

Effort Reporting System Management Group
Meeting Notes
June 3, 2004 - Revised , 2004 - Reviewed and Accepted , 2004

Attendees: Don Larson, John Ellis, Jon Good, Jorge Ohy, Joyce Freedman, Karen Rust, Mike Allred, Pixie Ogren - Joining by conference call: Sue Abeles, Eric Vermillion

Discussion Topics

Inclusion of Hourly-Paid Employees in Effort Reporting -- The discussion focused on whether or not hourly-paid employees need to be included in the effort reporting process. At the heart of the discussion are the issues of whether or not an alternative mechanism for certifying effort already exists in the form of signed employee timesheets; and whether or not campuses are willing to be responsible for monitoring compliance for some segment of the population (hourly-paid employees) through a manual process. While it appears that most hourly-paid employees complete timesheets it is clear that there is no consistent format for those timesheets and it is not known if all timesheets contain the fund source information in sufficient detail to meet A21 reporting requirements. It is also not clear that the office of record could easily be determined or held accountable for issues which arise in cases of multiple departments. There was general agreement that in order to take full advantage of the Effort Reporting System features, all employees paid from designated funds should be included in the process. Excluding hourly-paid employees from the effort reporting system would complicate system design; require that alternative compliance monitoring mechanisms be developed; cause confusion among PI's and those certifying effort reports; and would send mixed messages about the importance of Effort Report certification. It was decided that hourly-paid employees will be included in the Effort Reporting System.

Should Effort Reports be Done for Federal Funds Only? -- Although effort reporting is done for employees paid from federal funds to satisfy requirements of OMB circular A21, there are other non-federal agencies whose terms refer to A21. There are two questions to be answered: 1. Does the University have a responsibility or requirement to do effort reporting for non-federal funds if those funds cite A21 in their terms? 2. Should effort reporting be done for funds for which there is no requirement for effort reporting? The majority view is that effort reporting should not be done unless a requirement exists. It is not clear at this time that a requirement exists for non-federal funds citing A21. There was agreement that, if it is determined that there is a requirement, a systemwide list of non-federal funds to be included in the effort certification process will be developed. It was agreed that consistency among campuses is crucial and campuses will include only those funds designated by systemwide in effort reporting. Further discussion suggests that there may be a need for multiple designation codes so that within the system various types of funds such as federal, federal flowthrough, non-federal, etc., can be identified.

What is Timely Certification? -- It was agreed that reports should be run 15 days after the close of the certification period and that reports should be certified within 30 days of their issuance. The intent in running the reports 15 days after the close of the period was to allow time for one pay compute after the close so that any needed adjustments could be processed. Note: Subsequent to our meeting I reviewed the calendar and schedule of paydays and PPS system processes and I have concluded that in most months 15 days after the close of the period is not sufficient time for adjustments to be processed. Based on the timing of the issuance of the Expense Distribution (which must happen before transfers of expense can be processed) and deadlines for subsequent pay computes, I am recommending that the reports be run 25-30 days after the close of the effort reporting period rather than the suggested 15 days.

Policy Concerning Revisions to Previously Certified Effort Reports -- Although there was some discussion on this subject there were no conclusions. Discussion will be continued at next meeting. Several questions were raised: 1. Should the system allow recertification of previously certified effort reports? 2. If so, how often and for how long? 3. Should there be a time limit set on how long the system will reissue effort reports as a result of pay adjustments? 4. Should PPS be modified to prevent late transfers of expense from being processed. A writeup concerning question #4 will be sent out shortly.