## 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 the western IT Service Deskat consultant northwestern.eduor 847491-3457.



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



- 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  - The Modify option will not display if the reporting period has been Archived, or your administrator has post reviewed the report.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

1.	7. Logout or Return to Home Pag							