

Efforts Report Tutorial

Effort Reports for the 3rd cycle of 2008 are due this Thursday, 8/21.

Please review and approve by logging into ARES web site at

<http://ares.umd.edu/home/>.

If you have forgotten your ID# or password in ARES, you will need to do the following: click on "Search by UID" on the login page and provide your SS#, DOB, and last name. You will then be given your UID #, along with a button to click, "Forgot password page". You will then be prompted to enter your UID#, and answer some security questions.

Once you are logged on to the main ARES web site click on *"Effort*
Reporting" from the menu and select *"Faculty/Employee Access"*. This should bring you to your effort report. Review the information and if you agree with the data provided, simply click *"Approve"* and you are done.

The percentages indicate only how you were paid during the period. All other effort is included in "Residual Effort" including any sponsor required shared effort and funds paid from state and revolving accounts. The percentages on your effort report are per sponsored account and can be changed within a 5% range. A 5% or greater change will not be allowed and if needed, the employee must contact their lab payroll office and have a Payroll Transfer processed to reflect the proper changes.