

Effort Reporting System Management Group
Meeting Notes
September 9, 2009
Accepted October 7, 2009

This meeting was conducted as a conference call. Participants included:

Sue Abeles, Mike Allred, Cecilia Hamilton, Don Larson, Kirk Lew, Bobbi McCracken, Jorge Ohy, Rachelle Jeppson, Carrie Gatlin, Steve Hunter, and Jon Good.

Discussion Topics:

Review of 8/12/2009 Meeting Notes

Jon Good mentioned that the date of the October conference call needed to be corrected in the notes. Otherwise, the August 12, 2009, meeting notes were accepted as written.

Impact of Furloughs on Effort Reporting

Carrie Gatlin reported that an email was sent to the ERS Requirements Committee in late August describing how furlough-related payments will appear in the ERS. Essentially, salary reduction entries will show up on payroll detail, but no derived percent will be present. There will be no adverse effect on the effort reporting process

Carrie pointed out that a Furlough Exchange Program is being implemented in PPS through a new DOS code: FEP. Earning with the FEP DOS code will show up in the ERS with associated derived percent time.

Sue Abeles asked Carrie to forward to the Management Group the August communication to the Requirements Committee on this topic. [Carrie emailed the communication to the Management Group on 9/9/2009 at 2:12pm]

Mike Allred asked whether the communication included an explanation of the impact of the Furlough Exchange Program. Carrie responded that the communication did not, but will provide a communication on that to both the Requirements Committee and the Management Group soon.

ERS Compliance and Audit Review

Rachelle Jeppson provided an update on the ERS Compliance and Audit Review next steps. The two current activities are 1) develop ERS metrics; and, 2) pull together a faculty researcher group to look at ERS reference materials to make the requirements of effort reporting more understandable to faculty. Sam Traina, a faculty member from UC Merced, and Sue Abeles will co-chair this group.

Compliance will be working with the ERS Management Group on the remaining recommendations to the President's Compliance Committee (PCC) over a period of time. The next PCC meeting is November 3rd. Rachelle will work with Mike and Sue on the presentation, which will include a report on the follow up items identified from the audit.

ERS Metrics

Rachelle reviewed the draft of proposed metrics.

Cecilia Hamilton suggested that the first metric, timeliness of certification, could be viewed as arbitrary and not necessarily helpful to the campus compliance cause. After some discussion, it was agreed to leave the first metric as is and add an overall completion metric that would provide a snapshot of completion compliance at different points in time relative to a reporting period.

On the second metric, percent of re-certified effort reports, Cecilia suggested adding a positive measure of recertification: percentage of effort reports re-certified (more normally) at version 2.x. This will be added to the list of metrics.

Cecilia suggested that metrics 3 and 4, concerning individual knowledge of work performed, might not be an achievable metric at all campuses given local differences in certification requirements. These metrics will be footnoted.

Time Limits for Generating/Certifying Effort Reports

Jorge Ohy reported that certification time limit revisions to the Accounting Manual and Contracts and Grants Manual had been distributed to the ERS Management Group for comment, and he had only received one comment in response.

After a brief discussion, it was agreed to move ahead with publication of the change and adjust later as necessary. Jorge will check on scheduled revision dates for these manuals. Sue asked that if the publication date is too far out, to arrange for an interim publication so this change can be implemented soon.

Requirements Committee Update

Carrie Gatlin reported that Requirements Committee last met via conference call on August 13th.

No issues were raised in last call requiring Management Group attention.

The next Base ERS release is scheduled for the end of September and will include the following enhancements:

- On the Report List, a column label (currently labeled "For" for the employee name) will be externalized as a campus parameter

- On the Payroll Details page, explanatory help text will be added as a user hovers over a column heading
- A new compliance report identifying individuals certifying over a threshold percent of effort expended on sponsored funds; the threshold is a parameter which the campus can specify.
- New certification tolerance: if there is late pay coming in that is within 1% of what's needed for certification, the system will set the status to certified for the effort report.

The Requirements Committee will next meet via conference call on Thursday, September 10th. A number of enhancement requests concerning compliance reporting will be discussed. The committee will also discuss what metrics campuses have implemented. The results of this discussion will help inform the Management Group discussion on metrics.

Other Topics

Sue has a request from UCLA's Associate Vice Chancellor for Research, Marcia Smith, to join the ERS Management Group (Extramural Finance at UCLA is under the Vice Chancellor for Research). No objections were raised to adding Marcia to the group.

Sue also mentioned that Bruce Morgan is moving from Riverside to Irvine to become Assistant Vice Chancellor for Research, Sponsored Projects, but will continue to participate in the Management Group.

Cecilia asked that Rich Andrews participate regularly, since FDP is getting legs, and there was agreement Sue will follow up with Rich about his participation in the Management Group.

Next Meeting

The next meeting is scheduled as a conference call for **Wednesday, October 7, 2009, from 1:00pm-3:00pm.**

Remaining scheduled conference calls for 2009:

Wednesday November 4, 2009 1-3pm

**Effort Reporting System Go-Live Plans
September 9, 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 on whether there will be an FDP pilot is still pending.
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