

**Effort Reporting System Management Group**  
**Meeting Notes**  
**November 12, 2008**  
**Accepted February 11, 2008**

This meeting was conducted as a conference call. Participants included: Sue Abeles, Mike Allred, Jim Corkill, Don Larson, Kirk Lew, Jorge Ohy, Carrie Gatlin, Steve Hunter, Erica Webber, and Jon Good.

**Introductions**

Jon Good introduced Carrie Gatlin, Manager of Payroll/Personnel Services who has taken over managing Base ERS support from Jane Meyer.

**Discussion Topics:**

Review of 8/13/2008 Meeting Notes

The August 13, 2008, meeting notes were accepted as written.

Project Status

Steve Hunter reported that ERS Release 9.2 was issued in September, and addressed the following enhancements.

- 929 - Button order in Save Search dialog box
- 1117 - Add filtering for role and permission list screens
- 1128 - Indicate reports belonging to PIs on Report List and Report screens
- 1306 - Leading Zeros for EID Generating Effort Report
- 1506 - Change Cost Sharing interface to allow deactivation of a cost share commitment
- 1509 - Additional fields for Reports Generated Notification text
- 1571 - Change Navigation from Combo Box to Buttons

Release 9.3 is scheduled for December and will include address the following priority 1 enhancements:

- 1319 - Late pay should not re-issue the entire report if line certification is on
- 1830 – Add Piloting Functionality

Requirements Committee Update

Carrie Gatlin reported that the Requirements Committee met via conference call on October 9. No issues were raised in that conference call requiring Management Group attention. The

Requirements Committee discussed interest in continuing the annual user group meetings. There was interest in doing so, and San Diego offered to host the meeting provided other campuses helped with the agenda. Since the October 9 conference call, it was decided to convert from an in-person meeting to a video teleconference.

The Requirements Committee will next meet via conference call on Thursday, November 13th.

Sue Abeles asked the Management Group which campuses will be participating. Participants will be coming from Santa Barbara, Los Angeles, San Diego, and Davis.

#### Technical Advisory Group Update

No report. There have been no pressing technical issues requiring the Technical Advisory Group to be convened.

#### Project Finances

Jon reported that there have been no changes to projected expenses for FY 2008-2009. However, the final Total Direct Cost numbers for FY 2007-2008 will not yet be available for another week or two and the final campus contributions to ERS won't be known until those numbers are available. Jon asked whether the Management Group wants to review the numbers one more time as a group, when the final prorated amounts are known, before the request for transfer of funds is sent out. ***The group agreed that another review of the numbers was not necessary unless there was significant change resulting from the final TDC numbers.***

#### Actions When Effort Is Not Certified

##### Time Limits for Generating/Certifying Effort Reports

Following up on the letter from Academic Senate Chair Mary Croughan to Vice President Steve Beckwith on the proposed policy changes, Jorge Ohy, Erica Webber, and Jon Good met with Mary Croughan on November 6<sup>th</sup> for a review of the operational/use issues with ERS raised by the Academic Senate. The meeting was constructive. Dr. Croughan demonstrated and reviewed the specific areas of concern, and cited positives associated with ERS as well. Erica reported the following key findings from the meeting:

- Poor payroll data – distributions do not reflect what faculty members expect to see. These make the report in the system more confusing. Corrections involve a lot of back and forth with staff, rework, and re-review prior to final certification. More than 50% of cases aren't what faculty members are expecting in terms of payroll numbers. **[Mike Allred, Don Larson, and Sue Abeles commented that they were not aware of this particular issue on their respective campuses and would have expected to hear if payroll data quality were an issue.]**

- Departmental process for supporting faculty – Support varies from department to department. Dr. Croughan’s department doesn’t support her in the manner as planned for in the requirements and development of ERS.
  
- Ease of use
  - Multiple certification reports – You can alter lines that belong to another certifier. Permissions allow one person to change effort on another PIs project. Can’t remember the number you overwrote in order to correct your mistake. Mary would like a message on the bottom of the report when you enter something on another investigator’s line. **[Erica will bring this up with the Requirements Committee]**
  - Menu is not labeled ‘menu’. Specifically, It is not obvious where to navigate from an effort report back to the roster (the "pull down" menu on the effort report to allow navigation back to the roster is not obvious) **[This has already been addressed with a change in Release 9.2]**
  - For certified/adjustment required, she would like a comment at the bottom of the report upon certification that notices the faculty that administrators will be placed on notice to correct the payroll. **[Erica will bring this up with the Requirements Committee]**
  - On the effort report itself, the blue hyperlink in the "Original Pay" column is misleading - it takes you to Payroll data that cannot be changed. However, it looks like the column that should be edited due to the hyperlink. **[Erica will bring this up with the Requirements Committee]**

Issues for discussion with the Requirements Committee will be raised on their November 13<sup>th</sup> conference call.

After a brief discussion, it was concluded that follow-up with UCSF controller’s on the payroll data quality matter was needed. Sue will make the contact.

Jorge had asked Dr. Croughan about the Academic Senate recommendation that enforcement rest with campus Extramural funds offices, pointing out that participation of the department chain of command, from deans all the way up to vice chancellors, was part of the enforcement strategy. and that Dr. Croughan had agreed that this was appropriate. Jorge suggested that some wordsmithing of the policy document is needed to make it clear that the burden of enforcement is not strictly on the academic leaders. Sue agreed that making the policy document clearer could help to address this concern of the Academic Senate.

Sue asked Jorge whether there had been any feedback from Vice Chancellors for Research. Jorge responded that they are supportive of the policy but they have not provided any feedback in writing. Jorge will check with Ellen Auritti to see whether written feedback is forthcoming.

### Campus Status Reports

Davis – Mike Allred reported that Davis is close to beginning its first annual reporting cycle (covering the period October 2007-September 2008).

Los Angeles – Sue Abeles reported that Los Angeles is continuing to work on full compliance.

San Diego – Don Larson reported that San Diego is also working on compliance matters. The chair of the faculty welfare committee has communicated encouragement for compliance both formally and informally. Several enhancement suggestions from a “power” department will be brought forward to the Requirements Committee.

Santa Barbara – Jim Corkill reported that Santa Barbara is working with UCOP to get test data confirmed and a pilot rolled out. Due to difficulties in putting appropriate update capabilities in place, the pilot is now scheduled to begin in January.

Santa Cruz – Kirk Lew reported that the Santa Cruz Executive Vice Chancellor is likely to plead for a delay in providing funding to being using ERS. Kirk will know more in a couple of weeks about the status of the Santa Cruz ERS implementation plans..

#### Next Meeting

A schedule of quarterly conference calls was agreed upon. For 2009, conference calls will be scheduled on the following dates:

Wednesday February 11, 2009 1-3pm

Wednesday May 13, 2009 1-3pm

Wednesday August 12, 2009 1-3pm

Wednesday November 4, 2009 1-3pm

The next meeting is scheduled as a conference call for **Wednesday, February 11, 2009, from 1:00pm-3:00pm**. A check for topics warranting a conference call on this date will be made a week or two prior to the call.

**Effort Reporting System Go-Live Plans  
November 12, 2008**

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