

Effort Reporting System Management Group
Meeting Notes
February 11, 2009
Accepted May 13, 2009

This meeting was conducted as a conference call. Participants included: Sue Abeles, John Ellis, Don Larson, Kirk Lew, Bobbi McCracken, Jorge Ohy, Carrie Gatlin, and Jon Good.

Discussion Topics:

Review of 11/12/2008 Meeting Notes

The November 12, 2008, meeting notes were accepted as written.

Project Status

Carrie Gatlin reported that ERS Release 9.3 was issued in December, and addressed the following enhancements:

- 1115 - Statistical report detail by department produced a negative value age for a report
- 1319 - Late pay should not re-issue the entire report if line certification is on
- 1367 - ERS should issue notifications for other late pay events
- 1660 - ERS makes you click SAVE after you have already OK'd certification
- 1673 - ERS needs mechanism to load Without Salary (WOS) employees
- 1681 - Create new indicator to flag effort reports still under preliminary review or requiring additional action
- 1760 - Coalesce notifications across roles for the same user
- 1828 - Expand RNEW notification customizability
- 1830 - Add Piloting Functionality

Release 9.4 is scheduled for March and will include the following enhancements and bug fixes:

- 1033 - Add select by org for compliance reporting (decentralized admin only)
- 1851 - CDUE reminders should not be sent to PI's who've completed partial certification
- 1863 - Add capacity for "timeout" URL
- 1948 - Hyperlinks on generated amount figures can be confusing
- 1950 - Online single generate should not attempt data pre-loading
- 1985 - Fix ERSAuthorizer Interface

Requirements Committee Update

Carrie Gatlin reported that no issues about the system had been raised by the Requirements Committee requiring Management Group attention.

The Requirements Committee had discussed interest in continuing the annual user group meetings, though because of budget limitations and travel restrictions, agreed that this would be done as a series of conference calls. Yet the question was raised as to whether Base ERS could fund the meeting and travel. The Management Group agreed that this should continue as planned as a series of conference calls, particularly given the sensitivity throughout UC about unnecessary travel. Sue Abeles pointed out that the topics would be well suited to a call.

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

Don Larson asked whether there were items being discussed by the Requirements Committee that weren't coming to resolution. Carrie responded that there was one enhancement request having to do with multiple effort reports that is still being worked through. The request asks that, following certification of one report in a list, the next report open for display automatically. Don asked whether there was an impasse and how long should the Requirements Committee should discuss a topic before elevating to the Management Group. Carrie responded that the topic is not yet at impasse. Sue suggested that topics that aren't quickly resolved by the Requirements Committee probably should be escalated to the Management Group for resolution.

Project Finances

Jon Good reported that there have been no changes to projected expenses for FY 2008-2009 and mentioned that funds transfers for FY 2008-2009 Base ERS support had been initiated/completed only for Los Angeles, Riverside, and Santa Barbara.

Sue asked when a projection for FY 2009-2010 would be available. Jon responded that the projection would be on the agenda for the next conference call (May 13, 2009).

Campus Participation

Santa Cruz – Kirk Lew reported that Santa Cruz has not been able to obtain funding to participate in ERS this fiscal year. It is not clear whether Santa Cruz will be able to obtain funding to implement ERS next fiscal year or the year after.

Irvine – There was a brief discussion of the status of the proposed Federal Demonstration Project (FDP) on effort reporting, which has apparently not yet been submitted to the federal Office of Management and Budget for approval. Until approval/rejection of the proposal occurs, Irvine's status with respect to ERS will remain in limbo.

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

Jorge reported that he had followed up with Ellen Auritti about further comments from Vice Chancellors for Research (VCRs) and the response was there were no comments forthcoming. Apparently the VCRs are willing to support a slightly stronger worded policy but are not willing to put that position in writing.

Bobbi McCracken remarked the Riverside's VCR is supportive of consequences for not certifying.

Sue, John, and Don all noted that closure is needed on the proposed policy change so everyone can move forward on certification compliance matters.

Jorge and Jon reported that while Academic Council Chair Mary Croughan's operational issues (in both UCSF business processes and the Base ERS) have mostly been addressed, and follow-up needs to take place. Jon will follow-up with Martha Winnacker at the Academic Council to determine the best approach to follow-up with Mary Croughan.

John Ellis remarked that Berkeley is now dealing with effort reports to be flagged for re-certifications as ERS comes into line with late expense transfers. Sue added that UCLA is dealing with the same situation pointing out that in many cases effort reports don't have to be recertified and that perhaps a new compliance report is needed to point out to departments where recertification is necessary.

ERS Compliance and Audit Reviews

John Ellis reported that Berkeley's internal audit of effort reporting had raised comments on the training process and training materials, and compliance with the current policy on certification timing.

Sue Abeles reported that Los Angeles' internal audit had raised comments on training, access to effort reports when an individual for whom effort must be certified moves from one department to another, and the re-certification process.

Don Larson reported that San Diego's internal audit did not raise any significant issues.

Campus Status Reports

Los Angeles – Sue Abeles reported that Los Angeles is dealing with certification compliance.

Berkeley – John Ellis reported that Berkeley has moved to semi-annual effort reporting cycles.

San Diego – Don Larson reported that San Diego is also dealing with certification compliance.

Riverside – Bobbi McCracken reported that Riverside will be meeting with UCOP at the end of February to address access controls, integration with single sign-on, etc. The test environment is undergoing validation. San Diego has provided valuable information and assistance with respect to implementation planning and training. A pilot of the Winter 2009 reporting cycle is scheduled for spring, with campus-wide go-live planned for the Spring 2009 reporting cycle.

Next Meeting

The next meeting is scheduled as a conference call for **Wednesday, May 13, 2009, from 1:00pm-3:00pm.**

Remaining scheduled calls for 2009:

Wednesday August 12, 2009 1-3pm

Wednesday November 4, 2009 1-3pm

**Effort Reporting System Go-Live Plans
February 11, 2009**

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		In Production 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 2 nd quarter 2009.
Riverside	To Be Determined	To Be Determined	Yes		Preparing for Rollout
Santa Barbara	To Be Determined	To Be Determined	Yes		Pilot of Summer 2008 planned for fall early 2009
Santa Cruz	To Be Determined	To Be Determined	Yes		Working on obtaining funding
DANR					Using Davis ERS