

Unit Financial Manager: ASR Review and Certification Process

April 7, 2025

Accessing eASR Portal

1a. Cold Fusion

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

- Open your web browser and go to the eASR portal URL

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

2. Select eASR Certification by UFM

1b. TechWorks

https://techworks.gatech.edu/home2?check_logged_in=1

- Log into TechWorks → Select “Electronic Annual Statement of Reasonableness(eASR)”

 Georgia Tech.

TechWorks

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Electronic Annual Statement of Reasonableness (eASR)

Alternatively

eASR Review and Certification

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Unit Financial Manager ASR Departmental Certification

Name:

4

<input type="checkbox"/> Check All	Review ASR Certifications to Date						
Certify	Emplid	DeptID	Paygroup	Employee Name	Total Salary	Confirmed UserId	Confirmed Timestamp
<input type="checkbox"/> 2	[Redacted] 1	364	03G		\$16,533.00 5		02/03/2025,21:02:58

UNIT FINANCIAL MANAGER'S CERTIFICATION:

THE AMOUNTS REPORTED ABOVE MATCH THE DEPARTMENT PAYROLL AND COMMITMENT ACCOUNTING RECORDS FOR BOTH SPONSORED AND NONSPONSORED FUNDING AND THE EMPLOYEE CONFIRMATION STATEMENT HAS BEEN ELECTRONICALLY CONFIRMED IN ACCORDANCE WITH INSTITUTE REQUIREMENTS.

3

Note: The screenshot above has been redacted to protect employees' sensitive information.

1. **ASR Review:** To review an employee's ASR from this screen, click the employee ID¹ (Employee ID not shown). Verify that the reported amounts on the ASR align with department payroll and commitment accounting records.

Note: UFM's are not required to know the exact effort of each employee. The "Total Salary" column⁵ includes both sponsored and non-sponsored salary.

2. **ASR Certification:** Select the box² under the "Certify" column to place a check mark, then click "Certify"³ at the bottom center of the screen.

Note: To certify all ASRs in the queue simultaneously, click "Check All"⁴ and then select "Certify"³ at the bottom center of the screen.