How to Correct a Certified Effort Report

- Only the assigned certifier can modify certified effort. Reports should be modified only to correct errors or omissions.
- 1. Log In to ERS

Go tohttps://ers.northwestern.eduand login with your NetID

is also required.

 If you need help with NetID, MFA, or VPN, please contact distante western IT Service Deskat consultant@northwestern.ed@r 847491-3457.

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User ID Password	Announcements		
Need Help?	,		

Use Search Employee Effort Forms to Display List of Effort Reports
 In Search Employee Effort Forms on the page, type in the employee name (Last, First) or
 emplID to display a list of that employee's effort reports.

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Johnson, Jack		

- 3. Click "Modify" by the Report You Need to Correct
 - The Modify option will not display if the reporting period has been Archived, or your administrator has post reviewed the report.
 - If the Modifyoption is not displayed for a quarter that you need to correct, please notify your administrator.

- 4. Scroll to the bottom of the screen, click "Make Changes" Button
 - After clicking "Modify" in Search E

7. Logout or Return to Home Pag