Effort Reporting System Management Group
Meeting Notes
June 11, 2008
Revised August 13, 2008   Accepted August 13, 2008

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Jim Corkill, John Ellis, Matt Hull, Bobbi McCracken, Bruce Morgan, Jorge Ohy, Steve Hunter, Jane Meyer, and Jon Good. Rich Andrews joined as a guest.

Discussion Topics:

Review of 5/7/2008 Meeting Notes

The May 7, 2008, meeting notes were accepted as written.

Project Status

Steve Hunter reported that release 9.1 is being prepared for release within the next week. This release will include significant performance enhancements for the batch elements of ERS (report generation, late pay processing, and financial and payroll import processing), which campuses had reported as being very slow.

Requirements Committee Update

Jane Meyer reported that the Requirements Committee met via conference call on May 8th. No issues requiring Management Group attention were raised. There are a couple of outstanding issues for Requirements Committee discussion. Pixie is winding down her involvement and Erica Webber, now an IBM consultant, is on board as resource for the project team and the Requirements Committee.

The Requirements Committee will next meet via conference call on Thursday, June 12th.

John Ellis mentioned that Berkeley has experienced problems with effort notification (who gets notified, when effort reports are available, etc.) and inquired whether the Requirements Committee will be looking at these issues. Steve responded that some of the problems Berkeley has experienced were due to minor bugs that have since been fixed, while some require more work and will be fixed on a go-forward (release) basis only. A few of the issues reported by Berkeley are really enhancements and need to be treated as such, with appropriate discussion and approval by the Requirements Committee. Release 9.1 should address original functionality that wasn't previously addressed (except for notice on late pay transactions – the system can't tell whom to notify from late pay information alone).

Technical Advisory Group Update

No report.

Project Finances

Jane reported that the projected FY 2008-2009 Base ERS support cost will be approximately $141,000. This will cover what appears to be a $1,000 shortfall for FY 2007-2008. Santa Cruz is included in the funding mix for FY 2008-2009. Jon Good noted that both Berkeley and Davis will still have an unexpended portion of the original overall project funding that had been projected in 2004.

Jon reported that all FY 2007-2008 transfers of funds for Base ERS support have been received.

Actions When Effort Is Not Certified
Time Limits for Generating/Certifying Effort Reports

Jorge Ohy mentioned that some time ago he'd had a discussion with Pat Schlesinger about coordinating review of the proposed policy changes with the Council of Vice Chancellors for Research and Research Compliance Officers, but that had been put on hold pending resolution of the issue about the time limits for certification. Now that the Controllers are in agreement on the timing, review will move forward. Jorge indicated that he has initiated contact with Pat Schlesinger to see if he will be able to continue to coordinate on this matter (Pat is now in the Ethics, Compliance, and Audit organization under Sheryl Vacca) or whether someone else in Research will need to coordinate the reviews. Jorge will inform the Management Group when he hears from Pat.

Jorge reported that he had participated in a Compliance Officers discussion a few weeks ago and that the Compliance Officers felt that there should be a broader compliance policy encompassing more than effort reporting. However, it was also recognized a broader policy would be more difficult to craft and take longer to implement. The preliminary conclusion of that group was to set the goal of a broader compliance policy, but to use the Effort Reporting policy as a starting point and assess how well that works. There was support for the idea of consequences.

Non-sponsor Campuses - Status

Jon reported that Santa Cruz is moving forward with implementation planning. A daylong session was held at Santa Cruz on June 5th to demonstrate ERS, provide detailed background and answer questions, and discuss UCOP ERS Hosting. Santa Cruz is now working through the hosting agreement process. Steve mentioned that Santa Cruz hopes to be in pilot within six months and in roll out to the entire campus within a year.

Rich Andrews reported on Irvine's plans. Rich mentioned that he has been part of a Federal Demonstration Partnership (FDP) group looking to come up with an alternative to effort reporting. It is not yet clear whether this effort will be successful. That proposal work is coming up to a significant decision point soon. If the proposal is successful in moving forward, Irvine will be a demonstration campus for the project. Sue Abeles inquired about the timing of the FDP project. Rich responded that it is not firm, but it is hoped that a couple of demonstrations to the Federal Government will take place within six months and after that there still will be some hurdles to move the proposal forward. Rich indicated that if there is no progress on the FDP project within a year, he'll have to move Irvine onto ERS.

It was suggested that Irvine may need a waiver to policy to continue using the old PAR system. Rich asked for a description of what problems exist by continuing to use the PAR system. Jorge offered to help review with Rich the differences in the calculation logic to see what issues need to be highlighted.

Campus Status Reports

Davis – Mike Allred reported that Davis is testing Release 9.0 for implementation in August. Davis is current on payroll data changes for April and will be loading May very soon.

Berkeley – John Ellis reported that Berkeley has been escalating through to Vice Chancellors and the Provost to get certifications completed. The Vice Chancellors and Provost are having staff individually call PIs. Berkeley is moving to a common six-month certification cycle (January-June and July-December) for everyone.

Los Angeles – Sue Abeles reported that Los Angeles is now in its 8th quarterly cycle (Winter 2008) and the new effort reporting is now an operational process. Extramural Fund Management (EFM) is responsible for compliance follow up.

Riverside – Bobbi McCracken reported that Riverside is still working on securing funding and hasn't yet signed the service level agreement for UCOP ERS Hosting.

Santa Barbara – Jim Corkill reported that Santa Barbara has been having some difficulty getting set up with UCOP ERS hosting, which has inhibited forward movement. Jon will follow up.

Other Topics

Jon mentioned that he had nominated ERS for the Larry L. Sautter Award for Innovation in Information Technology, an award sponsored by the UC IT Leadership Council. The nomination was put forward in the hopes of obtaining formal recognition to the collaboration that has made

the ERS project unique and to the numerous individuals across UC who contributed to the success of the project. Announcement of awards should be made in late June.

Next Meeting

The next meeting is scheduled as a conference call for **Wednesday, July 9, 2008, from 1:00pm-3:00pm**.

Topics for the next meeting: Irvine PARs evaluation (see above) and the consequences statement.

Effort Reporting System Go-Live Plans
June 11, 2008

Campus	Effort Reporting Period Start	Calendar Start	UCOP Hosting?	Notes	Status/Comments
Berkeley	Fall semester 2007	February 2008	Yes		In Production February 2008.
Davis	July-December 2006	March 2007	No		In Production March 2007
Los Angeles	Spring quarter 2006	Mid-August 2006	No		In Production September 2006
San Diego	Summer Qtr 2007	August 2007	Yes		Full production planned for March 2008.
San Francisco	Fall 2006	April 2007	Yes		In Production 4/16/2007
Merced					Using UCLA ERS
UCOP					Using UCLA ERS
Irvine	Unknown	Unknown	Unknown		ERS Overview presented 12/5/2005; Implementation will depend on outcome of FDP activities – decision should occur in 2nd quarter 2009.
Riverside	To Be Determined	To Be Determined	Yes		Working on obtaining funding
Santa Barbara	To Be Determined	Q2 or Q3 2008	Yes		Working out UCOP Hosting SLA
Santa Cruz	To Be Determined	To Be Determined	Yes		Plan to implement in FY 2008-2009
DANR					Using Davis ERS