

# Effort Reporting System Access Request Form

## Instructions

### Overview

The Effort Reporting System Access Request form is used to request, modify or terminate access to the Effort Reporting System (ERS). This form is submitted to the Effort Reporting Central Administrator for approval. Access should not be assigned without proper authorization.

| Form Field              | Description  |
|-------------------------|--|
| Employee Name           | Name of the employee requesting access to ERS  |
| Home Organization       | Identify the employee's home organization  |
| Training                | Indicate if the employee has completed Effort Reporting Principles and Effort Reporting System training.   |
| Responsibility Level    | Identify if the employee has Division, Department or Organization level access to the data warehouse   |
| Request Type            | Identify whether the form is being completed for new, a modification of, or to terminate existing access to ERS  |
| ERS Roles               | Select the ERS Role for the employee<br>Refer to <a href="#">Procedure 1315 PR.04</a> for information regarding ERS Roles and responsibilities   |
| ERS Domain              | Indicate the Department to which the DC should have access. Indicate the organization(s) to which the SubDC should have access. If the employee is being assigned a Pre, Post or Pre/Post Reviewer role and will be the default for all new individuals, indicate the organizations of the individuals' effort form(s). When updating the default Pre/Post Reviewer, individuals with effort report forms assigned to the previous default will be updated to the new default Pre/Post Reviewer. Indicate 'NOT THE DEFAULT' if the Pre/Post Reviewer will not be the default for the organization but instead will be assigned to certain covered individuals within the domain. Assignments at the covered individual level will be performed by the DC or SubDC upon confirmation from the CA that the Pre/Post role has been granted. |
| Certification Statement | Operations Manager/Lead Administrator's verification:<br>'I have verified via Yale's Training Management System (TMS) that the individual for whom I am requesting access to the Effort Reporting System, has agreed to having reviewed and understand the contents of the Standards of Business Conduct TMS course.   |