

Employee Step-by-Step Guide: ASR Review and Certification Process

April 7, 2025

Accessing Your eASR

1. Notification Email

All individuals with salary charges on sponsored funding sources during the fiscal year will receive an email notification, similar to the snapshot below, reminding them to confirm their ASR electronically.

To access your ASR from the email, click the link within the red box below, or paste the link into your web browser.

https://webapps.gatech.edu/cfeis/easr/easr_menu.cfm

From: easr.ask@business.gatech.edu <easr.ask@business.gatech.edu>

Sent: Monday, July 29, 2024 10:32 AM

To:

Subject: eASR 2024

Dear

*****1st Reminder Notice - FY24 ASR Notice From Georgia
Tech*****

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This is a reminder to please confirm your ASR by no later than 8/30/24 if you have not done so already.

Your Annual Statement of Reasonableness (ASR) of salary charges for the fiscal period July 1, 2023 through June 30, 2024 has been prepared for your REVIEW and CONFIRMATION in accordance with the requirements of the Georgia Tech Plan-Confirmation System.

To access your ASR from this email, click on the link below to open the login screen:

https://webapps.gatech.edu/cfeis/easr/easr_login.cfm

Accessing Your eASR



TechWorks

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[Home](#)



Electronic Annual Statement of Reasonableness (eASR)

Alternatively, log into [TechWorks](#) and select '[Electronic Annual Statement of Reasonableness \(eASR\)](#)'.

<https://techworks.gatech.edu>

Accessing Your eASR

Next, select "[eASR Confirmation by Employee](#)"

GEORGIA Institute of TECHNOLOGY

electronic Annual Statement of Reasonableness (eASR)

eASR Confirmation by Employee
eASR Certification by UFM
eASR Status Report
Manual ASR Form
eASR Confirmation by Employee - View Only
eASR Manual Deptid Entry
eASR Administration

[Logout](#)

If you have any questions or comments about this site, please email [easr.ask@office365.gatech.edu](mailto: easr.ask@office365.gatech.edu)

Confirming Your eASR

Home Dept: 380 - Modern Languages
Name: Chung, Andrew

Fiscal Year: 2024
Emplid: 4020863

Paygroup: 03A
Title: Program Ops Mgr

Year-end Personal Salary Distribution

Project	Sponsor	Project Title	Academic/Fiscal Salary	Percent	Summer Salary	Percent	Total Salary	Percent
DE00006665		IAC/ML Indirect Instr , IAC	\$15,778.38	26.08%	\$0.00	0.00%	\$15,778.38	26.08%
DE00006665		MSE , Classroom Instruction	\$3,686.82	6.09%	\$0.00	0.00%	\$3,686.82	6.09%
DE00006675		MSE , Dept Research	\$3,686.82	6.09%	\$0.00	0.00%	\$3,686.82	6.09%
DE00006713		MSE , Indirect Instruction	\$11,063.14	18.29%	\$0.00	0.00%	\$11,063.14	18.29%
DE00006714		MSE , Indirect Research	\$11,063.28	18.29%	\$0.00	0.00%	\$11,063.28	18.29%
GR00024171	INSTITUTE OF INTERNATIONAL EDUCATION/WASHINGTON, DC	PRIME , Project Go #6, Master	\$15,221.64	25.16%	\$0.00	0.00%	\$15,221.64	25.16%
Total			\$60,500.08	100.00%	\$0.00	0.00%	\$60,500.08	100.00%

INSTRUCTIONS:

This Annual Statement of Reasonableness Report has been provided for review and confirmation in accordance to plan confirmation system requirements.

- REVIEW** the distribution of your salary to projects to determine if it accurately reflects your past year activities.
- ERRORS NOTED: Exit without Confirming and contact your Departmental Financial Manager if**
 - This workload distribution is not correct (deviates 5% or more from your actual effort).
 - You are not familiar with one or more of the projects being charged for your effort.
- NO ERRORS NOTED:** Read the Confirmation Statement and please certify the above salary charges distribution by selecting the confirmation button below the Confirmation Statement.

I confirm that the distribution of salary charges above represents a reasonable estimate of the work performed by me during the stated period.

If I'm a principal investigator (PI) or other key/senior personnel on a sponsored award, I additionally confirm I was engaged throughout the award period with no disengagement of more than 3 months and effort commitments were met over the course of the award budget period.

2. ASR Confirmation:

- Review the effort percentage for each project.
- Pay close attention to the effort percentage, project, and sponsor name on sponsored grants, as these will be billed back to the sponsored grant.
- If the information is accurate (effort percentage within 5%), select "I Confirm." If not, click "Exit without Confirming" and reach out to your UFM with any questions.