How to Enter Quarterly Effort Reports in PEARS

1. Log in to PEARS. Go to Track -> Quarterly Effort Reports.

2. Click the button in the upper right corner.

3. Add the reporting period and quarter. PEARS reporting periods follow the federal year (October 1 to September 30).
   - The Reporting period is 2017-2018.
   - If you are entering QER data for the time period October 1 to December 31, 2017, choose Quarter Oct-Dec
   - If you are entering QER data for the time period January 1 to March 31, 2018, choose Quarter Jan-Mar
   - If you are entering QER data for the time period April 1 to June 30, 2018, choose Quarter Apr-Jun
   - If you are entering QER data for the time period July 1 to September 30, 2018, choose Quarter Jul-Sep

4. Add program areas for this quarter. Enter all program teams you programmed with this quarter.

5. Add Cooperative Extension Appointment. Enter your total FTE appointment for Extension. Click Save and Continue.
   - Example: If your total position is 1.0 FTE and 1.0 FTE is Extension, then enter 1.00 FTE.
   - Example: If your total position is 1.0 FTE and 0.50 FTE is Extension, then enter 0.50 FTE.
   - Example: If your total position is 0.80 FTE and 0.80 FTE is Extension, then enter 0.80 FTE.

6. Estimate your effort by Grand Challenge area. Effort must total 100% between all three areas:
   - 4-H and Youth Development
   - Agriculture and Natural Resources (Program areas: Crop Management; Farm Business Management; Horticulture & Forestry; Livestock Management; and Natural Resource Management).
   - Family and Community Wellness (Program areas: Community Vitality; Human Development and Family Science; Nutrition, Food Safety and Health; Personal and Family Finance)

7. Enter demographics for all contacts this quarter.
   - If you entered program activities for all your work, then you may click on this button in the upper right corner and it will calculate for you:
   - If you have not entered program activities for all your work, then you will need to hand-enter your quarterly contact totals by sex, race and ethnicity.

8. Enter contacts made by volunteers (if applicable).
   - If you entered volunteer information in your program activities, you may leave this blank.
   - If you have not been tracking volunteer contacts and hours, you may leave this blank.
   - If you have already been tracking volunteer contacts and hours, then please enter the totals.

9. When done, click Save.