Follow these five steps to complete the annual eASR process between July 1 and July 31 each year.

1. Visit techworks.gatech.edu.
2. Click the Electronic Annual Statement of Reasonableness (eASR) button in your Applications and Resources menu.
3. Read the policy agreements and click the Go to Login Page link when you are ready to continue.
4. Click eASR confirmation by employee.
5. Review the distribution of your salary between your projects to determine if it accurately reflects your effort for the year.

**If Inaccurate:**
If the distribution varies from your actual effort by more than 5% or you don’t recognize one of the projects listed, click Exit without Confirming and report the issue to your Department Financial Manager.

**If Accurate:**
Read the confirmation statement and click I Confirm to certify the distribution of your salary charges.