Effort Reporting System Management Group
Meeting Notes
October 28, 2004 - *Revised   , 2004 - Accepted   , 2004*

In attendance were: Sue Abeles, Mike Allred, John Ellis, Jon Good, Joyce Freedman, Jorge Ohy, Pixie Ogren, Karen Rust, Don Larson, Eric Vermillion, Ken Orgill, Adam Cohen

Discussion Topics:
Review and Acceptance of Meeting Notes: The notes for the October 7, meeting were accepted with one slight modification.

Project Status Update:
Jon Good reported that Adam Cohen has been hired as the project manager and a database designer has been hired as well. Though overall progress has not been what was envisioned in the work plan from January 2004, mainly due to longer than expected time to resolve requirements issues, the project has been moving along. Now that decisions on the key issues have been made there shouldn't be further delays because of pending decisions.

Update on Requirements Group Progress
- Cutover Date for ERS - Pixie reported that the Requirements Group agreed that there will be a cutover date for ERS and there will be no attempt to produce electronic reports for periods prior to the cutover date. In other words, there will be no "backloading of data" to try to recreate paper reports electronically. This is especially important because the old system and ERS will do calculations differently and a report produced by ERS could be different than the paper report originally produced by the PAR. Also, it would not be possible to ensure that two reports--one paper and one electronic--were not certified differently.   Any reissuance of PAR reports or correction of paper reports issued prior to the cutover will need to be handled either manually or by the old PAR system. The Management Group agreed with this conclusion.
- Multiple Changes to the Same Field - The Requirements group concluded that if multiple changes to the same field occur on a particular report, prior to that report being certified, all of those changes need to be captured "historically" by the system. So if a reviewer makes a change to an amount and then a second reviewer or the certifier changes the amount the first reviewer entered, the system needs to keep all the changes rather than just overlaying one with the other. The Management Group agreed with this conclusion.
- Report Mockups - The Requirements Group looked at several mockup reports that Dan had prepared and it is obvious that we will need to provide detailed training to users so that they complete reports correctly. We also need to try to do mockups for other cases.
- Non-Employee Use of System - Pixie raised a question about whether non-employees will need to access ERS. We already know that there would be no effort reports produced for non-employees but the group needs to decide if non-employees should be granted access to the system as coordinators, reviewers, or certifiers.   The decision could affect how the security and access controls are handled by ERS.   There was a short discussion and a decision was made to defer further discussion to the 11-18 meeting.

- <u>Below the Line Categories</u> - Pixie reported that Jorge Ohy, Mike Anthony, Rick Valdivia, and Gregg Carr will get together to decide how the functional categories should be defined for the below the line entries.

<u>Review of Outstanding Policy Issues</u> - Pixie reported that all of the policy issues identified at the May 11 meeting had been addressed with the exception of the policy question concerning acceptance of electronic signatures. The group concluded that electronic signatures, i.e. logon/password authentication, were routinely used and accepted in numerous systems throughout the University and that there was no requirement to do anything further concerning electronic signatures. Karen suggested the addition of another policy review. She feels that it would be appropriate to review the Health Science Compensation Plan policy, specifically as it concerns offsets against 19900 funds in cases where sponsored projects are paying for portions of salary. A suggestion was made to prepare a proposal for Budget Officers concerning consistent application of this policy at all campuses.

<u>Status of Cost Sharing Systems at Each Campus</u> - An earlier discussion had suggested the possibility of including a separate table and user interface within ERS to allow for key entry of cost sharing commitments by campuses in the event that campuses do not have that information available in other local systems. Each campus reported that they will have a cost sharing system in place either at the time of ERS implementation or shortly thereafter so there is no need to build a table in ERS.

<u>Distribution of Cost Sharing Offsets</u> - Pixie asked whether the level of detail below the line could be optional by campus. In other words, could one campus show full FAU detail while another displayed only functional groups. The Management Group deferred discussion on this topic until they heard the Requirements Group recommendation for below the line reporting.

<u>Possibility of Merging Management, Requirements, and Technical Advisory Groups</u> - Eric asked the group to consider the possibility of merging the groups. The Management Group concluded that since each group had a different focus and were concerned with a different level of detail it would not be practical or efficient to merge groups. Eric suggested that there times when he couldn't attend that he would like Mike Anthony to represent him. Sue responded that he was welcome to have Mike attend anytime he was unavailable.

<u>Next Meeting</u>
The next meeting is scheduled for November 18.