Effort Reporting System
Requirements Group
Notes of the April 13, 2006 Meeting
Accepted May 11, 2006

Attendees: Cynthia Kane (UCB), Buck Marcussen (UCD), Rochelle Caballero (UCLA), Rick Valdivia (UCLA), Erica Webber (UCSF), Mark Cooper (UCSD), Ashley Clipson (UCSD), James Ringo (UCD), Jorge Ohy (UCOP), Adam Cohen (UCOP), Jon Good (UCOP), Steve Hunter (UCOP), and Wayne Kidd (UCOP)

Review of 3/9/2006 Meeting Notes

Aside from changing the date March 9, 2006, on the meeting notes, the meeting notes were accepted as written.

Ashley inquired about the meaning of the disposition "defer" as it relates to decisions on enhancement requests. Adam responded that "defer" meant that decision on whether to pursue the request or not was "deferred" as the request was not necessarily significant in impact or some experience with ERS was needed before a decision could be made.

Follow-ups from Previous Meetings

Management Group Report

Jon briefly reviewed key discussions of the Management Group, which had met via conference call on April 12:

- Schedules – A final edition of the Development Schedule will be published soon and the Maintenance Schedule will become the schedule of record moving forward.

- UCOP Hosting – Progress is being made in getting Berkeley and San Diego set up.

- Accounting Manual and Contracts & Grants Manual – Jorge reported that final language for the changes to these documents has been prepared and that the Management Group is reviewing the responses to feedback before finalizing. There is one issue that remains to be resolved, and that concerns publishing the time frames in which effort reporting must occur, which has never been done before and could be considered to have ramifications for a campus until that campus implements the ERS. Controllers are going to be discussing this issue.

- Licensing – there has been some interest in the ERS from outside of UC. There was discussion of potential principles for licensing ERS, the common theme being that UC should not invest resources in a strong support system for non-UC customers of the ERS.

- ERS Project Web Site – There is concern that the ERS Project Web Site may be accessible to the public and that some of the materials (e.g., meeting notes) may

not be appropriate for public access. The web site will be secured through access controls and one or more pages will be made available with information that is considered suitable for public sharing.

Fund Table Code Definitions

Jon reported that all ERS sponsor campuses have responded that there was no problem in adding the necessary fund table attributes to local financial systems.

Other Topics

Buck asked whether assignment of roles and permissions was going to be a capability of departments. Adam responded that the ERS currently does not allow this but that the Davis campus is working on a distributed system administration refinement which will allow departments to assign roles and permissions. Distributed system administration is scheduled for Release 3.

Enhancements Requests Review

[Though it was mentioned in the meeting that enhancement requests resolved at the previous meeting had been removed from the Enhancements Requests List distributed for the meeting, in fact those enhancement requests were included in the list and the status for those items appeared at the end of the summary list. It should be noted that all enhancement requests, regardless of disposition resulting from Requirements Committee discussion, are kept by the ERS Project Team in Bugzilla. The lists distributed for Requirements Committee discussion are a specially prepared subset of the items in Bugzilla.]

The committee reviewed the following items from the current enhancements list:

- #299 - Effort Report requires comment at line certification, but not for the entire Effort Report certification
  The Requirements Group reviewed the rules regarding when comments are required during certification.

  The driving factor is whether the adjusted payroll % is updated. When it is, the comment is required. This is true whether or not the effort report is in multi-line certification mode.

  When the "comment required" behavior is viewed in this light, the system is behaving consistently with respect to requiring comments.

This rule will be documented so users can understand the intended behavior.

- #394, Retro-Activity for Cost Sharing within ERS [Agreed that documentation is needed stating the fact that changes to cost shared effort imported from the campus cost sharing system do not trigger re-certification of effort reports]
  The Requirements Group reviewed this issue and determined that triggering re-certification because of cost sharing adjustments was not feasible because the cost sharing information is not date-specific in the manner of payroll information, and thus cannot be matched to a specific effort reporting period.

- #387, Late Pay - Should not update the Adjusted Payroll % column [agreed to carry entered info]
  The Requirements Group agrees that the central concern is overwriting a certification and there is no concern about overwriting user-entered adjustments to an effort report prior to it being certified.

  New process will be as follows:

  1. For certified reports that are reissued:

  a. A new sponsored project line that is added to the report due to a payroll transfer will have the newly calculated effort in the ORIGINAL PAYROLL % column but will not have this value copied to the ADJUSTED PAYROLL % column as is normally done.
  b. Existing sponsored project lines will have the ADJUSTED PAYROLL % column value (which was certified) copied forward to the new version of the effort report.
  c. Cost sharing columns will be treated in the same manner.
  d. Below-the-line lines will be treated in the same manner. The original % column will be recalculated but the adjusted % column will be carried forward from the previously certified version.

  This approach will insure that the report stays in balance. If this report is certified as re-issued, it will transition to Certified/Adjustment Required status which is correct since it will draw attention to the report as requiring additional review.

  2. All open reports, including partially certified reports, will be versioned-up and recalculated values will be placed in the ADJUSTED % column on the new version, overwriting user-entered values from the previous version.

- #396 - Percentages not adding to 100% due to rounding
  The Group reviewed this issue and approved the following enhancement:

If the total effort of the "unrecognized earnings" section nets to zero then we will perform ADJUST processing on the report and allow it to go into an OPEN status.

Otherwise, the report will be set to EXCEPTION as it is currently and will not be ADJUSTED.

- #110 - consider dimming multi-line option checkbox when only 1 sponproj [rejected – need for this is gone]
- #67 - report list column order [rejected – can do this with sorting]
- #141 - default to no-search for certain users [Approved – queued for work]
- #131 - buttons top and bottom [Approved – queued for work]
- #150 - "and" feature for searches [defer until more experience with ERS]
- #152 - limit search by period [defer for short term and reschedule if potential performance issues are identified related to database size]
- #192 - criteria for "my projects" search [defer until requirements can be articulated]
- #268 - create a location code user preference to filter searches [defer until UCLA evaluates need for separate ERS instances for UCOP and Merced]
- #320 – report list - print mode - add total/percent [rejected in favor of campus ad-hoc reporting solutions]
- #409 - Printing Reports takes several clicks to perform [Approved]
- #410 - Replace comment required dialog with message and focus to field [rejected]
- #411 - View effort reports by quarter in addition to all and by report period [research to confirm intent and, if confirmed, reject]
- #412 - Report list that shows all effort reports a user has permission to view [rejected - alternatives suggested]
- #413 – skipping for ERS Project Team research
- #419– skipping for ERS Project Team research
- #422 - Sponsored Project sort order is not by OP fund title or fund number [defer until practical experience suggests revisiting the request]
- #423 - Next report feature [Approved]

Next Meeting

The next meeting is scheduled for Thursday, May 11, 2006 from 10:00am-2:00pm. A decision on whether this will be an in-person meeting or a conference call will be made by April 28, 2006, after assessing the kinds of issues that need to be reviewed. An in-person meeting will be from 10-2. A conference call will be from 1-3.