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

The meeting was convened as a conference call. Attendees: Buck Marcussen (UCD), Rick Valdivia (UCLA), Erica Webber (UCSF), Jorge Ohy (UCOP), Dan Gilbreath (UCSD), Pixie Ogren (UCLA), Adam Cohen (UCOP), Steve Hunter (UCOP), and Jon Good (UCOP)

Review of 4/13/2006 Meeting Notes

The notes of the April 13, 2006, meeting were accepted as written.

Follow-ups from Previous Meetings

Management Group Report

Jon Good reported on key discussions of the Management Group, which had met on May 10:

- The ERS Project web site has been "locked down" in the sense that access to various materials (e.g., meeting notes) is only permitted from computers with a UC ip-address.

- Campuses interested in contracting with NIIT for customization of the training materials should contact Subroto Mukherjee at:

  Subroto Mukherjee
  NIIT (USA) Inc. - Knowledge Solutions Business
  1050 Crown Pointe Parkway, Floor 5
  Atlanta, GA 30338
  Tel: +1 (770) 290 6065 | Cell: +1 (404) 247 9490 | Fax: +1 (770) 551 9229
  Email: subrotom@niit.com | Websites:
  www.nitt.com/learning
  www.cognitivearts.com

- Printing of Training Materials – Macromedia Breeze does not handle printing of entire training modules. The equivalent material can be printed in its entirety from the PowerPoint source files that were imported into Breeze. NIIT has attempted to provide the final PowerPoint sources, but these have yet to be successfully downloaded from the NIIT server. Once this has been accomplished, the PowerPoint sources will be put on the ERS project web site.

- Maintenance Schedule – Adam Cohen reported that Release 3, the first batch of enhancements requested by the Requirements Committee, was shipped on April 28. Release 4, which will include distributed system administration only, is

scheduled to be issued by third week in May. Release 5 is planned for June with further enhancements, which will be informed by discussion and decisions of the Requirements Committee. With Release 5, the Base ERS should be caught up on approved enhancement requests. After that, some technical changes will be implemented to help with serviceability of the Base ERS system. No Release 6 is planned yet. Jon mentioned that some of the "deferred" items will be reviewed by the Requirements Committee as production experience with ERS occurs.

- Pixie Ogren on discussion about findings on Payroll System (PPS) Salary Cap Fix (Release 1697) as reported by UCLA's Payroll Manager, Paula Farrington:

  Three exception conditions are expected to be reported with respect to capped funds:

  1. Pay in excess of the salary cap (obvious wrong)
  2. When there is a By-Agreement payment on a capped fund
  3. Rate adjustment on salary

  In the first case, Payroll System logic is such that the exception condition is obviously wrong. In the second and third cases, however, the Payroll System cannot determine whether there is a cap violation, so someone needs to inspect the payments to make an appropriate determination of whether the cap has been violated.

  The way the Payroll System reports these three different conditions, all of the above conditions are reported as they are encountered, in a format that is not very useful to reviewers. Instead, the exceptions should be grouped by the type of exception to facilitate review.

  The Management Group agreed that there was no reason for all campuses to undertake a workaround. Sue Abeles and Paula Farrington will put in a request to Mike O'Neill to address this particular problem.

- Accounting Manual and Contracts & Grants Manual – Jorge reported that the revisions are about ready to go out, all that is needed is to formalize timeliness standards and the impact it will have on campuses that aren't up on the ERS when the revisions take effect. Once timeliness is clarified with Controllers the revisions to the manuals will be published. After some discussion of the time periods for issuing effort reports and for certification, Erica commented that Payroll business processes may need to be changed some at UCSF to accommodate more timely processing of expense transfers.

- Marketing and Licensing – there was discussion of marketing and licensing options, a continuation of discussions that have taken place off and on over the

past year as other institutions have expressed interest in the ERS. No conclusions were reached in the discussion other than any decision to pursue marketing of ERS will wait until after the system is in production and an assessment is made of how well the system functions.

- 9-month academic examples from Davis – the Management Group discussed some points about these examples used in sorting through Davis process issues. No conclusions came out of this discussion.

Other Topics

Importation of Cost Sharing

Pixie raised the topic of how cost sharing triggers the generation of an effort report. When a normal effort reporting cycle is processed, the system takes in the cost sharing file and, if there's cost sharing information but no Payroll information for an individual, an effort report is issued. Since 9-month and 11-month appointments are processed separately, it is conceivable that, when generating effort reports for 9-month faculty, the presence of cost sharing information for an 11-month faculty member could inappropriately generate an effort report for that individual without any associated payroll information. Adam responded that the system identifies individuals as requiring 9-month or 11-month reporting before any effort report is generated.

Pixie asked whether everyone felt that effort reports should be generated when there is only cost sharing information and no associated pay information. Erica responded that is what needs to be done.

Pixie then asked if effort reports should not be generated in off cycles when only cost sharing information is present. After some discussion, it was agreed that Pixie will research this item further and formulate further questions (if any) accordingly.

Carry-forward of Previously Entered Data

Pixie raised this topic in response to the April 13 Requirements Committee meeting notes on Enhancement #387. The description of what happens when carrying forward user-entered information on effort reports which are subsequently updated from changes in payroll, needs to be clarified as follows.

1. Carrying forward user-entered information needs to occur when any late pay is processed which impacts the effort report.

2. User-entered cost sharing information must be carried-forward whether or not the effort reported had been certified at the time the payroll adjustment was processed.

After some discussion, the Requirements Committee agreed with these clarifications.

Pixie also mentioned that when referring to items "below the line", the labels for the "below the line" items should be spelled out for clarity.

Enhancements Requests Review

The committee reviewed the following undiscussed items from the current enhancements list (full details of the discussion are recorded in and available for viewing in Bugzilla on the project web site):

- #424 - Changing effort triggers payroll adjustment reminder [rejected]
- #425 – Full-screen sub-windows [agreed to make this a user preference item]
- #435 – Warn on save of a report when no effort entered [rejected]
- #437 – Report definition application at Org Level [defer until further analysis completed]
- #440 – Title code and description missing from ER [Accepted – need to figure out place to put "primary title"]
- #192 – (Re-opened by Rick Valdivia) – Provide a My Projects List for Co-PIs [Accepted – campus option]

Next Meeting

The next meeting is scheduled for Thursday, June 8, 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 May 30, 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.