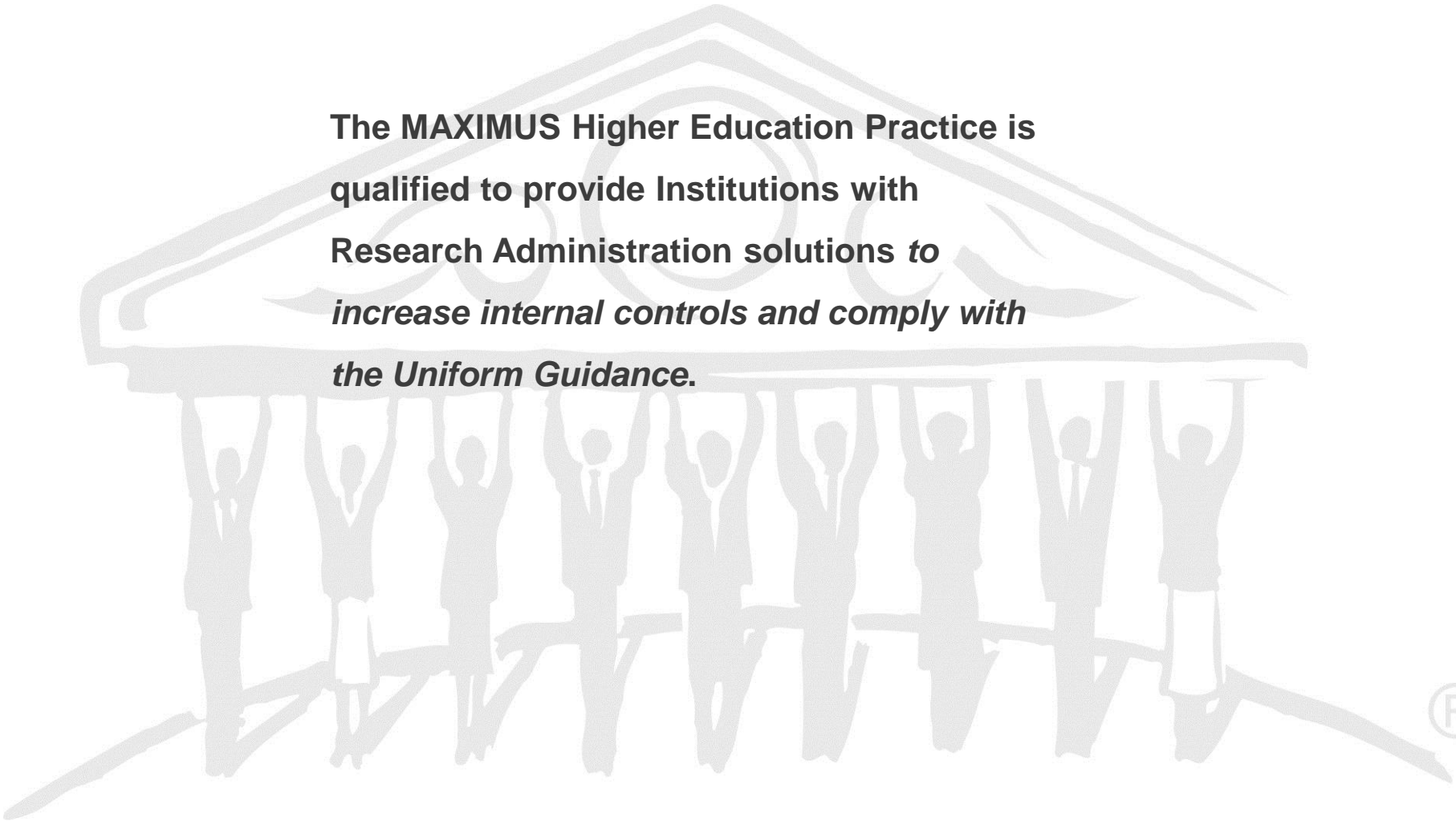
- Founded in 1975 and headquartered in Reston, Virginia
- Global leader for health and human services programs:
 - Delivering innovative business process management and technology solutions
 - Contributing to improved outcomes for citizens and higher levels of productivity and accountability for government sponsored programs
 - Offering a citizen-centric approach that enables people around the globe to successfully engage with their governments
- Independent, publicly traded company (NYSE:MMS), with annual revenue of \$2.4 billion (fiscal year 2016), healthy balance sheet and no conflict of interest
- More than 18,000 employees worldwide



Higher Education Practice

- Established in 1985 (31 years)
- Headquartered in Northbrook, IL
- Twenty-eight, full time consulting and IT staff
- Serves over 200 Colleges & Universities





The MAXIMUS Higher Education Practice is qualified to provide Institutions with Research Administration solutions to *increase internal controls and comply with the Uniform Guidance.*

ERS *Effort*
Reporting System

CRIS

**F & A
Services**



WebSpace

Grants
Contracts
Audits

Compliance,
Training, &
Service

Improving
Operations

**Sponsored
Projects
Enhancement**

Effort Reporting System Overview

CERT

CEM

Certification

**Committed
Effort
Management**



- **Pre Review**
- **Certify**
- **Post Review**

- **Plan**
- **Update**
- **Verify**

ERS Benefits

- Encourages Compliance: Mitigates Risk
- Disseminates Forms Electronically: Eliminates manual paper forms
- Provides efficient tool and structured process for Academic departments, staff, faculty/PI's
- Meaningful and timely Management Reporting functionality for benchmarking and tracking
- Increased timely reporting of Effort Forms
- Streamlines labor cost transfer process
- Manage, plan and track effort commitments via ERS-CEM

ERS-CERT Features

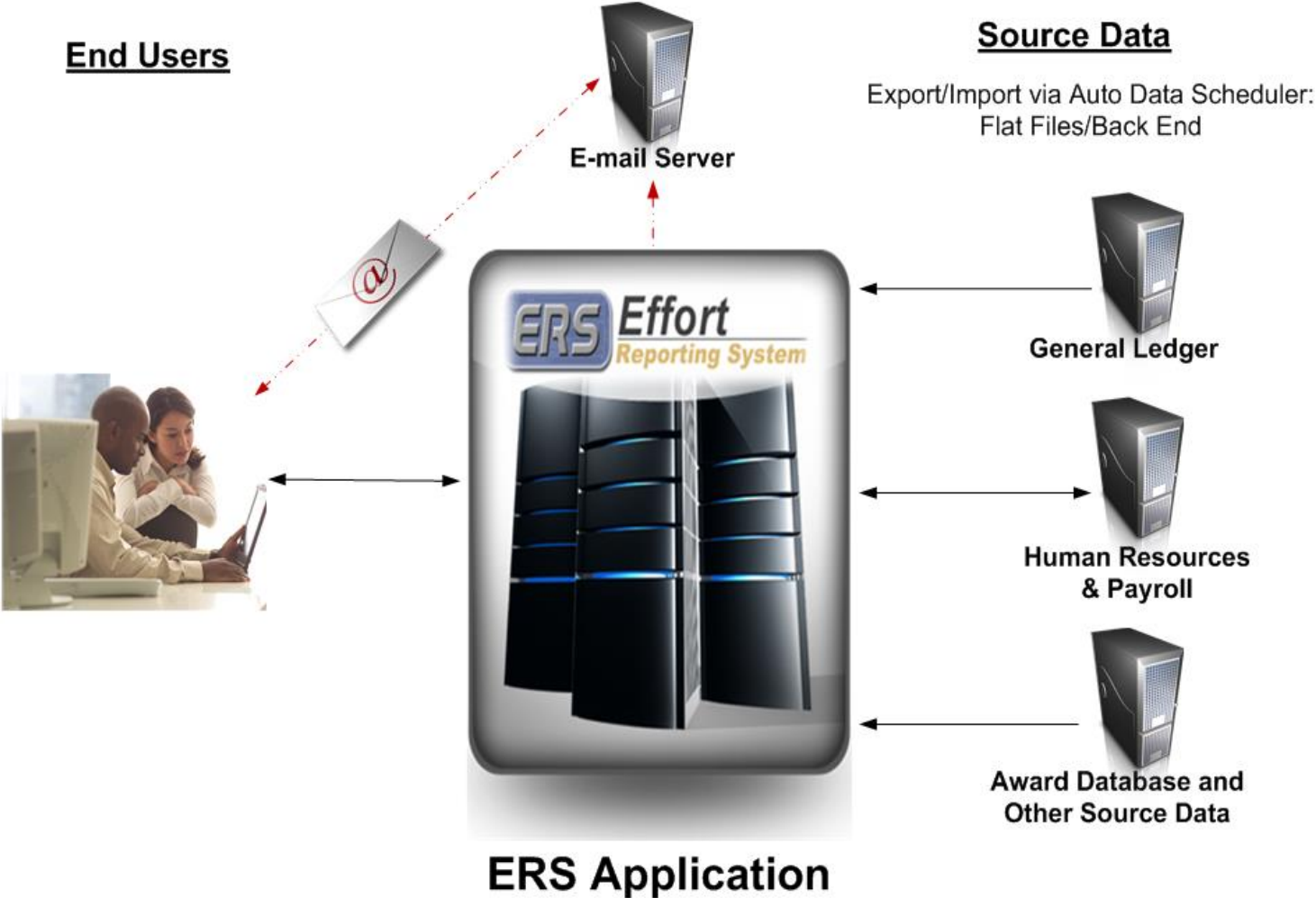
- **Ease of Use for end users (PI's)**
 - Certify Effort within four (4) “clicks” of the mouse
 - Single or Multiple Certifiers
 - **Group Certification** and or **Project Certification**
 - Drill down capabilities
 - Effort Calculator

- **Alerts and Notifications**
 - Built-in workflow; automated notification/alerts
 - NIH Salary Cap, K-Awards, etc.
 - Clearing/Suspense Accounts

ERS-CERT Features

- **Labor Cost Transfer Management**
 - Ensures Payroll Charged Remains Aligned with Effort Certified (RCT)
 - Transact Salary Adjustments in ERS (Cost Transfers)
- **Access Status of Forms: Management and Delinquent Reporting**
- **Capture and Document Cost Sharing (Accommodates Companion Accounts)**

MAXIMUS ERS Application and Source Data



ERS Process



ERS-CERT Process



- **Department Coordinators Review and Make Payroll Changes**
- **Auto Email sent to Certifier**

- **Faculty Self Certify**
- **PIs certify non faculty staff on their award(s)**
- **Employees Certify or Supervisors certify their employees**

- **Dept Coordinators confirm certification**
- **Ensure charges align with Certification via Cost Transfers**

Effort Reporting System Demonstration

Source Data Download

- **Employee Profile**
- **Department/Sub Department/Division**
- **Payroll Distribution**
- **Chart of Accounts**
- **Retroactive Salary Adjustments (Cost Transfers), if Cost Transfers are allowed outside of ERS**
- **Optional:**
 - Awards
 - Proposals

A Proven Partner to Government

6-12 Month ERS Implementation

Needs Assessment and Gap Analysis

- Short and Long Term Goals
- Policies and Procedures Review
- Review of IBS, Cost Transfers, Org Structure, Workflow
- Technical Analysis and Review – Data, Software and Hardware

ERS Installation, Configuration and Testing

- Source Data validation and testing
- System Configuration and Tuning
- Data Import/Export Processes
- Acceptance Testing

Training

- Central Administrator Training
- Department Administrator Hands-on Training

Roll out to End Users

- Pilot Group First Reporting Period Initiation
- Ongoing Training/Support
- Roll out to remaining departments

Upcoming Webinars



- **Internal Control: An Introduction • April 25 • 2:00 p.m. EST**
- **Service Center Q&A • May 16 • 2:00 p.m. EST**
- **F&A Rate Extensions: How, Why and What It May Cost You • June 13 • 2:00 p.m. EST**
- **Internal Controls & Communication • June 20 • 2:00 p.m. EST**
- **Moving from Short Form to Long Form Considerations • August 15 • 2:00 p.m. EST**
- **Re-budgeting & Cost Transfers • September 12 • 2:00 p.m. EST**
- **F&A Trend Analysis Using CRIS® • September 19 • 2:00 p.m. EST**
- **The Utility Cost Adjustment (UCA) • October 17 • 2:00 p.m. EST**



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